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Component: 5.0 Individualized Family Support Plan (IFSP)

Related Policy Component	Guidance/Procedures	Reference/Related Documents
5.1.0 General Authority		
5.1.3	The Early Steps IFSP form is available in English , Spanish , and Creole and may be used as an electronic form or in a hard copy format.	
5.1.5	<p>A. It is best practice to provide a copy of the IFSP to the family and other team members immediately at the end of the meeting. However, a 15-day timeline is allowed in consideration of the fact that IFSP meetings may be held in locations without access to printers or copy machines and that some members of the team may not be physically present at the meeting.</p> <p>B. The service coordinator is responsible for ensuring that copies of the IFSP are appropriately disseminated to the family and other members of the IFSP team. The family will initial by the names of those team members for whom they are giving permission to receive a copy of the IFSP.</p>	
5.2.0 Accessibility and Convenience of IFSP Meetings		
5.2.1	<p>A. A parent may electronically record an IFSP meeting to help understand the IFSP, share information with the other parent, family member, or advocate who cannot attend, or better understand their rights.</p> <p>B. The LES may electronically record an IFSP meeting, with the approval of the family, and must ensure the recording becomes a part of the child's Early Steps record.</p> <p>C. If an IFSP team member refuses to be recorded, they are not required to participate however must send their recommendations ahead of time in writing which becomes part of the child's Early Steps record.</p> <p>D. Each LES should make a substantial good faith effort to find a translator, professional, extended family member, or community resource person to</p>	

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	translate or interpret for the IFSP meeting whenever needed.	
5.3.0 The Content of the Individualized Family Support Plan (IFSP) for Children with Established Conditions and/or Developmental Delays		
5.3.1	The present levels of development are recorded on the Assessment/Eligibility Determination pages on the IFSP.	
5.3.2	The family's concerns, priorities, and resources are recorded on the Getting to Know Your Child and Family page on the IFSP.	
5.3.3	The measurable results or functional outcomes are recorded on the Outcomes page.	
5.3.4	The goals, criteria, procedures, timelines and strategies are recorded on the Outcomes page.	
5.3.5	The strategies needed to meet the child and family's outcomes are recorded on the Outcomes page.	
5.3.6	<p>A. The requirement that specific early intervention services contained in the IFSP be based on "peer-reviewed research, to the extent practicable," is not intended to impose any additional recordkeeping or IFSP content burden but rather to ensure that each early intervention services is based on the child's developmental needs and reflects current standards of research-based practices.</p> <p>B. The frequency, intensity, and method of delivering services; location and length of the services; funding source and, if any, payment arrangements; projected dates for initiation of services; and anticipated duration of services are recorded on the Services page.</p> <p>C. The frequency and intensity are determined by the multidisciplinary IFSP team members after looking across all the outcomes for which this service is needed and then calculating how often (e.g., once a month) and the amount of time per visit (e.g., 60 minutes) the service will be provided to address all applicable outcomes.</p>	

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5.3.7	The justification as to why any service will not be provided in a natural environment is recorded on the Services page.	
5.3.8	<p>A. To the extent appropriate, any medical, health and additional supports that are necessary to address the child’s outcomes but that are not required under IDEA, Part C are recorded on the TCM page.</p> <p>B. When a child is receiving services that the family has accessed outside the IFSP process using other resources, the IFSP team should consider the types and frequency of early intervention services and supports necessary to complement the outside services the child and family are receiving to achieve the identified outcomes.</p> <p>C. If a family decides to access additional supports outside the IFSP process, then the IFSP team will convene to review the child’s services and ensure the entirety of services meets the child’s needs.</p>	
5.3.9	The name and contact information of the service coordinator is recorded on the Your Family's Information page of the IFSP. This information should be kept current with updates as needed.	
5.3.10	The steps to be taken to support the transition are recorded on the Transition page.	
5.3.11	<p>A. An explanation of the contents of the IFSP must include a review of information that is written on the IFSP, asking the parents if they understand what has been recommended, and then having the parent sign the IFSP form. If both parents are not present at the IFSP meeting, the parent in attendance may confer with the other parent, as appropriate and as needed, to discuss their child’s services prior to signing. This information is recorded on the Services page.</p> <p>B. If an IFSP review is late due to an Early Steps issue, the services currently authorized on the IFSP should continue to be provided until the IFSP team convenes.</p>	
5.3.13	A. A determination of initial or continuing eligibility is recorded on the Assessment/Eligibility	3.1.4 Policy 3.1.4 Operations Guide

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	<p>Determination pages on the IFSP.</p> <p>B. A diagnosed established condition takes precedence over developmental delay as the reason for eligibility.</p> <p>C. The IFSP, Assessment/Eligibility Determination pages, and data reported regarding reason for eligibility should be updated when a child is originally eligible as developmentally delayed but later there is documentation of established condition.</p> <p>D. This page may also be used to describe recommendations for children not found eligible, if any and as appropriate.</p>	
5.3.14	Everyday routines, activities, and places are recorded on the Getting to Know Your Child and Family page on the IFSP.	
5.3.15	The identification of the Primary Service Provider (PSP) is recorded on the Services page.	
5.4.0 Interim IFSP		
5.4.1	An interim IFSP is rarely developed, but may be appropriate when a child is referred to Early Steps with an established condition or an obvious developmental delay and conditions warrant the immediate provision of specific early intervention services .	
5.4.2	The date the initial IFSP is written, not the date the interim IFSP is written, serves as the date from which the periodic review and annual meeting to review the IFSP must occur.	
5.5.0 Initial Individualized Family Support Plan (IFSP)		

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<p>5.5.2</p>	<p>If the initial IFSP does not take place within 45 days of receipt of the referral by the LES, the reason for delay must be documented in the child's record and entered as a barrier in the Early Steps data system. Barriers for the initial IFSP are as follows:</p> <p>A. Barriers considered to be beyond the LESs control include:</p> <ol style="list-style-type: none"> 1. Child issues (such as illness, appointment conflict, etc.), 2. Office closure due to hurricane or other official state of emergency, 3. Family/caregiver issues (such as illness, child care, convenience, family appointments, transportation, vacation, work, emergencies, etc.), 4. Family did not show for scheduled evaluation and/or initial IFSP, 5. Unsuccessful attempts to contact to schedule first contacts activities, evaluation/assessment and/or initial IFSP meeting (.e.g. unreturned phone calls, disconnected phone, or unable to locate family), and 6. Re-referral (Child was enrolled previously, closed, and re-opened). <p>B. Barriers that are not an acceptable reason for delay and are considered noncompliant include:</p> <ol style="list-style-type: none"> 1. LES capacity issue (such as no available appointment, appointment canceled due to staffing issues, inability to contact family due to staffing issues, etc.), 2. Insurance approval pending for evaluation/assessment, and 3. External provider issues (e.g. team not available). 	
<p>5.5.4</p>	<p>Provision of records is considered part of the evaluation or assessment process and is not a</p>	

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	separate billable activity.	
5.6.0 Periodic Review of the Individualized Family Support Plan (IFSP)		
5.6.1	<p>A. If the periodic review meeting is held within 30 days prior to the due date of the annual review of the IFSP and all conditions for the annual review are met during the periodic review meeting, then the periodic review can suffice for the annual IFSP meeting.</p> <p>B. Examples of conditions that warrant more frequent periodic reviews of the IFSP include:</p> <ol style="list-style-type: none"> 1. Any time a change, including closure from Early Steps, is requested on the IFSP by any member of the IFSP team, 2. When the service coordinator is aware of problems/concerns that need to be discussed between the times when required meetings or reviews are due, 3. When the service coordinator/service provider receives a request from the family regarding problems/concerns that need to be discussed between the times when required meetings or reviews are due, 4. When an IFSP outcome is not being met, or progress is not being made, you would not need to wait six months to figure out new strategies, 5. When the outcomes were achieved in four months, you would not need to wait two additional months to develop new ones. If an outcome has a projected achieve date in 4 months, then a periodic review just prior to that achieve date may be necessary to determine next steps. However, if an IFSP outcome was achieved yet there continue to be other outcomes to be addressed, an earlier IFSP review may not be necessary, and 6. When a child and family transfer from another LES in Florida. <p>C. The review should ensure the services, goals, and objectives on the service coordination/ targeted case management service plan continue</p>	Policy Handbook 6.12.1

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	to be appropriate or are revised as necessary.	
5.6.2	<p>A periodic review consists of one or more of the following actions that occurs in between scheduled annual reviews of the IFSP:</p> <ul style="list-style-type: none"> A. Addition, revision, completion, or deletion of an outcome, B. Discussion of additional needs identified based on ongoing assessment/observation, C. Re-determination of eligibility, D. Discussion regarding proposed new, changed, or terminated services or locations, E. A proposed change in frequency, intensity or duration of services, and F. Discussion regarding potential termination from Early Steps. 	Policy 8.4.1
5.6.3	<ul style="list-style-type: none"> A. While it is best practice for periodic reviews to be conducted face to face, the periodic review may also be conducted via telephone conference call or videoconferencing. B. Participants may submit information and reports to the service coordinator that will be discussed during the periodic review via email, postal service or fax before the periodic review date. This is considered part of on-going service delivery for the child/family and is not a separate billable activity. C. If a periodic review is conducted via telephone call or video conference and consent is required per 8.5.1, the service coordinator will: <ul style="list-style-type: none"> 1. Complete and print the entire IFSP, including all services that require consent, leave the Start (or From) date blank, and send it to the family by the method of their choice for their consent. Upon receipt of consent, fill in the Start (or From) date since the date must match the date consent was provided or 2. Obtain consent via electronic methods that meet the requirements in 8.5.8 Policy and Guide. 	

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	<ol style="list-style-type: none"> 3. Send the entire completed IFSP to the parent(s) after it is completed. 4. File in the Early Steps record. 	
5.6.4	<p>A. Examples of situations that may warrant the involvement of evaluators/ assessors and/or others needed at the periodic review include:</p> <ol style="list-style-type: none"> 1. Any professional who conducted the evaluations and/or assessments should be involved in the periodic review as a resource for the IFSP Team. 2. When the child is in custody of DCF, the DCF caseworker should be invited to participate in the development of the IFSP. The DCF caseworker must provide consent for modified medical services if the consent was provided by a parent other than the biological or foster parent. 	<p>Chapter 743.0645 F.S. Operations Guide 8.5.1</p>
5.7.0 Annual Evaluation of the Individualized Family Support Plan (IFSP)		
5.7.1	<p>If the annual IFSP meeting is completed early, then the next annual due date should be 12 months from the date the annual IFSP is written.</p>	
5.7.3	<p>A. The annual IFSP meeting will include a review of the team’s ongoing assessment and any status reports, or evaluations and/or assessment results from community providers and other sources and be documented on the Evaluation/Assessment page.</p> <p>B. A formal multidisciplinary evaluation with functional scores is not required if current information in all developmental areas exists from ongoing assessment of the child and family and any other current information.</p> <p>C. The annual review of the IFSP will include monitoring to ensure that the service coordination/targeted case management service plan is effectively implemented, adequately addressed the needs of the child/family, and that services are being provided.</p>	<p>Policy 3.1.11 Policy 6.12.1 Policy 8.4.1 Policy 8.4.2 Policy 8.4.3 Policy 8.4.4 Policy 8.4.6 Operations Guide 3.1.11</p>

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5.7.4	<p>Service providers who also provide on-going assessment of the child are regarded as evaluators and assessors and therefore their participation is required at the annual IFSP meeting.</p>	
5.7.5	<p>Provision of records is considered part of the evaluation or assessment process and is not a separate billable activity.</p>	
<p>5.8.0 At-Risk Individualized Family Support Plan (IFSP)</p>		
5.8.1	<p>If a child is referred based on an At-Risk condition and a potential developmental delay is identified within the first 45 days of referral, an evaluation and IFSP in accordance with Policy 5.5.1 must be completed.</p>	