

VII. Individualized Family Service Plan Development

A. An Individualized Family Service Plan (IFSP) is a working document produced collaboratively by program staff and family members that contains the agreed upon Early Intervention services for an eligible child and family. Based on a multidisciplinary eligibility evaluation and any completed assessments, the plan includes services necessary to enhance the development of an eligible child, and the capacity of the family to meet the child's needs. All certified Early Intervention programs use the current universal IFSP form approved by the Massachusetts Department of Public Health.

B. An IFSP meeting is held with eligible families within forty-five days of referral. An IFSP meeting is convened at a time and place mutually convenient for the family and team members for the purpose of developing the plan. The Department of Public Health strongly discourages the practice of intake, eligibility evaluation and IFSP development on the same day. Prior written notice of the IFSP meeting is provided early enough to ensure attendance. Each initial and subsequent IFSP meeting, following an eligibility evaluation, includes the following participants:

1. The parent or parents of the child (or person legally designated in this function).
2. The individual designated to be the service coordinator.
3. Another person or persons directly involved in conducting the eligibility evaluation and assessment.
4. Other family or team members as requested by the parent if feasible to do so. *
5. An advocate or other non-family member, if the parent requests that the person participate. *
6. As appropriate, persons who will be providing services to the child and/or family.

* If a person the parent wishes to have involved in the planning meeting is unable to attend, arrangements are made for the person's involvement through other means, including:

1. Participating in a telephone conference call
2. Having a knowledgeable designate attend the meeting
3. Making pertinent records available at the meeting

C. The contents of the IFSP are fully explained to the child's family and informed written consent from the parents is obtained prior to the provision of Early Intervention services described in the plan. If the parents do not provide consent with respect to a particular EI service or withdraw consent after first providing it, that service may not be provided. ***This action will not jeopardize the provision of other Early Intervention services.*** The EI services to which parental consent is obtained must be provided.

D. The plan is written in the family's primary or chosen language, unless it is clearly not feasible to do so. An English translation of the child's developmental profile and the service delivery plan is available at the program site for coordination and program monitoring purposes.

- E. The plan is based on the results of a multidisciplinary eligibility evaluation and includes the following:
1. A statement of the child's present level of cognitive development, physical development (gross and fine motor), (including vision, hearing, and health status), communication development, including expressive and receptive language development, social and emotional and personal development, and self-help/adaptive development.
 2. A statement of the child's strengths and needs, including documentation of the techniques used to determine the strengths and needs.
 3. A statement of the family's strengths, concerns, priorities and resources related to enhancing the development of the child, if the family so desires.

4. A statement of functional outcomes identified by the family expected to be achieved for the child and family. The team, which includes the family, identifies the strategies to be focused on, incorporating them into the child's and family's daily routines/activities. These strategies include the criteria, procedures and timelines used to determine (1) the degree to which progress toward achieving the outcomes is being made; and (2) whether modifications or revisions of the outcomes or services are necessary.
5. A statement of the Early Intervention services necessary to meet the unique needs of the child and family to achieve the functional outcomes, including transportation plans, service frequency (how often), duration (how long), and the location (where occurring) of sessions; whether these are individual or group services (method), and the EI staff member(s) (names and disciplines) responsible.
6. A statement of the natural settings in which Early Intervention will be provided, including justification of the extent to which the services will not be provided in a natural environment.
7. A statement of medical services, specialty providers and other community resources and services which are or will be involved with the child and family, with parental consent, including the Early Intervention program's plan for coordination with these resources.
8. The time period covered by the plan, including the projected date of initiation of services as soon as possible after the IFSP meeting. (See definition of Timely Services, Section II of these standards). Parents are kept informed of all efforts to secure services and documentation should reflect the search for services and methods used to obtain them. The date of parental signature shall constitute the initiation of the plan, with an expiration date not more than one year from initial parental signature.
9. The plan for service coordination agreed upon with the family, including the individual responsible for ensuring the coordination and implementation of the IFSP. This individual should be from the profession and/or have clinical experience most relevant to the child's or family's needs.

10. A statement of transition activities that include the following 5 points of transition:
 - I. A review of options for the family
 - II. Information for the family regarding the process of transition
 - III. Support available to parents
 - IV. Information to be sent to the Local Education Agency (LEA) and/or other community providers
 - V. Specific plan for how the child will successfully transition to the next setting
11. At least six months before anticipated discharge, the plan for transition to services provided by the Local Education Agency (LEA) or to other appropriate settings. This process follows the steps outlined in the Interagency Policy on Early Childhood Transitions. See Appendix A of these standards.

The IFSP must identify medical and other community services and resources that the child needs but that are not required under Part C of IDEA (Individuals with Disabilities Education Act) or M.G.L. 111G. The IFSP should also identify the steps that will be undertaken to secure those services through public or private resources.

- F. At least every six months or whenever the family or another IFSP team member requests, the IFSP is reviewed by family and other team members. This review is to take place in a meeting or other means acceptable to the family and other participants. The review includes a determination of the degree to which progress is being made toward achieving agreed upon functional outcomes, appropriateness of services being delivered and/or possible changes in outcomes or service plan. These are documented on the corresponding pages of the IFSP.
- G. Modifications in writing of the IFSP may occur at any time with written parental consent. Modifications may include changes in:
 - functional outcomes
 - specific Early Intervention services

- service frequency or location.
- information the parent chooses to have amended for any reason

The addition of new outcomes that do not affect specific services as noted on the IFSP Service Delivery Plan do not require consent from the family as noted on a Review Page. However, a copy of the new Outcomes Page should be given to the family. It is best practice to have a Review Page to document the discussion with the family that new outcomes have been decided on.

If an outcome is met or changed, a corresponding Review Page to show that the family agrees and consents to the change must be reflected on the Review Page and on the Outcomes and Strategies Page of the IFSP.

- H. At least annually, a multidisciplinary eligibility evaluation is performed and a meeting is held to revise the IFSP as appropriate, based on eligibility evaluation results.
- I. Parents must be provided with a copy of their family's IFSP, including each revision.