

Developing IFSP Outcomes

The Service Coordinator helps the family identify and document changes they want for their child. The concerns, priorities, and resources of a family that are identified either through the evaluation process or other interactions are revisited to identify outcomes and potential service options. Professionals involved in the evaluations should be a part of this process if the family and Service Coordinator choose. Written evaluation information may be sufficient. While it is preferable that families receive the evaluation results and have time to process the information prior to the initial Individualized Family Service Plan (IFSP) meeting, circumstances may necessitate that this occur at the same time.

The Service Coordinator is responsible to ensure the IFSP includes a statement of the major outcomes expected to be achieved for the infant or toddler and the family, and the criteria, procedure and timelines used to determine:

- The degree to which progress toward achieving the results or outcomes in the IFSP is being made; and
- Whether modifications or revisions of the expected results or outcomes, or early intervention services identified on the IFSP are necessary.

Service Coordinator Responsibilities

The Service Coordinator performs the following:

- Schedules an IFSP meeting at a location and time agreeable and convenient to the family.
- Assists the family to identify the child's strengths.
- Assists the family to identify, prioritize, and select the outcomes important for the child and family in relationship to the child's developmental needs.
- Informs and educates the family on the process of IFSP development.
- Begins to develop, in collaboration with the family, child and family outcomes.
- Discusses potential service options with the family.
- Assures that the IFSP is created within forty-five (45) days of the initial referral date.

– OR –

Develops an Interim IFSP when unusual circumstances prevent creating the IFSP within 45 days of the referral date and documents the reasons for the delay in the child's permanent record.

Refer to the Individualized Family Service Plan when completing an IFSP or IFSP addendum.