## **Integrated Outcomes – Individualized Family Service Plan (IFSP) Process**

45 days

# Identification

#### **Intake and Family Assessment**

#### **Child Evaluation and Functional Assessment**

# **IFSP Development**

## **Service Delivery** and Transition

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 3 global outcomes as organizing framework for first conversations with family ("how does he get along with his brothers and sisters?")\*
- · Discuss reasons for referral. triggering probes for child's functioning in the 3 global outcome areas
- Provide general information about program
- Share program brochure describing vision of program and information about 3 global outcomes and family outcomes
- Determine family's interest in accessing program services and scheduling initial visit

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
- Conduct screening, if appropriate;
- 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 3 global 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
- Gather information about family concerns and priorities for their child and family
- Gather information about family resources to assist in addressing priorities and concerns

Request existing developmental and medical information

- 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 global 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 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
- Embed functional authentic assessment into conversations with families
- Build upon intake information
- Probe for functioning in 3 global 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 outcomes through narrative (and COSF culminating statements)

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

IFSP team, including family, meets to develop IFSP including:

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

Provide notice/procedural safeguards for agreed upon services. Parents provide consent for IFSP services

Implement timely services for which consent was provided

Ensure that service providers implement timely IFSP services

Coordinate ongoing service provision and ensure timely IFSP reviews /annual IFSP meeting to modify IFSP (including notice/rights)

- Provide parental prior notice/rights and coordinate timely transition conference
- Coordinate developing transition plan
- Ensure LEA notification
- Obtain consent for release of information to LEA or appropriate entity
- Ensure implementation of transition plan to ensure smooth transition
- Provide transition follow-up
- Provide notice/ procedural safeguards to discontinue services
- · Close child record

<sup>\*</sup>The three outcomes to be measured for federal reporting purposes will be referred to as the "3 global outcomes" throughout, to distinguish them from an individual child's IFSP outcomes. Text in red font indicates outcomes measurement steps; black font indicates IFSP steps