

IFSP 45-Day Timeline Requirements

The initial IFSP must be developed within 45 days from the date the referral is received unless a delay is due to documented exceptional family circumstances. The Start Date of the IFSP is the date the parent signs the IFSP. An IFSP is good for one year from the Start Date.

Note: The date the referral is received counts as the first day of the 45 days.

The 45 day timeline does not apply when:

- The child or parent is unavailable to complete the screening (if applicable), the initial evaluation, the initial assessment of the child, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's early intervention records.
- The parent has not provided consent for the screening (if applicable), the initial evaluation, or the initial assessment of the child, despite documented, repeated attempts to obtain parental consent.

In the event the described exceptions exist, ITP staff must:

- Document in the child's early intervention records the exceptional family circumstances or repeated attempts by the early intervention program to obtain parental consent;
- Complete the initial evaluation, the initial assessments of the child and family, and the initial IFSP meeting as soon as possible, when the documented exceptional family circumstances no longer exist or parental consent is obtained for the initial evaluation and the initial assessment of the child; and
- Develop and implement an interim IFSP, to the extent appropriate, if parental consent is obtained and EI services have been determined to be needed before the evaluation and assessments are completed.

The initial family assessments must be conducted with the 45 day timeline, if the parent consents, and even if other family members are unavailable.

If the child is referred less than 45 days prior to his/her third birthday, the early intervention program is not required to conduct the initial evaluation, assessment, or IFSP meeting. In this instance, the program refers the child and family to their local school district immediately upon referral.

Exceeding the 45 Day Timeline

If the initial IFSP is not completed and signed by the parent within 45 days from the referral day, an IFSP delay reason must be recorded in the program's data system and documented in a CSR. The information in the CSR should support the information recorded in the data system.

The following includes the acceptable family reasons for exceeding the 45 day timeline:

- Child/family illness or hospitalization
- Conflict with family scheduling/appointment
- Difficulty making contact with family
- Family cancelled
- Family indecisiveness to participate in the program
- Family moved

- Other – Family (must record a description of the family reason in the data system)

The following includes the acceptable extenuating circumstances for exceeding the 45 day timeline:

- Natural disaster
- Extreme weather

Agency reasons are not acceptable reasons for exceeding the 45 day timeline and are counted as untimely IFSPs. The following includes a list of agency reasons for exceeding the 45 day timeline:

- Conflict with agency scheduling/appointment
- Delay in receiving documentation
- High referrals/caseloads
- Interpreter/translation issue
- New staff
- Other – Agency (must record a description of the agency reason in the data system)

Minimum Contact Information Needed to Start the 45 Day Timeline

The Infant Toddler Program needs to identify the following minimum contact information regarding the parent/legal guardian of a child being referred to begin the intake process:

1. Parent name
2. Legal guardian name, if applicable
3. Parent address
4. Legal guardian address, if applicable
5. Parent contact number
6. Legal guardian contact number, if applicable

NOTE: If a parent/legal guardian contact number is not available, use the address to initiate contact. If a parent/legal guardian address is not available, use the contact number to initiate contact.

Refer to the Minimum Contact Information Required for Referral section for additional information.