Six Month Review

A review of the IFSP for a child and their family must be conducted every six months or more frequently if conditions warrant, or if the family requests such a review. The purpose of the Six Month Review is to determine the following:

- The degree to which progress toward achieving outcomes in the IFSP is being made.
- Whether modifications or revisions of the results, outcomes, or services in the IFSP are necessary.

The review may be carried out by a meeting or by another means that is acceptable to the parents and other participants. The six month IFSP review must be:

- Held in settings and times that are convenient for the family; and
- 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.

Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.

Six month reviews must provide for the participation of:

- The parent or parents of the child.
- Other family members, as requested by the parent, if feasible to do so.
- An advocate or person outside of the family, if the parent requests that the person participate.
- The service coordinator designated by the Infant Toddler Program to be responsible for implementing the IFSP.
- As appropriate, persons who are currently or will be providing early intervention services to the child or family.

If a person or persons directly involved in conducting any current evaluations is unable to attend the meeting, arrangements must be made for the person's involved through other means, including one of the following:

- Participating in a telephone conference call.
- Having a knowledgeable authorized representative attend the meeting.
- Making pertinent records available at the meeting.

Service Coordinator Responsibilities

The Service Coordinator is responsible for the following when completing a Six Month Review:

- Facilitates the review in the family's native language.

  The review can be done at a meeting or by other means acceptable to the family (e.g., phone call).

- Invites all participants to attend when a meeting is held.

- Provides a written notice to attend the IFSP six month review to the family and others requested by the family.

The invitation must be sent early enough before the meeting to ensure invitees will be able to attend and must be documented in the child's permanent record.

- Confers with service providers to review any ongoing assessment information.

- Reviews outcomes, child's current level of function related to the outcomes, progress statement and criteria for success, strategies and resources, and timelines with the family and other members of the meeting, and revises the IFSP, if necessary.

- Completes an Addendum using the IFSP Outcome page when a new outcome is added or an existing outcome is modified to an IFSP and no changes in services are made (no change in service, service frequency/length/duration/intensity).

- Completes an Addendum using the IFSP Outcome page and Summary of Services page when any of the following changes are made to an IFSP:

  • New outcome added or modified outcome resulting in a change of service (addition or deletion);
  • New service added;
  • Change (increase or decrease) in existing service frequency, length, duration, or intensity; and
  • Change in setting.

- Ensures that the IFSP 6 month review is completed prior to the 6 month review due date, which is the date the initial or annual IFSP is signed by the parent.

- Ensures a physician's order is obtained for occupational therapy, physical therapy, speech-language pathology, and audiology services prior to the IFSP review due date.

  - All activities, including MDT staffing and parent approval of staffing recommendations (can be verbal), are completed with **enough time** to submit the IFSP Summary of Services page to the physician for the physician's authorizing signature prior to the IFSP review due date.

- If a physician's order is not obtained prior to starting services, ensures that services begin as scheduled and that MDT members are notified when the order is obtained and the date it is signed so they are able to start billing for their service time.

  If an IFSP Addendum has been completed to increase an existing service frequency, length, duration, or intensity, ensure the System of Payment policy is provided to the family by providing and reviewing the System of Payment policy for parents and documents in the child's permanent record.

- Obtains parent/guardian's signature(s) on the IFSP Addendum page.

  The signature(s) serves as written Consent for changes on the IFSP.

- Provides Prior Written Notice and Procedural Safeguards to parents when the IFSP team is proposing or refusing to initiate or change the identification, evaluation, placement, or provision of service to the child.

  The IFSP or IFSP Addendum page can serve as the Prior Written Notice.

  If an IFSP Addendum is completed, ensure Parent Rights are provided to the family by providing and reviewing the Child and Family Safeguards brochure and documents the review in the child's permanent record.

The Idaho Infant Toddler Program Child and Family Safeguards brochure offers a complete description of the procedural safeguards to the family.

- Consent is required for ongoing assessments to assist in planning intervention strategies and identifying the child's strengths and needs (Prior Written Notice is not required prior to completing an ongoing assessment).

  Consent for ongoing assessments is obtained in the IFSP Summary of Services Page.

- A re-evaluation, regardless of whether previously completed as part of the child's initial evaluation, requires Consent from the family and Prior Written Notice.

If a re-evaluation occurs, ensure Parent Rights are provided to the family by providing and reviewing the Child and Family Safeguards brochure and documents the review in the child's permanent record.

The Idaho Infant Toddler Program Child and Family Safeguards brochure offers a complete description of the procedural safeguards to the family.

- Prior Written Notice and Procedural Safeguards are required when the review of assessment information by the MDT indicates that the child is no longer in need of early intervention services.

  A Prior Written Notice form is required when informing a family that their child is no longer in need of early intervention Services. A personal communication is appropriate.

  Refer to Graduating a Child from Early Intervention Service Transition for additional information.

- If family circumstances warrant, assists the family with completion of the Financial Resources form to authorize access to private insurance.

- Ensures the Six Month Review is documented in the data system.

- Verifies the IFSP is implemented within the target dates identified on the IFSP.

  If the IFSP is not implemented within the target dates or the service does not begin on the start date projected on the IFSP, the Service Coordinator must ensure the reason is documented in the data system and child's permanent record.

- Assures that the IFSP Addendum page becomes part of the original IFSP and is reviewed at the 6 month review.

- Assures the ninety (90)-day Service Progress Report for the child is completed and in the child's permanent file.

Refer to Procedural Safeguards for a complete description of Consent, Prior Written Notice, and Parent Rights.