

Coordinating the Individualized Family Service Plan Meeting

The Service Coordinator coordinates the Individualized Family Service Plan (IFSP) meeting and ensures the participants are brought together in a timely manner.

Service Coordinator Responsibilities

The Service Coordinator performs the following to coordinate an IFSP meeting:

- Arranges and facilitates the IFSP meeting at a time and place convenient to the family, and whenever possible, in their native language or other mode of communication used by the family.
- Provides a written invitation to the family, and others requested by the family, to participate in the IFSP meeting using the following options:
 - Invitation to Team Meeting form is provided to family and other participants, **or**
 - Prior Written Notice form is provided to family and other participants if the PWN addresses the invitation to the meeting and does not contain additional information that should not go out to other participants, **or**
 - Prior Written Notice form is provided to family, and Invitation to Team Meeting form is provided to other participants if the PWN form contains additional information that should not go out to other participants.

The Prior Written Notice must include the meeting date, time, location and names of all participants when used as the written notice to attend a team meeting.

Email or documentation of a phone call to arrange meetings can only be used if written notice has also been provided.

The family is given ample time between the written invitation and the meeting date to ensure that they are able to attend.

- Documents the written invitation to the IFSP Team Meeting in the child's permanent record.

Do not confuse the written invitation to participate in the IFSP meeting with the Prior Written Notice for proposal to initiate or change the placement or provision of services. The written invitation is a communication tool so that dates and times can be confirmed; the Prior Written Notice explains the proposed action and reasons for it.

All participants at the meeting should participate in the development of the IFSP. The members of the IFSP team identify the early intervention services needed to meet the identified outcomes and strategies.

All early intervention services are provided at no cost to families. If available, public benefits (Medicaid) will be accessed for cost reimbursement. Private insurance may be billed with the family's permission. The Infant Toddler Program is the "payer of last resort" so other options must be considered first. The Financial Resources for Early Intervention form is completed annually by the family to authorize access to

third-party payees. When the Infant Toddler Program is identified as the “payer of last resort”, the supervisor or other designated person authorizes payment.

The Service Coordinator performs the following:

- Provides a Prior Written Notice to the parent/guardian in a timely manner proposing the placement and provision of services using the following options:
 - The Prior Written Notice form is provided to the family.
 - The IFSP document may serve as the Prior Written Notice for the placement and provision of services. This notice can take place during the IFSP meeting.
- Reviews parent rights, provides an Idaho Infant Toddler Program Child and Family Safeguards brochure offering a complete description of the procedural safeguards to the family, and documents that the Idaho Infant Toddler Program Child and Family Safeguards brochure has been reviewed in the child’s permanent record.

Procedural Safeguards provides a complete description of Prior Written Notice.

- Reviews system of payment policy, provides a family version of the Idaho Infant Toddler Program System of Payments Policy, and documents that the System of Payment policy has been reviewed in the child’s permanent record.

The family version of the System of Payment Policies must be provided to parents when:

- Obtaining consent for the provision of early intervention services; and
 - Each time consent for services is required due to an increase in frequency, length, duration, or intensity in a child’s IFSP.
- Obtains the parent/guardian’s written Consent before the start of services. The parent/guardian’s signature on the IFSP document meets this requirement.

Procedural Safeguards provides a complete description of Consent.

- Reminds the family of the interagency nature of the Infant Toddler Program, which is coordinated with other public agencies such as the District Health Department, and that services may be provided through community agencies.
- Assures that any additional releases of information are signed by the parents.
- Provides copies of the IFSP document to the family and IFSP team participants, includes an additional copy in the child’s permanent record, and provides copies to direct service providers, as needed.
- Ensures that all appropriate documentation is entered into the program’s data system.

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