# Entering an Individualized Family Service Plan (IFSP) in the EI-Hub

When working on an IFSP, system users will begin by opening a child's record and navigating to the IFSP tab. In the IFSP tab, a grid will appear displaying any active/inactive IFSPs for the child.

- If starting a new IFSP, system users will select the 'Add IFSP' option.
- If editing a draft of an IFSP, users will select the 'Edit' option.
- A new IFSP can also be created based on a previous IFSP using the 'Copy' option.

Once an IFSP has been submitted, it cannot be edited. The steps outlined within this document indicate the **required fields** (highlighted red in screenshots) **within each panel/grid** that need to be completed prior to submitting an IFSP to an EIO/D for approval.

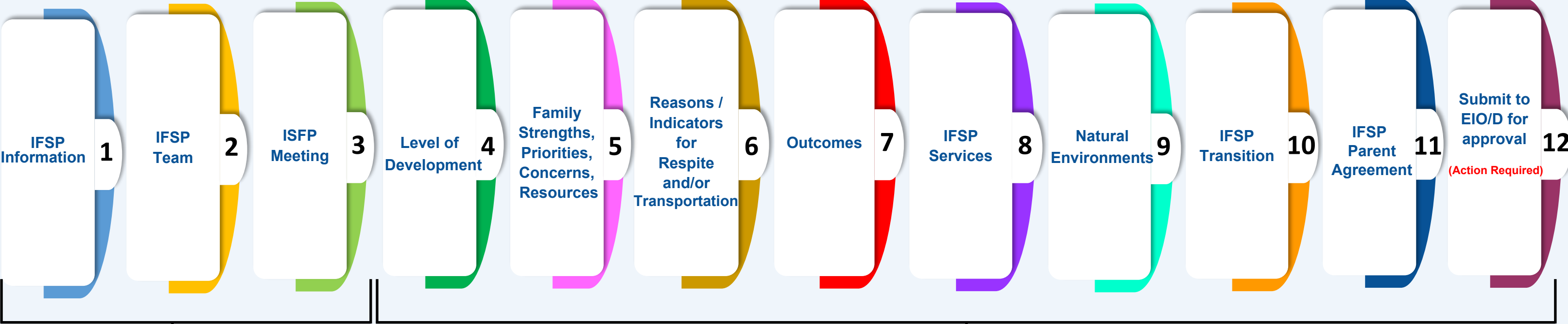## IFSP Tab in the Case Management component of the EI-Hub
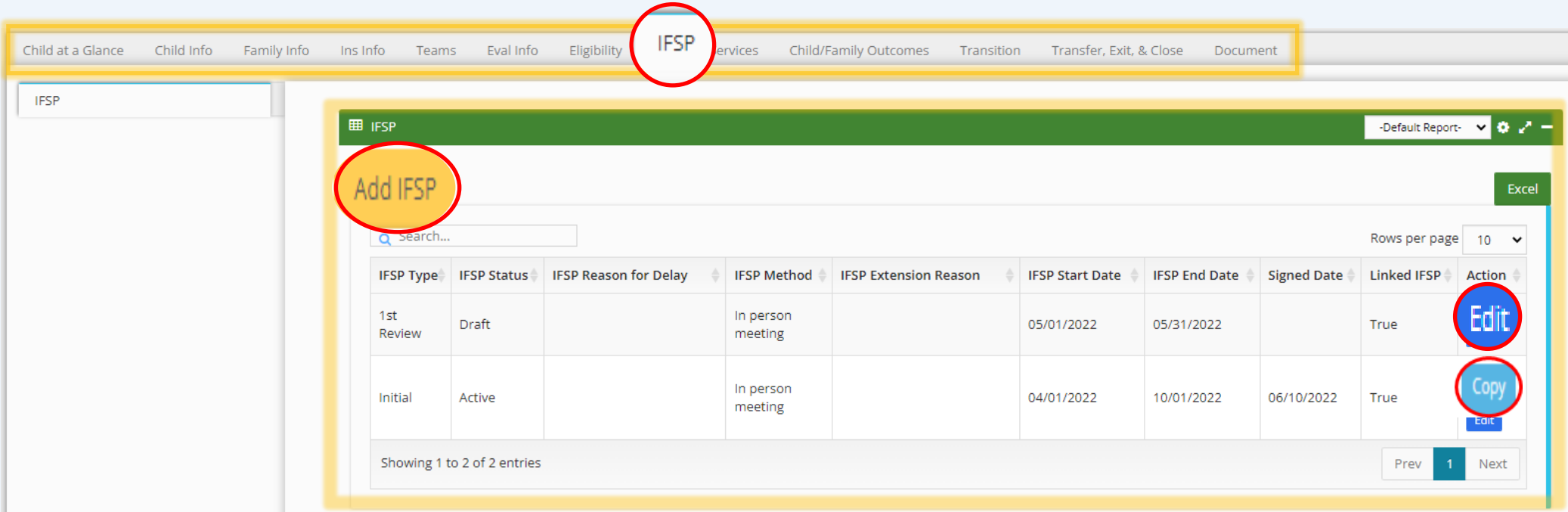
Reminder

Tabs appear at the top of your screen and run horizontally.

Panels/Grids appear after making a selection from the list of options within a tab (pane).

Required Panels / Grids within the IFSP Tab - Select/Click the panels/grids below to skip to that page

| 1 IFSP Information | 2 IFSP Team | 3 ISFP Meeting | 4 Level of Development | 5 Family Strengths, Priorities, Concerns, Resources | 6 Reasons / Indicators for Respite and/or Transportation | 7 Outcomes | 8 IFSP Services | 9 Natural Environments | 10 IFSP Transition | 11 IFSP Parent Agreement | 12 Submit to EIO/D for approval (Action Required) |

Preparing for an IFSP Meeting

Completing an IFSP Entry

IFSP Information

- IFSP Type
- IFSP Status
- IFSP Start Date
- IFSP End Date
- Method by which IFSP was conducted

Note: IFSP start and end dates are **not auto-calculated**. If IFSP was delayed, the "reason for delay" field must be entered if the child's initial IFSP is held more than 45 days from the referral.

1

Form fields:

El Child ID

*IFSP Type

*IFSP Status

If IFSP was delayed, select reason for delay
--- Select ---

*IFSP Start Date

IFSP End Date

IFSP Extension Reason
--- Select ---

*Method by which IFSP was conducted

Who Requested the New IFSP

☐ Is the IFSP conducted in the dominant language or mode of communication of the parent/caregiver?

EIO/D Approval
--- Select ---

Date Approved

Submit

IFSP Team

IFSP Team will appear as a grid. To add new members, select the 'Add IFSP Team' option.

- Participant Role
- Participant Name
- Participant Phone
- Participant Email

Note: The Service Coordinator and the child's primary contact must be added as members of the IFSP team.

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Form fields:

*Participant Role
--- Select ---

Service Coordinator
--- Select ---

Guardians
--- Select ---

El Provider
--- Select ---

Other

☐ Parental Agreement on Attendance

*Participant Name

*Participant Phone

*Participant Email

Mailed On Date

Emailed On Date

Faxed On Date

Hand Delivered On Date

Notes

Submit

IFSP Meeting

IFSP Meeting will appear as a grid. To add a new meeting, select the 'Add IFSP Meeting' option.

- IFSP Meeting Date
- Meeting Time

Note: Both the IFSP Information panel (step 1) and IFSP Team grid (step 2) must be populated before users will be able to enter information in the IFSP Meeting panel.

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Form fields:

Mailed On Date

E-Mailed On Date

Faxed On Date

Hand Delivered On Date

Meeting Location

*IFSP Meeting Date

*Meeting Time

Address Line 1

Address Line 2

Address City

Address State
--- Select ---

Address Zip Code

Address Validate

City / State / Zip Lookup

☐ Address Validation

Submit

Level of Development

Level of Development will appear as a grid. To add information, select the 'Add IFSP Level of Development' option.

- Category
- Results
- Strengths
- Needs

Note: The 'Category' field provides a dropdown menu with the five developmental domains. While the system requires at least one to be completed in order to save the IFSP, it is recommended that all five developmental domains are added.

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Form fields:

*Category
--- Select ---

*Results

*Strengths

*Needs

NOTE
If appropriate, fields with an asterisk (*) can be satisfied with the response: "NA" or "No needs"

Submit

Family Strengths, Priorities, Concerns, Resources

- Parental consent is required for inclusion of Strengths/ Concerns/Priorities/Resources

Note: Most of the remaining fields within this panel are designed for free-text. System users will type responses from the family in the appropriate fields. Parental consent must be given to complete this section.

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Reasons/Indicators for Respite and/or Transportation

- Has Respite been identified as a possible need of the child/family?

- Were transportation needs discussed?

Note: Additional required fields will appear if 'yes' is the selected response. See additional questions in 'Note' below. If there is no information to enter in required fields, users can enter "n/a".

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Outcomes

Outcomes will appear as a grid. To add a new outcome, select the 'Add IFSP Outcome Detail' option.

- Outcome Start Date
- Outcome Desired
- Strategies and activities
- Modification to outcome

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Parental Consent for inclusion of Strengths/Concerns/Priorities/Resources

Family Concerns
Concerns I have about my child's health and/or development. Information, resources, and/or supports I need or want for my child and/or family.

Family Priorities
The most important things for my child and/or family

Family Resources
Resources that my child/family have for support

Identified Family/Child Needs
Other resources the family/child receiving that are not funded by EIP

--- Select --- ✕

Other Resources Receiving

Other public programs that the family/child may need and be eligible for:

--- Select --- ✕

Other Public Programs

Submit

---

*Has Respite been identified as a possible need of the child/family?

--- Select ---

*Were transportation needs discussed?

--- Select ---

Submit

NOTE

Additional Respite fields:
- Severity of the child's disability and needs
- Potential risk of out-of-home placement for the child if respite services are not provided
- Lack of access to information support systems
- Lack of access to other sources of respite
- Has the family applied for other sources of respite?
    - Agency/program applied through, date applied, response from agency
- The presence of factors know to increase family stress
- The perceived and expressed level of need for respite services by parent

Additional Transportation fields:
- Is caregiver able to provider transportaiton?
- If Yes, is transportation reimbursement being requested?
- If No and if transportation is needed, how will transportation be provided?

Outcome Number

*Outcome Start Date

Outcome Completed Date

*Outcome Desired

Outcome Type
--- Select ---

What are developmental steps needed to obtain this outcome?

*Strategies and Activities to support this outcome (include activity settings and everyday routines of the child and family

Progress Rating
--- Select ---

*Modification to Outcome?

Outcome Version

Who will assist the child/family with this outcome?
Select Some Options

If Other

When does the team plan on measuring progress for this outcome?
--- Select ---

Criteria: How will we know when this outcome is achieved?

Last Reviewed Date

Submit

Important

In addition to the 'IFSP Services' panels, there is also 'Services' tab. The 'Services' tab is a complete overview of all services provided to a child throughout their involvement in the EIP. This tab is primarily used by providers to request waivers or make changes to a therapist assignment. Initial service coordination is also entered under the 'Services' tab. The 'IFSP Services' panels should be utilized to enter any services associated with an IFSP.

IFSP Services

IFSP Services will first appear as a grid.
To add a new service, select the 'Add Service Information' option. When adding a new service, the following 5 panels will need to be completed.

Note: Service Information (panel 1), Service Delivery (panel 2) and Service Location (panel 3) must be completed prior to entering assignments information (panels 4 & 5).

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Service Information (Panel 1)

- Pay Source
- Program
- Service Type
- Enrollment Status

Note: Pay Source is pre-populate by the system with the county name.
The term 'program' refers to the service type and method.

Service Delivery (Panel 2)

- Start Date
- End Date
- Frequency
- Frequency unit
- Length
- IFSP Outcome Name

Service Location (Panel 3)

- Location Type
- Is the child being served in a Natural Environment?

Note: For instructions on how to enter alternate locations, please reference the IFSP job aid.

Company Assignment (Panel 4)

- Company name

Note: The term 'company' refers to the provider of record or billing provider and is inclusive of independent providers.

Therapist Assignment (Panel 5)

- Therapist name

Note: The term 'therapist' refers to the rendering provider.

IFSP
- IFSP Information
- IFSP Team
- IFSP Meeting
- Level of Development
- Family Strengths Priorities Concerns Resources
- Reasons/Indicators for Respite and/or Transportation
- IFSP Ongoing Evaluations
- Outcomes
- **IFSP Services**
- Natural Environments
- Other Services/Resources where Family is Participating
- IFSP Transition
- Additional Notes
- IFSP Parent Agreement
- Active IFSP Services Panel

Panel 1 fields:

*Pay Source

*Program

*Service Type

*Enrollment Status

Waiver Review Needed
Waiver Type

Authorization #

EIO/D Section
EIO/D Approval
--- Select ---

EIO/D Review Date

Submit

Panel 2 fields:

Service Type Description
Enrollment Services Maintenance

IFSP Start Date

IFSP End Date

Suspended Start Date

Suspended End Date

Extended End Date

Intensity

*Start Date

*End Date

*Frequency

Frequency Unit

Length (minutes

IFSP Outcome Name
--- Select --- x

Session Duration Minutes

Sessions Authorized

Service Group Type
--- Select ---

If any service is being provided in a group setting without typically developing peers, explain why the IFSP team agrees this is appropriate

Submit

Panel 3 fields:

*Location Type

Address 1

Address 2

Address 3

City

State

Zip

Site

*Is the child being served in a Natural Environment?

Submit

Panel 4 fields:

Company Name
--- Select ---

Office
--- Select ---

Service Site

Submit

Panel 5 fields:

Sub-Contracted Agency
--- Select ---

*Therapist
--- Select ---

Clinical Supervisor

From Date

To Date

Submit

NOTE

Under IFSP Services there are additional panels/grids that should be completed if applicable to the child:
- Assistive Technology
- Assistive Technology Device
- Transportation Services
- Respite Services
- Waivers

Return to Intro Page

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Natural Environments

- What Are The Natural Environments For The Child?
- If the child is in daycare, list ways the qualified professionals will train daycare providers to accommodate the needs of the child

Note: If selecting 'no', users must detail the justification for not delivering the service in the child's natural environment.

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IFSP Transition

- Has Transition been discussed with the family?
- Has transition to CPSE been discussed with the family?
- Has transition to other programs, supports and services been discussed with the family?

Note: Additional required fields will appear if 'yes' is the selected response.

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IFSP Parent Agreement

IFSP Parental Agreement panel contains checkboxes to indicate a parent's/guardian's level of consent to participate in EIP services.

System users will mark the appropriate checkbox, mark that the parent/guardian signature is on file, input the signature date, and if applicable, upload a signed copy of the agreement and mark the checkbox that the signature page is uploaded.

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Action Required: Submit to EIO/D for approval

Once all items in steps 1– 11 have been completed, system users will return to the 'IFSP Information' panel. (Same panel as Step 1)

Under 'IFSP Status', system users will change the status of the IFSP to 'submitted' and select the 'submit' option. This will trigger a request to the EIO/D to review and approve the IFSP in their 'IFSP Alerts' dashboard.