

Flow of IFSP Meetings & Expectations

Updated Jan. 2, 2024

Facilitation Roles at Initial IFSP

Meeting Introduction (SC)

- Reviewing the **Evaluation**
- Explaining the **IFSP**
- Introducing the team Members

SAFER (SC)

- •clear introduction
- Ask open ended auestions re: child's routines
- Provider steps in if needed to complete Age **Anchoring with** Larimer & Eval Report

Introduce Global **Outcomes** and Decision Tree (SC & **Provider**)

Outcome (Provider & Family)

- Strengths & Needs • Decision Tree &
- Rating

Outcome (Provider &

- Family) Strengths & Needs
- Decision Tree & Rating

Outcome (Provider Family)

Strengths & Needs Decision Tree & Rating

Summarize Concerns and Determine **Priorities** (Family & Team Support)

Create **IFSP Outcome** s based on Family's **Priorities** (Entire Team)

Therapy (Entire Team) Determine

Provider Frequency , and Referral

Details

Paperwork

- Unmet Needs
- Nitro
- •IFSP
- •Etc.

Facilitation Roles at Periodic Review

Review New Health Information

SAFER

- •SC reviews times of day that may have changed or were rated low at previous review
- •Age Anchoring with the Larimer Tool

Outcome 1 (Provider & Family)

- •Strengths & Needs
- •No Rating unless child was less than 6 months at Initial

Outcome 2 (Provider & Family)

- •Strengths & Needs
- •No Rating unless child was less than 6 months at Initial

Outcome 3 (Provider & Family)

- •Strengths & Needs
- •No Rating unless child was less than 6 months at Initial

Review
Priorities,
Concerns
and Family
Supports

Review previous IFSP outcomes and create new ones if needed

Discuss/confirm frequency of ongoing services

Paperwork

- Unmet Needs
- Nitro
- •IFSP
- •Etc.

Facilitation Roles at **Annual IFSP**

Review
Developmen
tal
Information
and Age
equivalents
from Annual
Report
(Whole
Team)

Review New Health Information

SAFER

- •Review all routines
- Age Anchoring with Larimer Tool
- Decision Tree & Rating

Needs

•Strengths &

Outcome 1 Outcome 2 (Provider & Family) Family)

- •Strengths & Needs
- •Decision Tree & Rating

Outcome 3 (Provider & Family)

- •Strengths & Needs
- •Decision Tree & Rating

Review Priorities, Concerns and Family Supports

Review
IFSP
Outcomes
and create
new ones if
previous
outcomes
were met

Discuss/confirm frequency of ongoing services

Paperwork

- Unmet Needs
- •Nitro
- •IFSP
- •Etc.

Transition





Documents the needs of a child that is transitioning out of Early Intervention and how the Service Coordinator is addressing those needs

Shows when the Administrative Unit, Transition Plan, and Transition Conference have been completed

Transition Timing *FYI for Providers...*



- The transition conversation is initiated by Service Coordinator (SC). The SC discusses the Administration Unit (AU DPS form). This begins as early as 2:3 and up to 2.6.
- The SC schedules the Transition Conference between 2.6 & 2.9 with the goal of getting the TC done by 2.8. The TC is scheduled with:
 - SC
 - AU/DPS
 - Family
 - Provider(s)
 - Possible GAL and CW if CAPTA case
- When TC is scheduled, provider works to complete the TC Report with the family and send the TC report to the SC at least a week before the TC as best practice.
 - At time of the TC the SC should already have explained the AU to the family and sent the AU to DPS along with the TC report, IFSP, and ROI.
 - Sending TC report to SC at least a week before allows family and AU/DPS time to review report before the meeting so the meeting can focus on transition.
 - Time Consideration- If family and AU cannot review ahead of time: meeting is longer and may require a
 word for word reading of report.

Facilitation Roles & Flow at **Transition Conference IFSP**

Standalone or combined with PR or Annual

Report Review

Review Developmental Information and Age equivalents from Transition Report (Whole Team)

Updates

Review New Health
Information and any
new updates since the
report

Part C-Part B discussion DPS Liaison discusses transition process

 Scheduling of the hearing, vision screening and evaluation with family

Review SC will review transition plan

- Family support
- Continuing with services through private insurance after age 3
- Provider will support in conversation as needed

<u>Paperwork</u>

- Unmet Needs
- Nitro
- •IFSP
- •Etc.

Typically, the TC conference is held in conjunction with a PR or Annual. Therefore, the Global Outcomes are then discussed during the TC report review section of the meeting.

For a <u>standalone TC</u>, the G.O. ratings may be mentioned by not discussed in detail, as this was likely discussed at a recent meeting.



Please reach out to the Therapy Manager with Questions! OR – our Support Specialist!

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