

INTERIM INDIVIDUALIZED FAMILY SERVICE PLAN

CHILD'S NAME _____

INTERIM IFSP DATE: _____
DATE OF REFERRAL: _____
DUE DATE OF INITIAL IFSP: _____

JUSTIFICATION FOR INTERIM IFSP:(Check one)
1. Immediate need for services _____
2. Delay in completion of evaluation and assessment_____

<p>DOCUMENTATION OF EXCEPTIONAL CIRCUMSTANCES THAT MAKE COMPLETION OF EVALUATION IN 45 DAYS IMPOSSIBLE:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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IDENTIFYING INFORMATION

Child's Name: _____

Parent's Name: _____

Address: _____

City State Zip

Phone

County

Child's Birth Date _____ Child's Present Age _____

REFERRAL SOURCE: _____

REFERRAL RECOMMENDATIONS:

Informed Parental Consent

I have participated in the development of this interim IFSP and understand its contents. I agree to its implementation.

Parent Signature

Date

Parent Signature

Date

Part C/P.L. 105-17

I have been informed of and understand my rights as a parent under Part C of 105-17. I have received a copy of Rights of Infants and Toddlers with Disabilities

Parent Signature

Date

Parent Signature

Date

INCOMING SERVICE COORDINATOR _____ AGENCY _____

INTERIM SERVICES

Child's Name _____

SERVICES NEEDED IMMEDIATELY	REQUIRED/ NON- REQUIRED	PROVIDER	STARTING DATE	PENDING IFSPDATE/ ENDING DATE	ENVIRONMENT / *NATURAL ENVIRONMENT	FREQUENCY	INTENSITY	PAYOR

JUSTIFICATION OF THE EXTENT TO WHICH SERVICE/S WILL NOT BE PROVIDED IN A NATURAL ENVIRONMENT:

ACTION STEPS LEADING TO THE INITIAL IFSP

**INSTRUCTIONS FOR INTERIMS IFSP
PAGE 1.**

INTERIM IFSP MEETING DATE IS THE DATE THAT INTERIM IFSP WAS DEVELOPED WITH THE PARENT.

DATE OF REFERRAL IS THE DATE THAT THE CHILD WAS REFERRED TO THE PUBLIC AGENCY.

303.20 Public agency. As used in this part public agency includes the lead agency and any other political subdivision of the State that is responsible for providing early intervention services to children eligible under this part and their families.

303.321 Comprehensive child find system. (e) Timelines for public agencies to act on referrals. (1) Once a public agency receives a referral, it shall appoint a service coordinator as soon as possible.

- (2) Within 45 days after it receives a referral, the public agency shall
 - (i) Complete the evaluation and assessment activities in 303-322 and
 - (ii) Hold an IFSP meeting in accordance with 303.342

DUE DATE FOR INITIAL IFSP IS THE DATE DAYS AFTER THE REFERRAL DATE TO THE PUBLIC AGENCY

JUSTIFICATION FOR INTERIM IFSP IS FOR ONE OF TWO REASONS GIVEN:

303.322 Evaluation and assessment.

(e) Timelines. (1) Except as provided in paragraph (e) (2) of this section, the evaluation and initial assessment of each child (including the family assessment) must be completed with the 45 day time period required in 303.321(e).

- (2) The lead agency shall develop procedures to ensure that in the event of exceptional circumstances that make it impossible to complete the evaluation and assessment within 45 days (eg if the child is ill), public agencies will –
 - (i) Document those circumstances and
 - (ii) Develop and implement an Interim IFSP to the extent appropriate and consistent with 303.345 (b)(1) and (b)(2).

303.345 Provision of services before evaluation and assessment are completed.

Early intervention services for an eligible child and the child's family may commence before the completion of the evaluation and assessment in 303.322 if the following conditions are met:

- (a) Parental consent is obtained
- (b) An interim IFSP is developed that includes –
 - (1) The name of the service coordinator who will be responsible, consistent with 303.344 (g) for the implementation of the interim IFSP and coordination with other agencies and persons; and
 - (2) The early intervention services that have been determined to be needed immediately by the child and the child's family
- (a) The evaluation and assessment are completed with the time period required in 303.322(e)

DOCUMENTATION FOR DELAY IN COMPLETION OF EVALUATION IS TO EXPLAIN THE EXCEPTIONAL CIRCUMSTANCES

**INSTRUCTIONS FOR INTERIM IFSP
PAGE 2.**

REFERRAL SOURCE IS THE PRIMARY REFERRAL SOURCE WHO REFERRED THE CHILD TO THE PUBLIC AGENCY WITHIN THE SYSTEM FOR EVALUATION AND ASSESSMENT

REFERRAL RECOMMENDATIONS INCLUDES THE REFERRAL SOURCES CONCERNS AND EARLY INTERVENTION SERVICES THAT IS DETERMINED TO BE NEEDED IMMEDIATELY BY THE CHILD AND THE CHILD'S FAMILY

303.345 NOTE: This section is intended to accomplish two specific purposes: (1) To facilitate the provision of services in the event that a child has an obvious immediate need that is identified, even at the time of referral (eg a physician recommends that a child with cerebral palsy begins receiving physical therapy as soon as possible) and to ensure that the requirements for the timely evaluation and assessment are not circumvented.

INFORMED PARENTAL CONSENT

303.404 Parental Consent (a) Written parental consent must be obtained before –

- (1) Conducting the initial evaluation and assessment of a child under 303.322; and**
- (2) Initiating the provision of early intervention services (see 303.342 (e))**

303.401 Definition of consent

As used in this part

- (a) Consent means that –**
 - (1) The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language or other mode of communications;**
 - (2) The parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and list the records (if any) that will be released and to whom; and**
 - (3) The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.**

INCOMING SERVICE COORDINATOR IS THE PERSON WHO HAS BEEN WORKING WITH THE FAMILY SINCE THE INITIAL REFERRAL OF THE CHILD FOR EVALUATION

INTERIM IFSP

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- 1. THE SERVICES LISTED ARE THOSE THAT HAVE BEEN IDENTIFIED AS NEEDED IMMEDIATELY BY THE CHILD AND THE FAMILY.**
- 2. IDENTIFY THOSE SERVICES THAT ARE REQUIRED AND NON-REQUIRED ACCORDING TO 303.12**
- 3. IDENTIFY WHO WILL PROVIDE THE SERVICES NEEDED**
- 4. STARTING DATE OF THE SERVICES TO BE PROVIDED**
- 5. ENDING DATE IS THE DATE THAT THE INITIAL IFSP IS SCHEDULED TO BE COMPLETED**
- 6. IDENTIFY THOSE SERVICES THAT ARE PROVIDED IN A NATURAL ENVIRONMENT WITH**
- 7. FREQUENCY IS THE NUMBER OF DAYS THAT A SERVICE IS TO BE PROVIDED**
- 8. INTENSITY IS THE LENGTH OF TIME THE SERVICE IS PROVIDED AND WHETHER IT IS INDIVIDUAL OR GROUP BASIS**
- 9. PAYOR IS THE FUNDING SOURCE TO BE USED IN PAYING FOR THOSE SERVICES**

ACTION STEPS LEADING TO THE INITIAL IFSP SHOULD OUTLINE THE ACTIONS THAT ARE BEING TAKEN TO COMPLETE COMPREHENSIVE AND MULTIDISCIPLINARY EVALUATION AND ASSESSMENTS NEEDED IN ORDER TO COMPLETE THE INITIAL IFSP IN A TIMELY MANNER

JUSTIFICATION OF THE EXTENT TO WHICH THE SERVICES WILL NOT BE PROVIDED IN A NATURAL ENVIRONMENT IS A WRITTEN STATEMENT EXPLAINING THE LOCATION OF SERVICES IN AN ENVIRONMENT WHICH IS NOT NATURAL FOR THE CHILD

303.12 Early intervention services.

(b) Natural environment (1) To the maximum extent appropriate to the needs of the child, early intervention services must be provided in natural environments, including the home and community settings in which children without disabilities participate

(2) As used in paragraph (b) () of this section, natural environment means settings that are natural or normal for the child's age peers who have no disability

