

# Stark County Board of Developmental Disabilities

Policy 5.04 Individualized Family Service Plan (IFSP)	Effective: 6/22/18
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## INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

### POLICY

The Board recognizes that the Individualized Family Service Plan (IFSP) is a required document for all families receiving Early Intervention services. While IFSP development is a team process, development and management of the IFSP is the responsibility of the Stark County Early Intervention program which is administered by the Stark County Family Council.

The Board further recognizes that the IFSP is driven by the expressed concerns and wishes of the parents to determine primary and secondary service providers, outcomes, strategies, frequency and duration of services. IFSP outcomes shall promote engagement, independence, and full community participation. The Board's Early Intervention department shall utilize the IFSP generated through this team process to provide identified services.

The Board's Early Intervention department shall further conduct assessments as needed for updates and reviews and will discuss these results with the child's team. The Board shall develop procedures to participate in IFSP development and to ensure its compliance with services identified on the IFSP as to be delivered by the Board's Early Intervention staff.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>
<b>Date</b> <b>Resolution Number</b>	Superintendent Early Childhood Director
2/18/12            02-18-12	
5/16/15            05-28-15	
5/22/18            05-29-18	

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## INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

### PROCEDURE

- A. The “IFSP” is a functional document resulting from an ongoing process that begins at first contact and continues throughout the family’s involvement with early intervention services. The child’s Stark County Early Intervention service coordinator is responsible to ensure the development, implementation, review, and monitoring of the IFSP and its timelines.
- B. As a service provider, the Stark County Board of Developmental Disabilities E.I. staff members shall work as part of a team with Stark County Early Intervention service coordinators in conducting initial evaluations/assessments to determine eligibility for E.I. services. The results of the evaluations/assessments shall be shared with the team and, if eligible, shall provide developmental data that will assist with IFSP outcomes for the areas chosen by the parents to target for their child.
- C. A review of the IFSP is required to be held at least every one hundred and eighty (180) days or more frequently if conditions warrant or at the family’s request. Annually, reassessment for eligibility must be administered to ensure the child is still in need of services. The service coordinator is charged with informing SCBDD service providers of the date of any annual or review meetings.
- D. To the greatest extent possible, all information to be shared with the family through the IFSP process shall be written in layman’s terms and not in a clinical manner.
- E. The SCBDD employee designated as Primary Service Provider (PSP) shall attend each annual and review IFSP meeting.
- F. If the primary service provider cannot attend an IFSP meeting, the service coordinator is to make arrangements for the PSP’s involvement through other means, which may include;
  - A. Participating in a telephone conference call;
  - B. Having a knowledgeable authorized representative attend the meeting; or
  - C. Making pertinent information available in writing.
- G. As service providers, SCBDD EI employees shall:
  - A. Use the statewide IFSP form made available through the Ohio Department of Health;
  - B. Participate with the parent as a member of the child’s team in the development of the IFSP,
  - C. Provide information related to the IFSP process to the child’s service coordinator, the IFSP team, or the parent, as appropriate, including evaluation or assessment information if the PSP is unable to attend a meeting;

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- D. Supply required information for the IFSP when the Board is requested to provide or fund a service or support leading to accomplishment of a child or family outcome. The Board must consent to the provision or funding of that service or support before it is listed on or obligated by the IFSP;
- E. Participate in data collection and ongoing assessment related to the accomplishment of child or family outcomes for the IFSP review at least every one hundred eighty (180) days and for the annual meeting to evaluate the IFSP and to revise its provisions as needed; and,
- F. Participate in transition planning as directed by the Service Coordinator or requested by the parent. Transition planning must be completed by 90 days prior to the child's third birthday or when the child exits the system at any other time.