



Infant & Toddler Connection of Virginia

Policy Pages

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Question: Can a therapist/special instructor/other individual providing entitled Part C services and the family do an IFSP review without the service coordinator? Does the service coordinator have to be present in person at an IFSP review? Should the family get a copy of the IFSP every time there is an IFSP review?

NOTE: This policy page addresses only IFSP **reviews**, not the initial or annual IFSP meeting.

Response: In accordance with federal regulations (in italics), Virginia's policies and procedures state the following with regard to participants in and the process for an IFSP review:

- *The IFSP review may be carried out by a meeting or by another means that is acceptable to the parents and other participants as long as all members have the opportunity to provide input about all contents of the IFSP. [34 CFR 303.342(b)]*
- *Each periodic review must provide for participation of the following persons:*
 - *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; and*
 - *The service coordinator who is responsible for implementation of the IFSP.*

If conditions warrant, provisions must be made for participation of the following persons:

- *A person or persons directly involved in conducting the evaluations and assessment; and/or*
- *As appropriate, persons who will be providing services to the child or family. [34 CFR 303.343(b)]*
- The service coordinator is responsible for conducting the IFSP meetings and for revising and modifying the IFSP with the family. The service coordinator is also responsible for providing written prior notice of the IFSP meetings to the family and other team members.
- Families and other IFSP team members can request an IFSP review by contacting the service coordinator at any time.
- The service coordinator is responsible for scheduling a periodic review of the IFSP at least every six months, or more frequently if conditions warrant or the family requests such a review.
- The service coordinator is responsible for making arrangements for required participants to participate in periodic IFSP reviews.
- The service coordinator is responsible for retaining a signed copy of the IFSP and for providing a copy to the family.

The service coordinator is a required participant in all IFSP reviews. If the service provider (e.g., the therapist, special instructor or other provider of entitled Part C services) and/or the family identify the need for an IFSP review, then the service coordinator is contacted. Before the IFSP review takes place, the service coordinator ensures use of the Parental Prior Notice and Confirmation of Individualized Family Service Plan (IFSP) Schedule forms and provides to the family a copy and explanation of the Notice of Child and Family Safeguards in the Infant and Toddler Connection of Virginia Part C Early Intervention System.

A therapist, special instructor, or other provider of entitled Part C services and the family cannot review and make changes to the IFSP without the service coordinator being involved in the process. However, the IFSP review does not have to be a face-to-face meeting involving the service provider, service coordinator and family. The service coordinator works with the family and other participants to determine a process for reviewing and revising the IFSP that is acceptable to all parties and that allows for all participants to provide input. It is important that the method used for conducting the IFSP review ensures the following:

- The family has the information and support they need to make informed decisions for their child and family; and

- All participants have a current and complete picture of the degree to which progress toward meeting the outcomes is being made.

It is the service coordinator's responsibility to ensure the parent signature(s) is obtained on page 9 of the IFSP to document their consent for the changes. All other participants (besides the parent) are listed on the bottom of page 9. If the service coordinator or service provider did not participate in the IFSP review in person (e.g., she participated by phone), then that individual's name is listed on page 9 under "The following individuals participated electronically or in writing." In addition, the service coordinator and service provider(s) document through progress notes their participation in the IFSP review. The family then receives a copy of this IFSP.

Please note that the required participants and the methods of participation are different for the initial and annual IFSP than for an IFSP review. An actual meeting must be held to develop the initial and annual IFSP. For specific information on required participants and methods for participation in the initial and annual IFSP meeting, please see Virginia's Policies and Procedures, Component VII.B.

If you have additional questions, please contact your Part C Technical Assistance Consultant