The Early Intervention / IFSP Process

contact program if

concerns in future.

Identification **Intake and Family Child Evaluation IFSP Development** and Referral **Assessment** and Assessment 45 Days Service Coordinator schedules Initial Visit Service Coordinator provides Service Coordinator requests existing El program receives family with prior notice for initial with family (confirms in writing); developmental and medical information. referral, collects IFSP Meeting and prepares determines need to conduct screening. information on referral family for meeting. source's reason(s) for Service Coordinator: referral and results of Service coordinator acknowledges referral o Determines if child automatically screening or assessment, IFSP team meets to develop in writing with referral source. eligible (diagnosed condition); IFSP including: o Determines necessary evaluation and Reviewing parents' priorities assessment to identify child's **Service Coordinator** and concerns: Service Coordinator meets with family and: developmental status and unique assigned. Child record o Establishing functional / o Conducts screening if appropriate; needs in each developmental area; established. measurable outcomes: Determines composition of evaluation Explains program; o Identifying strategies; o Determines with family if they wish to and assessment team; Identifying necessary Schedules evaluation and assessment **Service Coordinator** have child evaluated and assessed. services and timelines for with team and family at place and time contacts family to gather initiating services. convenient with family; family's concerns and o Provides written prior notice; and NO YES general information about Provides and explains rights. Service coordinator obtains child, provide information parents consent for IFSP about program, and Service coordinator: services (signing IFSP). determine family's interest Service Coordinator prepares family o Provides and explains rights; in scheduling Initial visit. and coordinates team preparation for Obtains written parent consent for evaluation and assessment. **Consent NOT** Consent evaluation and assessment of child and provided for provided request/release of information forms: some or all. for all. o Provides prior notice for evaluation **YES** Team, including family, conducts NO evaluation and assessment, determines eligibility, and provides prior notice and Implement services for which Service coordinator: rights based on eligibility decision. Service Coordinator: Gathers information about child: consent was provided. For Sends letter to parent those services that consent is Discusses everyday routines and documenting decision and not provided, service coordinator If NOT eligible, service activities of child and family, outlining how to re-contact provides and explains parental o Identifies parental concerns and coordinator links with eligible program if future concerns; rights (including information on appropriate community priorities for their child and family; With parental consent complaints / mediation process); o Identifies family resources to assist in resources and how to recommunicates with referral provides prior notice to not

provide these services and how

to re-contact program in future.

Service Delivery

and Transition

Service Coordinator

ensures that service

providers implement

timely IFSP services.

Service Coordinator

coordinates ongoing

service provision and

ensures timely IFSP

reviews and annual IFSP

meeting to modify IFSP.

Service Coordinator:

o Provides prior written

notice / rights) and

coordinates timely

transition plan;

o Obtains consent for

appropriate entity:

smooth transition.

o Provides transition

follow-up;

o Provides prior

notice/rights to

transition conference;

o Coordinates developing

o Ensures LEA notification;

release of information to

 Ensures implementation of transition plan to ensure

Service Coordinator:

discontinue services:

o Closes child record.

source regarding parent's

decision.

addressing priorities and concerns.