The Early Intervention / IFSP Process

Identification and Referral
- EI program receives referral, collects information on referral source’s reason(s) for referral and results of screening or assessment.
- Service Coordinator assigned. Child record established.
- Service Coordinator contacts family to gather family’s concerns and general information about child, provide information about program, and determine family’s interest in scheduling Initial visit.
- Service Coordinator schedules Initial Visit with family (confirms in writing); determines need to conduct screening.
  - Service Coordinator prepares family and coordinates team preparation for evaluation and assessment.
  - Service Coordinator provides family with prior notice for initial IFSP Meeting and prepares family for meeting.

Intake and Family Assessment
- Service Coordinator requests existing developmental and medical information.
  - Service Coordinator prepares family and coordinates team preparation for evaluation and assessment.
- Service Coordinator meets with family and:
  - Conducts screening if appropriate;
  - Explains program;
  - Determines with family if they wish to have child evaluated and assessed.
  - Service Coordinator: provides prior written notice; and provides and explains rights.
  - Service coordinator: provides prior written notice / rights and coordinates timely transition conference;
  - Coordinates developing transition plan;
  - Ensures LEA notification;
  - Ensures implementation of transition plan to ensure smooth transition.
  - Service Coordinator: provides transition follow-up;
  - Provides prior notice/rights to discontinue services;
  - Closes child record.

Child Evaluation and Assessment
- Service Coordinator prepares family and coordinates team preparation for evaluation and assessment.
- Service Coordinator: if NOT eligible, service coordinator links with appropriate community resources and how to re-contact program if concerns in future.
- If eligible:
  - Team, including family, conducts evaluation and assessment, determines eligibility, and provides prior notice and rights based on eligibility decision.
  - IFSP team meets to develop IFSP including:
    - Reviewing parents’ priorities and concerns;
    - Establishing functional / measurable outcomes;
    - Identifying strategies;
    - Identifying necessary services and timelines for initiating services.
  - Service coordinator obtains parents consent for IFSP services (signing IFSP).
  - Service Coordinator: provides prior written notice/rights and coordinates timely IFSP reviews and annual IFSP meeting to modify IFSP.

IFSP Development
- Service Coordinator provides family with prior notice for initial IFSP Meeting and prepares family for meeting.
  - Service Coordinator: provides prior written notice / rights and coordinates timely transition conference;
  - Coordinates developing transition plan;
  - Ensures LEA notification;
  - Ensures implementation of transition plan to ensure smooth transition.

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.

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*Note: Programs differ in who is assigned to each responsibility. Service coordinator could be other service provider.