

### **Individualized Family Service Plans (IFSPs)**

IFSP's are service plans for children receiving early intervention services from birth – age 3. Once a child qualifies for services (see Arc Guide – What is Early Intervention) an Individual Family Service Plan (IFSP) is written.

Below are some common questions about the Individual Family Service Plan.

#### **What is the time line for completing an IFSP?**

An IFSP must be developed within 45 days from the time the child is referred for an evaluation. With parent permission, the team can exceed the 45 day time line; however the exceptional circumstances must be documented.

#### **Are goals and objectives required on the IFSP?**

The IFSP must include major outcomes that the team expects the child and family to achieve, and the criteria, procedures, and timelines used to determine:

- (1) The degree to which progress toward achieving the outcomes is being made; and
- (2) Whether modifications or revisions of the outcomes or services are necessary.

#### **What must an IFSP state with respect to measuring a child's progress?**

An IFSP must include a statement of the measurable results and major outcomes expected to be achieved for the family and child and the criteria, procedures and timelines used to determine both the degree to which progress is being made and whether changes to the outcomes or services are necessary

#### **What is the duration of the IFSP?**

The IFSP is an annual plan that must include the anticipated duration of the services included in the plan.

#### **Who must be invited to an Individual Family Service Plan (IFSP) meeting?**

The IFSP meeting must include the parent(s) of the child, other family members as requested by the family, other individuals at the request of the family, the service coordinator, and any individual involved in the evaluation or assessments completed.

#### **How must year-around services be determined and documented?**

Services must be determined based on the needs of the child and family, and should include a projected start date and anticipated duration of services. Adjustments to the frequency, intensity and method of delivery should be made as a result of child and family needs, not district capacity

Between the ages of 2 years 3 months and 2 years 9 months transition services need to be discussed with the family. During this time it is determined if the child will qualify for Early Childhood Special Education services (Part B) or be dismissed from services with recommendations for appropriate early childhood programming to continue age appropriate development (preschool, Head Start, ECFE).

For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit [www.arcgreatertwincities.org](http://www.arcgreatertwincities.org). Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!