

# Content of an Individualized Family Service Plan

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A written plan for providing early intervention services to each eligible child and the child's family called the Individualized Family Service Plan (IFSP) must be developed by the IFSP team at the IFSP team meeting(s).

## Content of IFSP

The contents of the IFSP shall be fully explained to the parents and must include:

- Individual Child Information: Child's legal name, date of birth, and parent's name, address and phone number.
- Information about the child's status: A statement of the child's present level of functioning in the following areas of development: physical (including vision, hearing, and health status), cognitive, communication, social or emotional, and adaptive development based on information from the child's evaluations and assessments.
- Family information: With the family's concurrence, a statement of the family's resources, priorities, and concerns related to enhancing the development of the child as identified through the assessment of the family using a family assessment tool.
- Outcomes: A statement of the measurable outcomes expected to be achieved for the child (including pre-literacy and language skills, as developmentally appropriate for the child) and family, as well as the criteria, procedures, and timelines used to determine:
  - The degree to which progress toward achieving the results or outcome identified in the IFSP is being made, and
  - Whether modification or revisions of the expected results or outcomes, or early intervention services identified in the IFSP are necessary.
- Early Intervention Services: A statement of the specific early intervention services, based on peer-reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve the outcomes identified in the IFSP, including:
  - Length – length of time the service is provided during each session of that service (such as an hour or other specified time period)
  - Duration – projecting when a given service will no longer be provided (such as when the child is expected to achieve the results or outcomes in the IFSP)
  - Frequency – number of days or sessions that a service will be provided during a time frame
  - Intensity – whether the service is provided on an individual or group basis
  - Method – how a service is provided
  - Location – actual place(s) where a service will be provided
- Payment Source: The IFSP must include any payment source for services.
- Natural Environment: A statement that each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate, or include a justification as to why an early intervention service will not be provided in the natural environment.

The determination of the appropriate setting for providing EI services to a child, including any justification for not providing a particular EI service in the natural environment for the child, must be:

- Made by the IFSP Team (which includes the parent and other team members);
- Consistent with the provisions in part C, including those that allow services to be provided in settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when EI services cannot be achieved satisfactorily in a natural environment; and
- Based on the child's outcomes that are identified by the IFSP Team in the IFSP.

The Justification statement shall include:

- An explanation of why the outcome cannot be met if the service is provided in the natural environment
  - An explanation of how services provided in this location may be generalized within activity settings and routines of the family
  - A description of a plan including timelines and supports necessary to move the service delivery to achieve the outcomes in the natural environment.
- Other Services: When appropriate, identify medical and other services the child or family needs or is receiving through other sources, but are not required or funded under IDEA Part C. The funding sources that will be used in paying for those services, or a description of the steps that will be taken to assist the child and family in securing those services through public or private resources is included.
- Dates and Duration of Services: The projected date for the initiation of each early intervention service, which must be as soon as possible after the parent consents to the services, and the anticipated duration of each service.
- Service Coordinator: The name of the service coordinator from the profession most relevant to the child's or family's needs (or who is otherwise qualified to carry out all applicable responsibilities), who will be responsible for implementing the early intervention services identified in a child's IFSP, including transition services, and coordination with other agencies and persons.
- Transition from Early Intervention Services: The steps and services to be taken to support the transition of the child to preschool or other appropriate community services. The steps required must include:
- Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition.
  - Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting.
  - With parent consent, the transmission of the early intervention record needed by the LEA to ensure continuity of services from the Part C program to the Part B program, including a copy of the most recent evaluations and assessments of the child and the family and the most recent IFSP.

Transitions may include the many changes that take place for children and families and may include hospital to home, home to a program or service, program to program, or service to service. Planning for transition during these times is based on the individual needs of the family.

For a child potentially eligible for Part B services, ITP will notify the SEA, and LEA from the areas in which the child resides that the child will shortly reach the age of eligibility for preschool services under Part B as determined in accordance with state law.

For a child who may not be eligible for preschool services under Part B, with the approval of the family, the service coordinator makes reasonable efforts to convene a conference among the lead agency, the family and providers of other appropriate services for children who are not eligible for preschool services under Part B, to discuss the services the child may receive.