

Implementing and Monitoring the Individualized Family Service Plan

Implementing and monitoring an Individualized Family Service Plan (IFSP) requires the Service Coordinator to complete several tasks.

Service Coordinator Responsibilities

The Service Coordinator performs the following to implement and monitor a child's IFSP:

- Oversees the implementation of the IFSP.

Refer to the Service Coordination section for detailed responsibilities.

- Routinely contacts the family in accordance with the IFSP to ensure that services are delivered as specified in the IFSP. The frequency and duration of contact must be sufficient to meet the individualized needs of the child and family being served. Service coordination activities are documented in the child's permanent record.
- Verifies the IFSP is implemented within the target dates identified on the IFSP. Documents reason(s) in the child's permanent record if this does not occur, or if the service does not begin on the start date projected on the IFSP.

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