

Quick Points for Service Coordinators and Service Providers:

- On July 1st, existing services will have the 'First Service Delivery' date grandfathered into the web IFSP as the old service 'Begin Date'.
- Each new service beginning after July 1st, must have a 'First Service Delivery' date collected, via the Log/Notes.
- First Service Delivery date will be compared to the date the 'Consent for Services' was signed by the parent to calculate 'Delayed Services' which occur if the first service delivery date is more than 30 days after the consent signature date.
- A plan can be implemented without the 'First Service Delivery' date being recorded on new services.
- The First Service Delivery date for a new service must be recorded for all services before a new plan can be opened from PrePlan.
- A new 'Consent for Services' must be signed anytime a new service is started. The date the consent form is signed must be entered on the Meeting tab.
- Existing outcomes may be edited or added after the IFSP is implemented. This should prevent new meetings from being electronically started early, just to add an outcome or edit an existing outcome. However, if a new service is added an IFPS meeting must be held in order to add this new service outcome.
- Service Coordinators will have access to the 'Change Provider' button on the 'Services' tab. SC's can change providers for any service except Service Coordination.
- When a provider change occurs, a history record is created. This history is available to IMS staff so they can keep IMS provider information up to date.
- The service Log/Notes now appear with the most recent note at the top of the screen. The 'add' button has also been placed at the top of the screen.
- The 'Log/Notes' button on the Services screen does not appear until the 'First Service Delivery' date has been recorded.
- The old term 'Begin Date:' on the service record and output has been renamed 'Projected Start'.
- Final Exit can't occur until all active services have a 'First Service Delivery' date recorded.

Web IFSP July 1, 2011 Changes

Details for Service Coordinators and Service Providers:

First Service Delivery:

The 'First Delivery' button will appear on the Services tab until the date is recorded in the Log/Notes.

Service: <input type="text" value="Family Training, Counseling, Home Visits"/>		X	
Provider: <input type="text"/>	Justification if not natural environment: <input style="width: 100%;" type="text"/>		
Location: <input type="text" value="IT3 Home"/>			
Method: <input type="text" value="Individual"/>			
Frequency: <input type="text" value="2"/> sessions per <input type="text" value="Month"/>	With whom: <input type="text" value="Child/Adult"/>		
Projected Start: <input type="text" value="04/13/2010"/>	<input type="button" value="First Delivery"/>	Intensity: <input type="text" value="15"/>	
		Expected Duration: <input type="text" value="6"/> months	
Notes: <input style="width: 100%;" type="text"/>		<input type="checkbox"/> Print on PWN?	<input type="button" value="Change Provider"/>

Clicking on the 'First Delivery' button will bring up the modified Log/Note screen.

First Service Delivery Log Note

Consent for Services: <input type="text" value="04/08/2010"/>		<input type="text" value="First Service Delivery"/>	Time In: <input type="text"/>	Time Out: <input type="text"/>
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Kirby Leland - Not Assigned"/>	<input style="width: 100%;" type="text"/>
			<input type="button" value="Save"/>	<input type="button" value="Spell Check"/>
			<input type="button" value="Print"/>	

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If the service is delayed, a 'Delay Reason' must be recorded.

First Service Delivery Log Note

Consent for Services: 04/08/2010		First Service Delivery: 05/09/2010	Time In: 12:30 PM	Time Out: 01:00 PM	Delay Reason: FA Family L
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:	
1 - Communication	Home	Home visit		Provided and reviewed nutrition materials and growth development chart.	

When the 'First Delivery' date is recorded and the Log/Notes screen closed, the Service tab will display the newly recorded information.

Service: Family Training, Counseling, Home Visits X

Provider: **L**

Location: IT3 Home **L**

Method: Individual

Frequency: 2 sessions per Month

Projected Start: 04/13/2010

First Service Date: 05/09/2010

Delay Reason: FA Family

Justification if not natural environment: **B**

With whom: Child/Adult

Intensity: 15

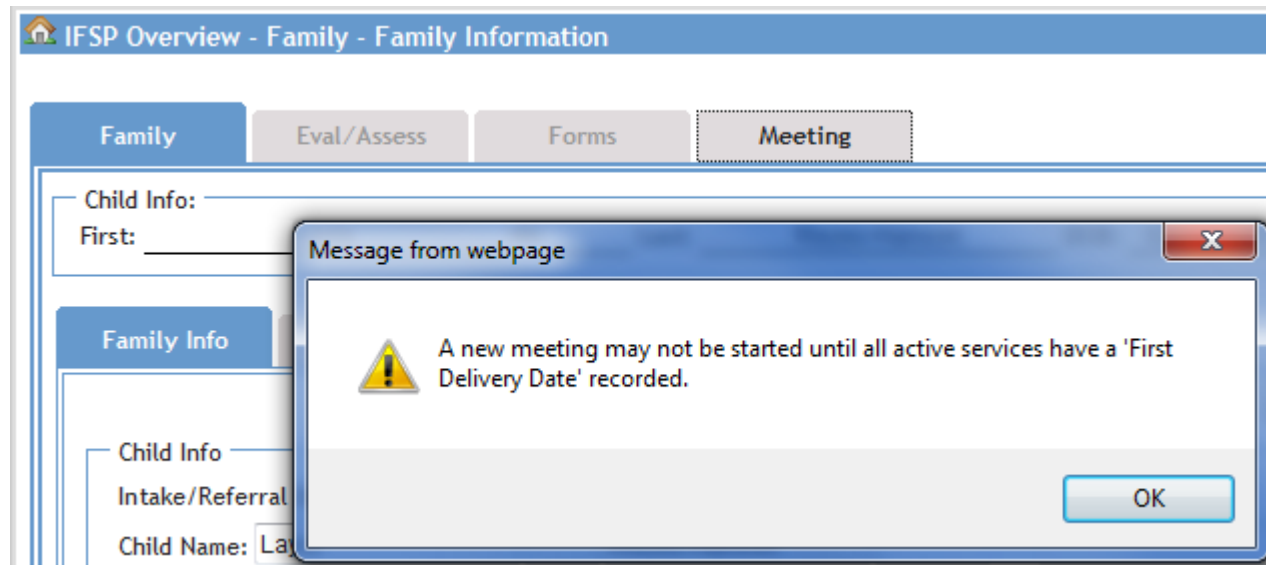
Expected Duration: 6 months

Notes:

Print on PWN?

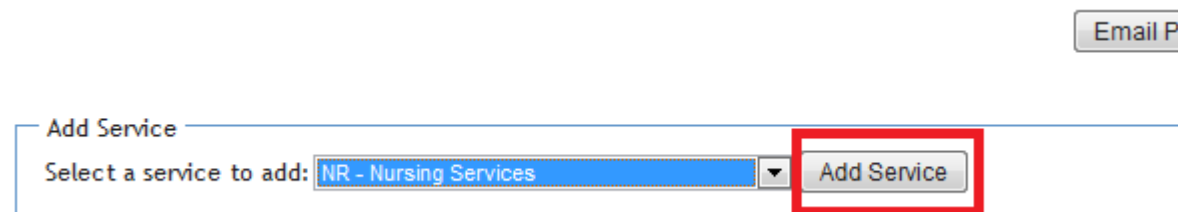
New Plan Restriction:

When a new 'Meeting' is attempted from 'PrePlan' this warning will appear if all of the services from the previous plan do not have 'First Delivery' dates recorded.



New Service:

When a new meeting is begun, the 'Consent for Services' information from the previous plan is copied into the new Meeting tab. On the Services tab, if a new service code is selected and the 'Add Service' button is clicked, the 'Consent for Services' information on the Meeting tab is removed.



A new 'Consent for Services' must be signed at the IFSP meeting. This date must be entered on the Meeting tab before the plan can be submitted or implemented.

Consent for Early ACCESS Services

Signature, Relationship 1: Date:

Signature, Relationship 2: Date:

Consented to Services: Yes No






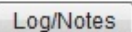
Services excluded, if any:









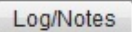

Where is signed copy stored?:

Web IFSP July 1, 2011 Changes

Change Provider:

Service Coordinators can change providers on all services except SC-Service Coordination. SC must continue to be changed by an administrator at the same time the Service Coordination assignment is changed. The 'Change Provider' button shown below will appear if the logged in staff person has 'Service Coordination' permission.

Service: Service Coordination	
Provider: 	Justification if not natural environment: 
Location: IT3 Home 	
Method: Individual 	
Frequency: 1 six month period	With whom: Child/Adult 
Projected Start: 09/04/2009	Minutes: 180
	Expected Duration: 6 months
Notes:	<input checked="" type="checkbox"/> Print on PWN? 

Service: Family Training, Counseling, Home Visits 	
Provider: 	Justification if not natural environment: 
Location: IT3 Home 	
Method: Individual 	
Frequency: 4 sessions per Month 	With whom: Child/Adult 
Projected Start: 10/26/2009  First Service Date: 10/05/2009	Intensity: 90
	Expected Duration: 6 months
Notes:	<input checked="" type="checkbox"/> Print on PWN?  

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Clicking on the 'Change Provider' button will bring up the screen where the new provider and change date information is recorded. The change reason is defaulted to 'CRI-Change Roster Information'. CRI should be used in all cases except when the change is due to a family move. When the family moves, use 'CRD-Change Resident District'. **When a new provider is selected, there IS NO need to record a new 'First Service Delivery' date.** That information is copied from the ended provider record into the new provider record.

Service: Service Coordination

Provider: Lorri Lovelace-Johnson Justification if not natural environment:

Location: IT3 Home

Method: Individual

IFSP - Service Overview - Windows Internet Explorer

http://imstest.aea10.k12.ia.us/IDEA/ifsp/plan/changeProv.cfm?es_id=1264

Plan - Change Provider

Child Name	Child DoB	Plan Info	Service Date	Service	Provider	Service Info	Att District
Nathan	09/03/2007	03/05/2010 Periodic	10/26/2009	FT Family Training, Counseling, H	Emily	4 x/ month for 90 mins.	Webster City

Effective Date: 03/05/2010 Deb CRI CRD Save

Close

Service Provider Change History:

This topic really applies only to IMS staff. Your Web IFSP Admin can give permission to an IMS staff person to reference this history. It will be utilized to insure that the 'official' service provider information stored in IMS is kept up to date with changes occurring within the Web IFSP.

IFSP IEP ADMIN

Web IFSP - Individual Family Service Plan

Caseload
View caseload

Child List
View child list

Intake
New Intake
Edit Intake

Coordination
Assign
Edit
Add Child

Other
Utilities

Reports
Final Exits
Agency Data
Prov Changes

Reports - Service Provider Changes Purge Checked Rows

	Child	Old Provider	End Date	New Provider	Begin Date	Code	Del
<input checked="" type="checkbox"/>	08-AES00704 DOB: 07/04/2007	SS son, Amy Changed by: Leland, Kirby Change Date: 06/03/2011	04/07/2011	sen, Susan	04/08/2011	CRI	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-AES00704	SS sen, Susan	05/22/2011	Amanda	05/23/2011	CRI	<input type="checkbox"/>

Web IFSP July 1, 2011 Changes

Service Log/Notes:

Log/Notes are now displayed with the most recent record at the top of the list. The 'Add' button is also relocated to the top of the screen.

Plan - Service Notes

Date: <input type="text" value="05/31/2011"/> Time In: <input type="text" value="02:00 PM"/> Time Out: <input type="text" value="02:20 PM"/>				
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:
<input type="text" value="1 - Communication"/>	<input type="text" value="Office"/>	<input type="text" value="Phone"/>	<input type="text"/>	Parent called with questions regarding nutrition and growth.

Date: <input type="text" value="05/17/2010"/> Time In: <input type="text" value="12:30 PM"/> Time Out: <input type="text" value="01:30 PM"/>				
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:
<input type="text" value="1 - Communication"/>	<input type="text" value="Home"/>	<input type="text" value="Home visit"/>	<input type="text"/>	The lazy, positive brown fox jumped quickly over the hedge fence.

Date: <input type="text" value="05/09/2010"/> Time In: <input type="text" value="12:30 PM"/> Time Out: <input type="text" value="01:00 PM"/>				
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:
<input type="text" value="1 - Communication"/>	<input type="text" value="Home"/>	<input type="text" value="Home visit"/>	<input type="text"/>	**First Delivery** Provided and reviewed nutrition materials and growth development chart.

Web IFSP July 1, 2011 Changes

The Log/Notes button does not appear on the Services tab until the 'First Delivery' date is recorded. The 'First Delivery' button does not appear on the Services tab until the 'Consent for Services' area on the Meeting tab is completed.

The screenshot shows the 'Services' tab for 'Speech Language'. The 'Provider' is 'Rosemary Anderson'. The 'Location' is 'IT3 Home'. The 'Method' is 'Individual'. The 'Frequency' is '2 sessions per Month'. The 'Projected Start' is '03/05/2010', and a 'First Delivery' button is visible next to it. The 'With whom' is 'Child/Adult'. The 'Intensity' is '30' and the 'Expected Duration' is '6 months'. A 'Justification if not natural environment' field is present but empty. In the 'Notes' section, there is a 'Print on PWN?' checkbox and a 'Change Provider' button. A red box highlights the 'Print on PWN?' checkbox area.

Final Exit:

All services must have a 'First Delivery' date recorded before the child can be exited. Services should not be deleted if the service was actually delivered. If the parent decided they did not want a new service, this should be noted in the 'Consent for Services' area of the Meeting tab and then the service could be deleted after a PWN is generated to document the refusal of the service.

The screenshot shows the 'IFSP Overview - Final Exit' page. The 'Child Info' section shows 'First: Marissa', 'MI: _____', 'Last: _____', and 'DOB: 09/05/2008'. The 'Final Exit Date' is '09/04/2011' and there is a checkbox for 'Is the reason for exit due to death (DEC)?'. A red warning message states: 'The Final Exit Date recorded above is the day before the third birthday for this child. If you are exiting this child prior to that date, please select an accurate Final Exit Date. The Final Exit Date record above is a date in the future. When the irreversible Final Exit process is completed, all services will be exited and access to this child's IFSP records will end.' Below this is a 'Final Exit Checks' table:

Status	Tasks	Go To
Complete	Transition Plan	Go
Complete	Current Plan Implemented	Go
Incomplete	Final ECO form	Go
Incomplete	First Service Delivery Date	Go

A red box highlights the 'Incomplete' row for 'First Service Delivery Date'. Below the table is a 'Final Exit Report' button. To the right is a 'Print Menu' section with a 'WARNING' message: 'Once exited, this child's data cannot be retrieved for printing. Please print all necessary pages before Final Exiting.' and a 'Print Current Plan' button. Below that is an 'Archives' section with a list: 'Initial 02/23/2011 (Implemented)' and 'Initial 06/03/2010 (Final)'.