

Annual Review

An Annual Review must be completed on at least a yearly basis to evaluate and revise, as appropriate, the Individualized Family Services Plan (IFSP) for a child and their family. The results of any current evaluations and other information available from the assessments of the child and family must be used in determining the early intervention services that are needed and will be provide. A new IFSP is created at the Annual Review.

The annual IFSP review must be:

- Held in settings and times that are convenient for the family; and
- In the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.

Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.

Annual IFSP meetings must include the following participants:

- The parent or parents of the child.
- Other family members, as requested by the parent, if feasible to do so.
- An advocate or person outside of the family, if the parent requests that the person participate.
- The service coordinator designated by the Infant Toddler Program to be responsible for implementing the IFSP.
- As appropriate, persons who are currently or will be providing early intervention services to the child or family.

If a person or persons directly involved in conducting any current evaluations is unable to attend the meeting, arrangements must be made for the person's involved through other means, including one of the following:

- Participating in a telephone conference call.
- Having a knowledgeable authorized representative attend the meeting.
- Making pertinent records available at the meeting.

Service Coordinator Responsibilities

The Service Coordinator performs the following when completing an Annual Review:

- Assures the annual review is completed prior to the anniversary (no later than one year) from the original IFSP creation date.
- Arranges a meeting that is conducted at a time and place convenient to the family and in their native language.

Refer to Procedural Safeguards for more information.

- Ensures that participants representing the following roles are invited to attend:
 - Parents/guardians or surrogate parents.

- Other family members or advocates, as requested by the family.
 - Advocate or person outside of family, as requested by the family.
 - Person(s) directly involved in conducting any additional evaluation or assessments, if applicable.
 - Direct service provider(s), if applicable.
 - Service Coordinator.
- Provides a written notice to the family and other participants to attend an IFSP meeting.

The invitation must be sent early enough before the meeting to ensure invitees will be able to attend and must be documented in the child's permanent record.
 - The Service Coordinator, family, service providers, and other meeting participants review the following:
 - Outcomes, including the child's current level of function related to the outcomes, progress statement and criteria for success, strategies and resources, and timelines with the family and other members of the meeting.
 - Results of any current evaluations and other information from the ongoing assessment of the child and family.
 - Revised outcomes, if needed.
 - Assists family with annual completion of the Financial Resources form to authorize access to private insurance.
 - Contacts the Hub Supervisor or other designated person for authorization when circumstances indicate the Infant Toddler Program as the payer of last resort, is the responsible party.
 - Assures that a new IFSP document is completed and signed by all participants.

If the new IFSP increases any continued service frequency, length, duration, or intensity, ensure the System of Payment policy is provided to the family by providing and reviewing the System of Payment policy for parents and documents the review in the child's permanent record.

- Prior Written Notice and Procedural Safeguards must be provided to parents when the IFSP team is proposing or refusing to initiate or change the identification, evaluation, placement, or provision of service to the child.

The IFSP or IFSP Addendum page can serve as the Prior Written Notice.

As part of completing the Annual IFSP, ensure Parent Rights are provided to the family by providing and reviewing the Child and Family Safeguards brochure and documents the review in the child's permanent record.

The Idaho Infant Toddler Program Child and Family Safeguards brochure offers a complete description of the procedural safeguards to the family.

- Ongoing assessments are used to assist with planning intervention strategies and identifying the child's strengths and needs.

Consent is required for ongoing assessments to assist in planning intervention strategies and identifying the child's strengths and needs (Prior Written Notice is not required prior to completing an ongoing assessment).

Consent for ongoing assessments is obtained in the IFSP Summary of Services Page.

- A re-evaluation, regardless of whether previously completed as part of the child's initial evaluation, requires Consent from the family and Prior Written Notice.

If a re-evaluation occurs, ensure Parent Rights are provided to the family by providing and reviewing the Child and Family Safeguards brochure and documents the review in the child's permanent record.

The Idaho Infant Toddler Program Child and Family Safeguards brochure offers a complete description of the procedural safeguards to the family.

- A Parent/guardian's written Consent must be obtained before the start of services.

The parent/guardian signature on the IFSP document meets this requirement.

- Prior Written Notice and Procedural Safeguards are required when the review of assessment by the MDT indicates that the child is no longer in need of early intervention services.

A Prior Written Notice form is required when informing a Family that their child is no longer in need of early intervention Services. A personal communication is appropriate.

Refer to Graduating a Child from Early Intervention Service Transition for additional information.

- Assures releases of information are renewed annually by parents/guardians.
- Ensures the Annual IFSP is documented in the data system.
- Verifies the IFSP is implemented within the target dates identified on the IFSP.

If the IFSP is not implemented within the target dates or the Service does not begin on the start date projected on the IFSP, the Service Coordinator must ensure the reason is documented in the data system and child's permanent record.

Use the Individualized Family Service Plan form to record a new IFSP during the Annual Review.

Refer to Procedural Safeguards for a complete description of Consent, Prior Written Notice, and Parent Rights.