Minnesota Department of Education

MNCIMP: SR Record Review Training

Part C – Individualized Family Service Plan (IFSP)

The following compliance areas are included in the IFSP section of the record review:

- Requirements for IFSP Meetings
- IFSP Team Members
- IFSP Required Content
- Periodic Review
- Interim IFSP Standards

Requirements for IFSP Meetings

❑ IFSP meetings must be conducted—In settings and at times that are **convenient for the family**. . .

34 C.F.R. § 303.342(d)(1)(i)

❑ IFSP meetings must be conducted—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.

34 C.F.R. § 303.342(d)(1)(ii)

IFSP Team Members

❑ Each initial meeting and each annual IFSP Team meeting to evaluate the IFSP must include the following participants—The **parent or parents of the child**.

34 C.F.R. § 303.343(a)(1)(i)

❑ **Other family members**, as requested by the parent, if feasible to do so.

34 C.F.R. § 303.343(a)(1)(ii)

❑ **An advocate or person outside the family**, if the parent requests that the person participate.

34 C.F.R. § 303.343(a)(1)(iii)

❑ The service coordinator designated by the public agency to be responsible for implementing the IFSP.

34 C.F.R. § 303.343(a)(1)(iv)

- ❑ A person or persons directly involved in conducting the evaluations and assessments. . .

34 C.F.R. § 303.343(a)(1)(v)

Point of Clarification:

- For evaluators and assessors ONLY, if they are unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one of the following:
  - Participating in a telephone conference call,
  - Having a knowledgeable authorized representative attend the meeting, or
  - Making pertinent records available at the meeting.

See 34 C.F.R. § 303.343(a)(2)

- ❑ As appropriate, persons who will be providing early intervention services . . . to the child or family.

34 C.F.R. § 303.343(a)(1)(vi)

Some factors for determining "appropriate":

- Parent request
  - Specific providers requested to attend by parent
  - Parent requesting fewer providers attend
- Provider availability
  - If attendance means another child will not receive direct services, then that can be a factor
  - Attendance by a certain provider over-limits team schedule
- Not simply what's convenient for the district but districts can consider real life factors

- ❑ The IFSP team in § 303.340 must include the involvement of . . . two or more individuals from separate disciplines or professions . . .

34 C.F.R § 303.24(b)

Language in the new regulations:

- Multidisciplinary team must include the parent as well as at least two individuals from two separate disciplines or professions. For example:
  - Early Childhood Special Education Teacher
  - Speech-Language Pathologist

- Occupational Therapist
- Physical Therapist
- Nurse

IFSP Required Content

❑ The IFSP must include a statement of the infant or toddler with a disability's **present levels** of physical development (including vision, hearing, and health status), cognitive development, communication development, social or emotional development, and adaptive development based on the information from that child's evaluation and assessments. . .

34 C.F.R. § 303.344(a)

Points of Clarification:

- Present levels in each of the five developmental areas must be included:
  - Physical, Cognitive, Communication, Social/Emotional, and Adaptive
- For the initial IFSP, this information comes from the initial evaluation and initial assessment.
- For an annual IFSP, this information comes from the ongoing assessments and procedures for determining progress on outcomes.

❑ With the concurrence of the family, the IFSP must include 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. . .

34 C.F.R. § 303.344(b)

Points of Clarification:

- Information on the family's resources, priorities and concerns comes from the family-directed assessment, unless the family declined this assessment.
- All three areas (resources, priorities, and concerns) must be addressed.
- If the record was cited under Evaluation Standards for not completing the family-directed assessment, then it would also be cited here for not documenting it in the IFSP.

❑ The IFSP must include a statement of the **measurable results** or **measurable outcomes** expected to be achieved for the child (including pre-literacy and language skills, as developmentally appropriate for the child) and family. . .

34 C.F.R. § 303.344(c)

Points of Clarification:

- Comments to the regulations note there is little material difference between the terms "results" and "outcomes."
- Measureable means objective and definable.

Sample of Noncompliance

Measurable Result or Measurable Outcome:

Leroy will be nice to his brother.

We will know we are successful when:

Leroy doesn't hit his brother.

Sample of Compliance

Measurable Result or Measurable Outcome:

Leroy will play with his brother and express himself without hitting.

We will know we are successful when:

Leroy will point at the toy he wants to play with rather than hit his brother on at least five occasions during play time for a one week period as reported by his parents.

- ❑ The IFSP must include a statement of . . . the ***criteria***, ***procedures***, and ***timelines*** used to determine—The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made. . .

34 C.F.R. § 303.344(c)(1)

Points of Clarification:

- This is looking for how the district will inform the parents of the trajectory of progress.
- How will the district know if progress is adequate at the time of the periodic review or annual review?

Sample of Noncompliance

Measurable Result or Measurable Outcome:

Leroy will be nice to his brother.

We will know we are successful when:

Leroy doesn't hit his brother.

Timeline that will be used to determine the extent to which progress is being made:

This outcome will be achieved by the time of the periodic review (March 2015).

Sample of Compliance

Measurable Result or Measurable Outcome:

Leroy will play with his brother and express himself without hitting.

We will know we are successful when:

Leroy will point at the toy he wants to play with rather than hit his brother on at least five occasions during play time for a one week period as reported by his parents.

Timeline:

Leroy will express himself without hitting by December 2014 and will play with his brother without hitting by March 2015.

- ❑ The IFSP must include 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 results or outcomes. . .

34 C.F.R. § 303.344(d)(1)

Early intervention services include:

- Assistive technology device and service
- Audiology services
- Family training, counseling, and home visits
- Health services
- Medical services
- Nursing services
- Nutrition services
- Occupational therapy
- Physical therapy
- Psychological services
- Service coordination
- Sign language and cued language
- Social work
- Special instruction
- Speech-language services
- Transportation
- Vision services
- Other services

Points of Clarification:

- The IFSP needs to specify the early intervention services.
- Early intervention services are defined in 34 C.F.R. § 303.13.

- Identified services should be in language that is understandable to the family.

❑ The IFSP must include . . . —The **length**, **duration**, **frequency**, **intensity**, and **method** of delivering the early intervention services. . .

34 C.F.R. § 303.344(d)(1)(i)

Points of Clarification:

- **Length:** the length of time the service is provided during each session of that service.
- **Duration:** projection of when a given service will no longer be provided.
- **Frequency:** number of days or sessions.
- **Intensity:** individual or group basis.
- **Method:** how a service is provided.

See 34 C.F.R. § 303.344(d)(2)

❑ The IFSP must include . . . —The **location** of early intervention services. . .

34 C.F.R. § 303.344(d)(1)(iii)

Point of Clarification:

- **Location:** actual location in which services are provided
  - Home
  - Daycare
  - School setting

See 34 C.F.R. § 303.344(d)(3)

❑ The IFSP must include . . .—A statement that each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate . . . or . . . a justification as to why an early intervention service will not be provided in the natural environment.

34 C.F.R. § 303.344(d)(1)(ii)(A)

JUSTIFICATION FOR EACH SERVICE PROVIDED IN LOCATIONS *OTHER* THAN THE NATURAL ENVIRONMENT

Service(s): Audiological Screening

Environments in which service(s) are provided: Walden Lake Clinic

Team explanation of why service(s) cannot be provided in the natural environment: sound-proof booth required.

- ❑ The IFSP must include . . . —The payment arrangements, if any.

34 C.F.R. § 303.344(d)(1)(iv)

Points of Clarification:

- Many forms include a box to indicate funding source if other than the school district.
- Note that Minn. Statute § 125A.32 requires signature of the parent and authorized signatures of the agencies responsible for providing, paying for, or facilitating payment, or any combination of these, for early learning services.

- ❑ To the extent appropriate, the IFSP also must—Identify medical and other services that the child or family needs or is receiving through other sources, but that are neither required nor funded under this part. . .

34 C.F.R. § 303.344(e)(1)

Points of Clarification

- Identify medical and other services that the child or family needs or is receiving through other sources, but that are neither required nor funded under this part.
- If those services are not currently being provided, include a description of the steps the Service Coordinator or family may take to assist the child and family in securing those other services.

- ❑ The IFSP must include—The projected date for the initiation of each early intervention service. . . and [t]he anticipated duration of each service.

34 C.F.R. § 303.344(f)(1-2)

- ❑ The IFSP must include the name of the **service coordinator** from the profession most relevant to the child's or family's needs . . . 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.

34 C.F.R. § 303.344(g)

- ❑ The IFSP must include the steps and services to be taken to support the smooth transition of the child . . . from Part C services. . .

34 C.F.R. § 303.344(h)(1)

Points of Clarification:

- The new regulations clarify that the transition plan is part of the IFSP and not a separate document.
- The transition plan is established in the IFSP not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler's third birthday.

- ❑ The steps . . . must include—Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition. . .

34 C.F.R. § 303.344(h)(2)(i)

- ❑ The steps . . . must include—Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting. . .

34 C.F.R. § 303.344(h)(2)(ii)

- ❑ The steps . . . must include—Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

34 C.F.R. § 303.344(h)(2)(iv)

Points of Clarification:

- An initial evaluation for Part B must be part of the transition plan for those children considered to be potentially eligible.
- Plan to complete the evaluation in sufficient time to convene an IEP meeting for eligible children and have an IEP written and implemented by the child's third birthday.

Periodic Review

- ❑ The purpose of the periodic review is to determine—The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made. . .

34 C.F.R. § 303.342(b)(1)(i)

- ❑ The purpose of the periodic review is to determine—Whether modification or revision of the results, outcomes, or early intervention services identified in the IFSP is necessary.

34 C.F.R. § 303.342(b)(1)(ii)

At the bottom of each outcome page on MDE's model IFSP form, there is a space to document the periodic review.

- Periodic review date(s):
- Describe progress toward measurable result or measurable outcome:
  - Accomplished
  - Continue
  - Discontinue
  - Continue with the following modifications or revisions:

Interim IFSP Standards

- ❑ An interim IFSP is developed that includes—The **name of the service coordinator** who will be responsible . . . for implementing the interim IFSP and coordinating with other agencies and persons . . .

34 C.F.R. § 303.345(b)(1)

- ❑ An interim IFSP is developed that includes—The **early intervention services** that have been determined to be needed immediately by the child and the child's family.

34 C.F.R. § 303.345(b)(2)

Review and Discuss

- Please answer the following questions in your small groups:
- What information from the presentation did you already know?
- What from the presentation was new to you?
- How will this information change practices in your district?
- What still needs clarification or what questions do you still have?
- Please write your questions on the Training Participant Question Form (blue sheet).

Up next…

- Break
- MNCIMP System Logistics
- Correction of Noncompliance
- Corrective Action Plans