

## Philadelphia Infant Toddler Early Intervention

### Individualized Family Service Plan (IFSP)

#### Policy

The development of an IFSP will be a team process and will be completed according to the Commonwealth's guidelines on IFSP development. The required components of the IFSP are as follows and will:

- Use the standardized IFSP format provided by the Commonwealth.
- Include a statement of the child's present level of functioning based on the Child and Family Assessment and the screenings that were administered. See Screening in Early Intervention policy.
- Reflect the strengths, priorities and concerns that are identified by the family and professionals that make-up the Early Intervention team.
- Contains family information which is updated at the time of review.
- Includes the assistance and services needed to support the family's needs based on the family assessments.
- Will identify the appropriate setting for the Early Intervention Services.
- Will contain measureable outcomes.
- Reflect child and family outcomes.
- Use family friendly language.
- Reflect what is important to the family.
- Document the necessary supports and services (EI and non EI services and supports) as determined in the evaluation. The documentation will include service type, frequency, duration and cost of services.
- Be translated into the family's primary language.

#### Procedures

1. The Parent and Service coordinator will be at every IFSP meeting.
2. The persons who conducted the evaluation, the Early Interventionists, and persons outside of the family (as requested by the parents) may also be present at the IFSP meeting.
3. When applicable, a written invitation will be provided at least 5 days before the meeting or fewer days if agreed on by the team.
4. The meeting will occur in a setting and a time that is convenient to the family
5. The notice for the meeting will be in the family's primary language.
6. It will be documented when the family was notified about the IFSP meeting
7. If anyone listed in # 1 and 2 above wish to participate and are unable to be present for the meeting, other arrangements may be made for them to participate that includes
  - Telephone participation using a phone or video conference call
  - Sending a knowledgeable representative
  - Making the pertinent records available
8. In Philadelphia Infant Toddler Early Intervention, the Initial and annual Multidisciplinary Evaluation (MDE) and IFSP are typically completed in one visit. These processes may be

completed separately at the family's request or if the team believes that completing the IMDE and the IFSP in separate meetings would benefit the process or the family.

9. The date of parental consent for the IFSP will begin the timeline for the provision of Early Intervention services.
10. Each IFSP will be reviewed quarterly at a meeting that includes the review of the progress and the status of outcomes on the IFSP, with the emphasis on identifying new strategies or affirming current strategies (if successful) towards the achievement of the IFSP.
11. At the minimum, the IFSP will be reviewed, revised and updated as needed every 6 months. These reviews, revisions and updated will be documented.
12. Implementation and documentation of behavior concerns and interventions will be documented as part of the IFSP, per the Behavior Support Plan policy.
13. The Children Transferring to and from Philadelphia Infant Toddler Early Intervention policy will be followed.
14. At each decision making point in the process, the Parents' Rights Agreement will be reviewed with the parent/guardian and the SC will obtain a signature to indicate if the parent understands their rights and what they should do if they disagree with any decisions that have been made.

### **Process**

The Service Coordinator (SC) will prepare in advance for the initial and annual MDE/IFSP by working closely with the family [and service delivery team for the annual] to identify child and family strengths and needs prior to the MDE/IFSP meeting.

1. SC facilitates IFSP team (team is defined as the family and all those participating in the development of the IFSP) identify child and family concerns, priorities and resources.
2. The SC and Early Interventionists facilitate the family's involvement in the IFSP decision making process.
3. The team identifies impact on daily routines, and what makes learning easier.
4. SC documents team recommendations for both Early Intervention and non-EI community services and resources, including the use of the PA Early Learning Standards by the IFSP team.
5. SC documents team's findings on the EI eligibility determination page.
6. SC facilitates the team's identification of Special Considerations for a child to be included in the IFSP.
7. SC facilitates team's identification and documentation of expected measurable outcomes for the child and family on the intervention plan and who the best person (service type) is to help the child and family meet the outcomes. That person will be considered the child's primary service provider.
8. SC facilitates team's identification and documentation of strategies for addressing the outcomes and based on who the team has determined is the best person (service type) is to help the child and family meet the outcomes, other consultants to the family and primary service provider may be identified.
9. SC facilitates team's justification for services not provided in natural environments and identifies plan to move such services to the child's natural environment in the future. This plan will include steps and a time frame (date) for moving the service back to the natural environment (not to exceed the next quarterly period).

10. Individualized Service Coordination activities are documented on the IFSP. Service Coordination documentation of activities are:
  - A. detailed on a service note that is completed after any meeting or other contact with, or on behalf of and infant, toddler and their family.
  - B. written in a professional, accurate, unbiased and objective manner and written so that others can understand what is being documented
  - C. written in a timely manner in line with Service Coordination Entity requirements.
11. SC facilitates discussion with the team about the family's best time and place for service delivery.
12. SC will share the list of local contracted and statewide providers and make note if the family has indicated a provider preference.
13. SC facilitates transition discussion with team.
14. SC will summarize the team's findings, recommendations and clarifies details of the plan as needed before adjourning the meeting.
15. SC reviews the Parents' Rights Agreement with the family
16. The SC has the capacity to enter the team's findings and recommendations and the IFSP in PELICAN while in the home, if time permits. The SC will complete the inputting of the IFSP at a later time if needed.
17. The SC (within 24hrs) will send the services from the IFSP to the referral and compliance unit; and they will be entered into the Philadelphia Early Intervention Data Systems (PEIDS) within 24 hours for the provider community to access. The referral will include comments, if any, in reference to provider preference, date and time of service delivery, language and service delivery address if other than family home.
18. Once a provider has been identified for a service, the SC will contact the family with the name and telephone number of the provider and the projected start date.
19. The Service Coordinator will monitor the start of service, ongoing service provision, and coordinate the quarterly review of the IFSP by the team.

#### **Staff Training on New or Updated Procedures**

- Philadelphia Infant Toddler Early Intervention will disseminate information about new or updated procedures to staff within the Infant Toddler Early Intervention community including Early Interventionists and service coordinators. This dissemination will occur through on-line posting of the updated procedure and in-person meetings and presentations.
- As appropriate, Philadelphia Infant Toddler Early Intervention will offer direct training about new or updated procedures to staff within the Infant Toddler Early Intervention community, including Early Interventionists and service coordinators. This training will occur through direct written communication and in-person meetings and presentations. On-line training resources can also be used.