







Component 5.0 Individualized Family Support Plan (IFSP)

Authority:	IDEA Sections: 1436 , 1437		
	34 CFR Sections: 303.12 , 303.13 , 303.126 , 303.209 , 303.310 , 303.340 , 303.342 , 303.343 , 303.344 , 303.345 , 303.346 , 303.420		
	Florida Statutes: 391.301 , 391.308		
Intent:	These policies are intended to ensure that all eligible children and their families have a plan of supports and services that is based on shared assessment information and knowledge, meets the unique needs of each child and family, and is developed in an open forum that supports the collaborative partnership between parents and professionals.		
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5.1.0 General Authority		Reference/Related Documents
	Policy	
	<p>5.1.1 The Early Steps system shall provide for each child and family to receive a-written Individualized Family Support Plan (IFSP) developed by a multidisciplinary team, including the parents.</p>	<p>20 U.S.C.§1436(a)(1) 20 U.S.C.§1436(a)(2) 20 U.S.C.§1436(a)(3) 34 CFR §303.20 34 CFR §303.114 34 CFR§303.340 391.308(1)(b), F.S. 391.308(4)(f)(2), F.S. Policy 3.4.0</p>
	<p>5.1.2 The ESSO shall ensure that a written IFSP is developed and implemented for each eligible infant or toddler.</p>	<p>34 CFR §303.340 391.308(2)(g), F.S. 391.308(4)(f), F.S.</p>
	<p>5.1.3 Local Early Steps (LES) must use the current departmentally approved IFSP.</p>	<p>391.308(2)(g), F.S. Operations Guide 5.1.3</p>
	<p>5.1.4 The following IFSP types should be developed for children closed and re-referred:</p> <p>A. A periodic IFSP should be developed for children who were closed, and re-referred, up to 9 months from the date an initial or annual IFSP.</p> <p>B. An annual IFSP should be developed for children who were closed, and re-referred, between 9 and 12-months from the date of-an initial or annual IFSP.</p> <p>C. A second initial IFSP should be developed for children who were closed, re-referred, more than 12 months from the date of the initial IFSP.</p>	
	<p>5.1.5 A copy of the interim IFSP, if applicable, initial and annual review of the IFSP as well as a copy of each periodic review of the IFSP will be provided to the family and all IFSP team members (with parental consent) within 15 calendar days of the IFSP meeting.</p>	<p>Operations Guide 5.1.5</p>
	<p>5.1.6 Each LES or person(s) who has a direct role in the provision of early intervention services is responsible for making a good-faith effort to assist each eligible child in achieving the outcomes in the child’s IFSP. However, IDEA, Part C does not require the LES or person(s) to be held accountable if the child does not achieve the growth projected in the child’s IFSP.</p>	<p>34 CFR §303.346</p>

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5.2.0 Accessibility and Convenience of IFSP Meetings		
	Policy	Reference/Related Documents
	5.2.1 IFSP meetings are arranged by the service coordinator and held in settings and at times convenient to the family and in the native language of the family or other mode of communication used by the family , unless it is not feasible to do so.	34 CFR §303.342(d)(1) Policy 4.2.7 Policy 8.3.1 Policy 8.3.2 Operations Guide 5.2.1
	5.2.2 The service coordinator must make arrangements for IFSP meetings with the family and other IFSP team members and provide notification in writing early enough before the meeting date to ensure that the family and other participants will be able to attend.	34 CFR §303.342(d)(2) Policy 4.2.7
5.3.0 The Content of the Individualized Family Support Plan (IFSP) for Children with Established Conditions and/or Developmental Delays		
	Policy	Reference/Related Documents
	5.3.1 The IFSP must contain a statement of the infant's or toddler's present levels of physical development (including vision, hearing, and health status), cognitive development, communication development, social or emotional development, and adaptive skills development, based on the information from the child's evaluation and assessment.	20 U.S.C §1436(d)(1) 34 CFR §303.344(a) Policy 3.5.2 Operations Guide 5.3.1
	5.3.2 With the concurrence of the family , the IFSP must contain a statement of the family's concerns, priorities, and resources related to enhancing the development of the child as identified through the assessment of the family .	20 U.S.C.§1436(d)(2) 34 CFR §303.344(b) Operations Guide 5.3.2
	5.3.3 The IFSP must contain a statement of measurable results or measurable outcomes expected to be achieved for the child and the family , including pre-literacy and language skills, as developmentally appropriate for the child and family .	20 U.S.C. §636(d)(3) 34 CFR §303.344(c) Operations Guide 5.3.3
	5.3.4 The IFSP must contain a statement of the goals, criteria, procedures, and timelines used to determine the degree to which progress toward achieving the measurable results or outcomes identified on the IFSP is being made and whether modifications or revisions of the expected results or outcomes or early intervention services are necessary.	20 U.S.C.§1436(d)(3) 34 CFR §303.344(c) Operations Guide 5.3.4
	5.3.5 The IFSP must contain a statement of the strategies needed in order to meet the child and family's outcomes.	Operations Guide 5.3.5


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	<p>5.3.6 The IFSP must include a statement of the specific early intervention services based on peer-reviewed research (to the extent practicable) that are necessary to meet the unique needs of the infant or toddler and the family to achieve the results or outcomes identified on the IFSP, including the following:</p> <ul style="list-style-type: none"> A. Frequency, intensity, and method of delivering services, B. Location of the services, C. Length of the services, D. Funding source or payment arrangements, if any, E. Projected dates for initiation of each early intervention services, which must be as soon as possible but within 30 days of the date the parent consents to the service, and F. The anticipated duration of these services. 	<p>20 U.S.C.§1436(d)(6) 34 CFR §303.344(d) 34 CFR §303.344(f) Policy 6.11.1 Operations Guide 5.3.6</p>
	<p>5.3.7 The IFSP must contain a statement that each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate and a justification as to why an early intervention service will not be provided in the natural environment.</p>	<p>20 U.S.C.§143 6(d)(5) 34 CFR §303.12(b) 34 CFR §303.344(d)(ii) 34 CFR §303.13(a)(8) 34 CFR §303.344(d)(1)(ii)(A) Policy 6.1.4 Policy 6.1.5 Policy 6.1.6 Operations Guide 5.3.7</p>
	<p>5.3.8 To the extent appropriate, the IFSP must:</p> <ul style="list-style-type: none"> A. Identify any medical and additional supports that the child or family needs or is receiving through other sources, but that are neither required nor funded under IDEA, Part C, and B. Include a description of the steps the service coordinator or family may take to assist the child and family in securing additional supports not currently being provided. 	<p>34 CFR §303.344(e) Operations Guide 5.3.8</p>
	<p>5.3.9 The IFSP must contain the name of the service coordinator who will be responsible for the implementation of the early intervention services identified in the IFSP, including transition services and coordination with other agencies and persons.</p>	<p>20 U.S.C.§1436(d)(7) 34 CFR §303.344(g)(1) Policy 4.1.1 Policy 4.1.4 Policy 4.1.6 Operations Guide 5.3.9</p>
	<p>5.3.10 The IFSP must contain steps and services, to support the transition of the toddler with a disability to preschool services, under IDEA, Part B of the</p>	<p>20 U.S.C.§1436(a)(3) 20 U.S.C.§2436(d)(8)</p>

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	<p>Act to the extent those services are appropriate or other services, if appropriate. The steps must include:</p> <ul style="list-style-type: none"> A. Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition, B. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting, C. Confirmation that notification information for child find purposes has been transmitted to the local school district and the Department of Education in accordance with the state's notification policies, D. With parental consent, the transmission of additional information about the child needed by the local educational agency, to ensure continuity of services from Early Steps to the Prekindergarten Program for Children with Disabilities including a copy of the most recent evaluation and assessments of the child and the family and a copy of the most recent IFSP which has been developed and implemented, E. Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child. 	<p>20 U.S.C.§1437(a)(9)(C) 34 CFR §303.344(h) 391.308(4)(f), F.S. Policy 7.1.2 Operations Guide 5.3.10</p>
	<p>5.3.11</p> <ul style="list-style-type: none"> A. The contents of the Individuals with Disabilities Education Act (IDEA), Part C must be fully explained to the parents and informed written consent of the parents must be obtained prior to the provision of early intervention services described on the IFSP. B. Each early intervention service must be provided as soon as possible but within 30 days of the date the parent consents to the service. C. The parents will determine whether to accept or decline any early intervention service at any time, and may decline a service, after first accepting it, without jeopardizing other early intervention services. 	<p>20 U.S.C.§1436(e) 34 CFR §303.342(e) 34 CFR §303.420 (a)(3) 34 CFR §303.420 (d)(3) 391.308(4)(f)(2), F.S. Policy 8.5.1 Operations Guide 8.5.1 Operations Guide 5.3.11</p>
	<p>5.3.12 The IFSP must contain family demographic and contact information.</p>	<p>Operations Guide 5.3.12</p>
	<p>5.3.13 The IFSP must contain a statement of eligibility, including recommendations for children not found eligible, as appropriate.</p>	<p>Operations Guide 5.3.13</p>
	<p>5.3.14 The IFSP must contain a description of everyday routines, activities, and places in which the child lives, learns, and plays and individuals with whom the child interacts.</p>	<p>Operations Guide 5.3.14</p>
	<p>5.3.15 The IFSP must contain the identification of the most appropriate IFSP team member to serve as the Primary Service Provider (PSP).</p>	<p>Policy 6.2.2 Operations Guide 5.3.15</p>
	<p>5.3.16 The requirements for the Targeted Case Management Service Plan, which is developed based on the assessment of the emotional, social, behavioral, environmental, medical and developmental needs of the</p>	

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	child/ family and updated as needs change, are identified on the Service Coordination/Targeted Case Management Plan on the IFSP.	
5.4.0 Interim IFSP		
	Policy	Reference/Related Documents
	5.4.1 With parental consent, an interim IFSP may be written to begin early intervention services for an eligible child who is eligible based on an established condition or developmental delay and the child's family before the completion of the evaluation and/or assessment when determined that early intervention services are needed immediately for the eligible child and the child's family .	34 CFR §303.345(a) Operations Guide 5.4.1
	5.4.2 An interim IFSP must include: A. The name of the service coordinator who will be responsible for implementing the interim IFSP and coordinating with other agencies and persons, B. Outcomes, if feasible, and to the extent possible, C. The early intervention services that have been determined to be needed immediately, and D. Signatures of those who developed the IFSP.	34 CFR §303.345(b) Operations Guide 5.4.2
	5.4.3 When an interim IFSP is completed, the evaluation and/or assessment must still be completed and an initial IFSP developed within the 45 day timeframe from the date of referral.	34 CFR §303.345(c)
5.5.0 Initial IFSP for Children with Established Conditions and/or Developmental Delays		
	Policy	Reference/Related Documents
	5.5.1 Within 45 calendar days of the date the LES receives the referral for determination of IDEA, Part C eligibility, any screening the LES conducts, the evaluation and/or assessment must be completed and the IFSP team members must be convened by the service coordinator in a face-to-face meeting to develop the initial IFSP for each eligible child and family .	20 U.S.C. §1436(c) 34 CFR §303.310(a) 34 CFR §303.342(a) 391.308(4)(f)(1), F.S.
	5.5.2. A. The 45-day timeline does not apply for any period when: 1. The child or parent is unavailable to complete the screening (if applicable), the initial evaluation , the initial assessments of the child and family , or the initial IFSP meeting due to exceptional circumstances that are documented in the child's Early Steps record , or 2. The parent has not provided consent for the screening (if applicable), the initial evaluation , or the initial assessment of the child, despite documented, repeated attempts by the LES or provider to obtain parental consent. B. If the initial IFSP meeting occurs later than 45 calendar days, the LES must:	34 CFR §303.310(b) 34 CFR §303.310(c) Operations Guide 5.5.2

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	<ol style="list-style-type: none"> 1. Document in the Early Steps Record the exceptional family circumstances or repeated attempts by the LES or provider to obtain parental consent, 2. Document the reason for the delay in the Early Steps data system, 3. Complete the screening (if applicable), the initial evaluation, the initial assessments (of the child and family) and the initial IFSP meeting as soon as possible after the documented family circumstances no longer exist or parental consent is obtained, and 4. Develop and implement an interim IFSP, if appropriate. 	
	<p>5.5.3 The initial IFSP meeting must include the following persons:</p> <ol style="list-style-type: none"> A. The parent or parent(s) of the child, B. Other family members, advocate(s), or person(s) outside the family, as requested by the parent(s), C. The service coordinator responsible for implementing the IFSP, D. A person(s) directly involved in conducting the evaluation and/or assessment, and E. Person(s) who are or will be providing early intervention services to the child or family, as appropriate. 	34 CFR §303.343(a)(1)
	<p>5.5.4 If a person directly involved in conducting the evaluation and/or assessment is unable to attend the initial IFSP meeting, arrangements must be made for the person’s involvement through other means including one of the following:</p> <ol style="list-style-type: none"> A. Participation in a telephone or video conference call, B. Having a knowledgeable, authorized representative attend, or C. Making pertinent records available to the participants at the initial IFSP meeting. 	34 CFR §303.343(a)(2)
	<p>5.5.5 An initial IFSP must be developed for each eligible child and family that is referred from an IDEA, Part C program in another state to the State of Florida Early Steps system.</p>	
5.6.0 Periodic Review of the Individualized Family Support Plan		
	Policy	Reference/Related Documents
	<p>5.6.1</p> <ol style="list-style-type: none"> A. The IFSP must be reviewed at least every six months from the date of the initial or annual review of the IFSP, or more frequently if conditions warrant, or if the family requests such a review. B. For children whose periodic review of the IFSP falls within 45 days prior to their third birthday, the team may also consider during the preceding IFSP meeting, whether any services need to be authorized for a longer period of time to cover the short time period between the final IFSP due date and the child’s third birthday. 	<p>20 U.S.C. §1436(b) 34 CFR §303.342(b)(1) 391.308(4)(f)(3), F.S. Operations Guide 5.6.1</p>

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	<p>5.6.2</p> <p>A. The purpose of the periodic review for children with an established condition or developmental delays is to determine:</p> <ol style="list-style-type: none"> 1. The degree to which progress toward achieving the results or outcomes identified on the IFSP is being made, 2. Whether modification or revision of the results or outcomes or early intervention services identified on the IFSP is necessary, and 3. Whether additional needs have been identified based on ongoing assessment/observation. <p>B. The purpose of the periodic review for children with an at-risk condition is to discuss the child's current status based on developmental surveillance and/or screening.</p>	<p>34 CFR §303.342(b)(1) 391.308(4)(g), F.S. Policy 3.1.11 Policy 6.12.1 Operations Guide 5.6.2</p>
	<p>5.6.3</p> <p>The periodic review may be carried out by a meeting or another means that is acceptable to the parent and other participants on the IFSP team. The concurrence of the family must be documented.</p>	<p>34 CFR §303.342(b)(2) Policy 8.4.5 Operations Guide 5.6.3</p>
	<p>5.6.4</p> <p>A. The periodic review of the IFSP must include the following persons:</p> <ol style="list-style-type: none"> 1. The parent or parent(s) of the child, 2. Other family members, advocate(s), or person(s) outside the family, as requested by the parent(s), 3. The service coordinator responsible for implementing the IFSP, and 4. Person(s) who are or will be providing early intervention services to the child or family, as appropriate. <p>B. If conditions warrant, provisions must also be made for the participation of:</p> <ol style="list-style-type: none"> 1. Persons directly involved in conducting the evaluation and/or assessment 2. Others as needed 	<p>20 U.S.C. §1436(b) 34 CFR §303.343(b) 319.301(4)(c), F.S. Operations Guide 5.6.4</p>
5.7.0 Annual Review of the Individualized Family Support Plan		
Policy		Reference/Related Documents
	<p>5.7.1</p> <p>A. A face-to face meeting must be conducted on at least an annual basis by the IFSP team to re-determine eligibility and review the IFSP to revise, change or modify its provisions and assess the continued appropriateness of the outcomes, strategies and recommended services, except as specified in 5.7.1 B and C below.</p> <p>B. For children whose annual IFSP due date falls within 45 days prior to their third birthday, the team may also consider during the preceding IFSP meeting, whether any services need to be authorized for a longer period of time to cover the short time period between the final IFSP due date and the child's third birthday; or</p> <p>C. If the annual IFSP meeting is due within 45 days prior to a child's third birthday, a face-to-face meeting does not need to occur; however, the service coordinator, in collaboration with the IFSP team, must</p>	<p>34 CFR §303.342(c) Policy 3.1.11 Operations Guide 3.1.11</p>

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	reauthorize any services that will continue until the child's third birthday.	
	5.7.2 If the annual IFSP meeting is held within 9 months prior to the child's third birthday, then the transition conference may be held in conjunction with the annual meeting, if all conditions are met for conducting the transition conference, as stated in Policy 7.3.0 and 7.4.0 .	34 CFR 303.209(e) 34 CFR §303.342(c) Policy 7.3.1 Operations Guide 5.7.2
	5.7.3 For children with an established condition or developmental delay, the results of the most current evaluations conducted and other information available from ongoing assessments of the child and family must be considered at the annual review of the IFSP to determine continuing eligibility and the early intervention services that are needed and will be provided.	34 CFR §303.342(c) Policy 3.1.11 Policy 6.12.1 Operations Guide 3.1.11 Operations Guide 5.7.3
	5.7.4 A. The annual review of the IFSP must include the following persons: B. The parent(s) of the child, C. Other family members, advocate(s), or person(s) outside the family , as requested by the parent(s), D. The service coordinator responsible for implementing the IFSP, E. A person(s) directly involved in conducting the evaluation and/or assessment , and F. Person(s) who are or will be providing early intervention services to the child or family , as appropriate.	391.301(4)(c), F.S. 34 CFR §303.343(a)(1) Operations Guide 5.3.16 Operations Guide 5.7.4
	5.7.5 For children with an established condition or developmental delay, if a person directly involved in conducting the most current evaluation and/or assessment is unable to attend the annual review of the IFSP, arrangements must be made for the person's involvement through other means -including one of the following: A. Participation in a telephone or video conference call, B. Having a knowledgeable, authorized representative attend, or C. Making pertinent records available to the participants at the annual IFSP meeting.	34 CFR §303.343(a)(2)
	5.7.6 A new IFSP document is developed at the time of the annual meeting.	
5.8.0 At-Risk Individualized Family Support Plan		
	Policy	Reference/Related Documents
	5.8.1 The At-Risk IFSP must be developed within 45 days of the referral to Early Steps.	34 CFR §303.310(a) Operations Guide 5.8.1
	5.8.2 The At-Risk IFSP must contain family demographic and contact information.	

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	<p>5.8.3 With the concurrence of the family, the At-Risk IFSP must contain a statement of the family's concerns, priorities, and resources related to their child's developmental status and at-risk condition.</p>	
	<p>5.8.4 The requirements for the Targeted Case Management Service Plan, which is developed based on the assessment of the emotional, social, behavioral, environmental, medical and developmental needs of the child/family and updated as needs change, are embedded in the At-Risk IFSP document.</p>	
	<p>5.8.5 The At-Risk IFSP will include the child's health status and the plan for developmental surveillance.</p>	
	<p>5.8.6 The At-Risk IFSP will include the services available for children with at-risk conditions outlined in Policy 3.1.5.</p>	
	<p>5.8.7 The At-Risk IFSP must contain steps and services to support the transition out of Early Steps to preschool services, under IDEA, Part B of the Act to the extent those services are appropriate or other services, if appropriate as outlined in 5.3.10.</p>	

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