

## Annual IFSPs:

### Time commitment: 1½ hours

Since implementing the GO4IT IFSP process we have re-evaluated the time allotment for annual reviews. It is felt that the annual IFSP meeting can be completed in **1½ hours; but not any less**. The service coordinator needs time to complete a quality Family Assessment at the beginning of the meeting and it is expected that providers will plan for 1½ hours in order to be present to gather information for the Global Outcomes during the Family Assessment.

### Service coordinator Expectations:

#### Prior to the Annual IFSP:

Service coordinators will schedule and confirm the meeting. Meeting expectations will be reiterated, ideally a month in advance.

Service coordinators and providers will discuss percentage changes in percent delay prior to the annual IFSP to plan to discuss next steps with the family at the annual review.

#### During the annual IFSP:

Service coordinators will complete the Family Assessment during the initial portion of the IFSP meeting.

Service coordinators and providers will discuss evaluation results with families and update IFSP Outcomes, making them attainable and measurable for the family. If child no longer eligible, next steps will be discussed.

#### After the annual IFSP:

SCs will compile all information from providers to finalize IFSP.

### Provider Expectations:

#### Prior to the Annual IFSP:

Providers are encouraged to team with the service coordinator to initiate an annual IFSP 4-6 weeks prior to the IFSP expiring.

Providers must plan to attend for 1½ hours.

Providers are expected to complete an assessment of all five domains prior to the meeting. *If the child does not present with **any delays** in all five domains, start the conversation prior to the annual meeting with the IFSP team (family/caregiver and service coordinator) regarding the child graduating from services following the annual IFSP meeting. Please refer to El Colorado for the change in eligibility criteria document. If the child demonstrates any change in percent delay, share these changes with the service coordinator in an email prior to the annual meeting. The provider can share this information on the Results Summary template (attached) for any significant change(s).*

If there is one provider, they are responsible for completion of an assessment of all five domains, regardless of discipline.

Multiple providers will need to discuss who will be responsible for which domain.

#### During the annual IFSP:

Providers will report percentages of delay and age equivalents within the five domains. Providers will **verbally share** specifics on each domain as they have increased or decreased from the initial IFSP but do **not** need to provide written documentation.

Providers will update and share strengths and needs on the Global Outcomes that they have gathered from listening to the Family Assessment and asking clarifying questions. **The Global Outcomes should not be completed before the annual IFSP meeting.**

**A rating is required.** Providers will age anchor and guide the family to solidify a rating using the Decision Tree (provider must have and show family) for each of the three Global Outcomes.

Service coordinators and providers will work with families on updating IFSP Outcomes, making them attainable and measurable for the family.

## Periodic reviews:

Time commitment: 1 hour

**Service Coordinator Expectations:**

**Prior to review:**

Service coordinators will schedule during a time convenient to the family. Typically, during a scheduled visit with provider.

**During a review:**

SC, family, and provider will discuss progress made toward IFSP outcomes. SC will document this on IFSP.

**Provider Expectations:**

**Prior to review:**

Providers must plan to attend for 1 hour minimum.

Providers will be prepared to discuss progress *or* send quick update on IFSP outcomes (*only if they will not be present*).

**During a review:**

Provider will review global outcomes and verbally update any *major changes* in strengths and needs.

Provider and family will identify any progress made toward each outcome or determine if the outcome has been met.

**No global outcome rating is required** at a periodic review.

- **Unless** it is a review during the last 90 days before the child turns three. (see below)
- **Unless** the baby was less than 6 months old at the initial IFSP.

## Final Exit ratings:

- **A Final Rating is Required** during the last 90 days before the child turns 3 and includes the "yes" / "no" progress question on the Global Outcomes page in Unicorn (completed by SC).

Child Outcomes: + Add Child Outcome

Rating Type	Date	Positive Social & Emotional Skills	Acquiring & Using Knowledge & Skills	Taking Appropriate Actions To Meet Needs	
Exit ▼		Rating: <input type="text" value="--None--"/>	Rating: <input type="text" value="--None--"/>	Rating: <input type="text" value="--None--"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
		Progress? <input type="text" value="--None--"/>	Progress? <input type="text" value="--None--"/>	Progress? <input type="text" value="--None--"/>	

- **Preliminary rating**
  - SC, provider and family can conduct a "Preliminary" rating during a review that is held prior to the 90 days before a child's 3<sup>rd</sup> birthday and then follow up (by phone or in person/zoom) with *the entire team* during the last 90 days to finalize (see final exit rating below).
- **Exit Rating (final)**
  - You can conduct a review (by phone or in person/zoom) with provider, parent & SC and complete the final rating during the 90 days before the child's 3<sup>rd</sup> birthday and select "Exit" rating in Unicorn.
- **Required timeline for exit (final) rating**
  - A few weeks prior to the child's 3<sup>rd</sup> birthday providers will confirm exit rating or needed change with the team (provider calls SC during session with family; provider talks to family during session, then calls SC and SC calls family; or provider calls family and then calls SC and SC calls family).