#### Integrating Child and Family Outcomes into the Individualized Family Service Plan (IFSP) Process \*

## Identification and Referral

#### Receive referral

- Collect information on referral form including reason(s) for referral and results of screening or assessment, if applicable
- · Establish child record
- Gather family's concerns and general information about child following procedures dictated by service delivery model (dedicated versus integrated service coordinator)
- Use child and family outcomes as organizing framework for first conversations with family
- Discuss reasons for referral, triggering probes for child functioning and family needs and priorities in the child and family outcome areas
- Provide general information about program
- Share program brochure describing vision of program and information about child and family outcomes
- Determine family's interest in accessing program services and scheduling initial visit
- \*The purpose of this chart is to assist states in integrating outcomes into the IFSP process through the use of evidence-based practices but it does not include all federal statutory and regulatory requires related to the IFSP process.

Text in red font indicates information related to the inclusion of the global child and family outcomes measurement; black font indicates IFSP steps leading to the development and implementation of individual child and family IFSP outcomes.

# Intake and Family Assessment

# Child Evaluation and Functional Assessment

Request existing developmental and medical information with parental consent

- Determine if child is automatically eligible (diagnosed condition)
- Determine necessary evaluation and assessment to identify child's developmental status and unique needs in each developmental area
- Ensure sharing, continuity of information gathering, and coverage of 3 child outcomes
- Determine composition of evaluation and assessment team
- Schedule evaluation and assessment with team and family at place and time convenient for family
- Provide parental prior written notice/rights
- Prepare family and coordinate team preparation for evaluation/ assessment

Team, including family, conducts evaluation and assessment, determines eligibility, and provides parental prior notice/rights on eligibility decision

- Evaluation and eligibility assessment(s) should guide IFSP development
- Build upon intake information
- Embed functional authentic assessment into conversations with families
- Probe for functioning in 3 child outcomes
- Probe for functioning in daily routines
- Probe for functional information on PLODs by domain
- Facilitate and document observation of child in natural environment
- Document the child's functioning in 3 child outcomes through narrative (and COS culminating statements)

### **IFSP Development**

Provide family with parental prior written notice/ rights for initial IFSP meeting and prepare family for meeting

IFSP team, including family, service coordinator and other providers meets to develop IFSP including:

- Review parents' priorities and concerns
- Summarize present levels of development functionally
- Describe how child uses skills in the 3 child outcomes areas
- Based on all information already gathered, review COS culminating statements which correlate with ratings
- Describe family concerns, resources and priorities according to the family outcomes
- Establish functional and measurable individual child & family outcomes
- Identify strategies
- Identify necessary services and timelines to begin services

Provide prior written notice/ rights for IFSP services; obtain parental consent for IFSP services (signing IFSP)

Implement timely services for which parental consent was provided

## Service Delivery and Transition

Ensure that service providers implement timely IFSP services

- Monitor child and family progress using the outcomes as a framework and update plans for service provision
- Coordinate ongoing service provision and ensure timely IFSP reviews /annual IFSP meeting to modify IFSP (including notice/rights)
- Provide parental prior written notice/rights and coordinate timely transition conference
- Coordinate developing transition plan with steps and services
- Ensure LEA and SEA notification
- Obtain consent for release of information to LEA or appropriate entity
- Ensure implementation of transition plan for smooth transition
- Complete family outcomes survey according to state procedure
- Provide transition follow-up
- Provide prior written notice/ rights to discontinue services
- Complete exit COS
- Close child record

- 45 days
- Schedule initial visit with family (confirm in writing)
- Determine need to conduct screening
- Determine need for surrogate parent and/or interpreter
- Acknowledge referral in writing with referral source
- Conduct screening, if appropriate; provide prior written notice/rights and obtain parental consent
- Explain program in detail, communicating purpose of program as well as child and family outcomes to be measured
- Determine with family if they wish to have child evaluated and assessed
- Provide and explain rights;
- Obtain written parent consent for evaluation / assessment of child and request / release of information forms
- Provide prior notice for evaluation
- Gather information about child and family, incorporating child and family outcomes
- Use outcomes framework to think about child's functioning, discussing everyday routines and activities of child and family
- Use information gathered at intake to help determine evaluation team
- Gather and document information about the child's functioning through naturalistic observation
- Explain voluntary nature of a family-directed assessment
- For families who elect to participate, include an interview and assessment tool to gather:
- information about family concerns and priorities for their child and family using the child and family outcomes as a framework
- information about family resources to assist in addressing priorities and concerns