IFSP HELP GUIDE
(Individualized Family Service Plan)
9-28-15

INVITATION to IFSP MEETING (Stand-alone document)

- Use at Initial and Annual IFSP.
- Must be received PRIOR to evaluation. You can send ahead of time.
- Do "revision" of Invitation if rescheduling due to no show or cancellation. Change date & make note in Comment section.
- **Must finalize** Invitation before the IFSP is finalized.
  When creating a new document:
  - Label/Comment to name and date document.
  - At Initial, check both boxes for eligibility and IFSP development.
  - At Annual, check appropriate boxes.
  - Date of Notice = Date you are sending it to the family. Not a compliance date.
  - Invite: Service Coordinator, Evaluator, Family. (School District Rep if Special Ed.)
  - Evaluator = First Service Coordinator.
  - If Evaluation and IFSP meeting are on separate dates, please indicate dates.

CONSENT TO EVALUATE (Stand-alone document) Parent Signature Required

- **Referral Date** starts the 45 calendar day time-line for completion of Evaluation and IFSP.
- When creating a new document use Label/Comment to name and date document.
- Name document either *Early On* Only or Special Ed.
- Consent date must be *on or before* date of evaluation.
- **Must finalize** before the IFSP is finalized.
  - For a child that qualified for *Early On* Only & was sent to Special Ed for an Evaluation, a **Revision of the previous Consent is done by Special Ed. (No new referral date!)**

AUTHORIZATION TO SHARE INFORMATION (Stand-alone document) Parent Signature

- To be used with agencies outside of schools (non-education) eg. Hospitals, DHS, doctor's offices
- Must be specific when requesting information. (Should not say All Records)
- When creating a new document use Label/Comment to name and date document.
- See Insert Statements for Agency and Specific Information to be Shared.
- New document needed every 12 months.
- Can create revision of previous authorization if information is the same. (Must change date)
- **Must finalize** the Authorization to Share before the IFSP is finalized.

FILE-BASED DOCUMENT

Up-Loading Documents to Child's Record:

- Documents
- Create a New Document
- Scroll all the way to the bottom under "Other" (File Based Document)
- Click GO
- Name the document by filling in the Comment Section
    - Example: Child's Last Name, First Name, Name of Document up-loaded and Date (8.1.15)
- Choose select button
- Choose document you scanned & saved on your computer
- Upload File
- Finalize

For attaching a report to a TIENET document – Click on your document, go to Navigate To/File Attachments/Attach File(s) – Browse for report scanned to your computer

** For additional information – see TIENET Tips on the Kent ISD website under Special Ed/TIENET

NAMING DOCUMENTS

- When creating a new document, under Label/Comment; Use Evaluation/Initial/or Annual with date.

- REMEMBER: Once finalized, the Label/Comment is final. (See examples below)

Invitation to IFSP Meeting
- Evaluation/Initial/or Annual with date (9.1.15)

IFSP
- Initial – (date) 9.1.15 - signature on file

Consent to Evaluate
- Initial Eval (date) 9.1.15 - signature on file

Authorization to Share
- Initial Eval (date) 9.1.15 - signature on file (must wait until signature is received to finalize)

INITIAL IFSP

Pior to starting IFSP - Invitation, Authorization to Share and Consent to Evaluate should be finalized.

SECTION 1-Information and Supports

- Choose Purpose ➔ Initial
- Evaluator = First Service Coordinator
- If Child is in Foster Care:
    - Administrator enters Caseworker as parent 1 & Foster Parent as parent 2 in Demographic Profile.
    - In Family Information section check the box to indicate the child is in foster care and if the natural parent's rights have been terminated. (This will hide Foster Parents identifying information at time of finalization).

SECTION 2-About My Child and Family

- At least one family priority has to be selected
- Parent Report can be uploaded in place of Section 2 (must indicate priority in Section 2)

SECTION 3-Evaluations and Assessments

- Formula for adjusted age records months & days (Ex. 6m 14 days)
- For Part C Only, Add Doctor's name in second box after Evaluator's name in Health and Medical Information section for second discipline if you have received medical information.
- Under Health and Medical Information - In methods/tools list: Parent Report, and Medical History Request.
- Part C Only is using Section 3 as their evaluation report (IDA Protocol will be with hard copy file).

SECTION 4-Eligibility and Transition

- For Part C Only: Evaluator is first Service Coordinator , Evaluation Team Rep, School District Rep
- Under IFSP Participants add 2nd Evaluator and check the box to the right.
- If child is Special Ed eligible be sure to check both Early On Part C Guidelines & Special Ed eligibility in Section 4 in order to get a signature line to display in Section 7.

SECTION 5-Outcomes and Results

- To add Area of Family Concern, please label first, then add description (Speech: _____)
- You can report on progress at any time without the need to create a Revision/Amendment
- Under People Responsible insert family name in blank box.

SECTION 6-Supports and Considerations

- Select Special Instruction (home visits) or Family Training (group). Do not choose Other.
- Summer months-See insert statement.
- Most services are provided for a year. Choose the day before the Annual is due for end date. (Ex. 8/29/13-8/28/14)

SECTION 7-Prior Written Notice

- This section reflects the discussion of services to the child.
- If family declines all services - complete Considered Options and Reason Not Selected.
    - Under Signatures check **Agree to the contents and implementation of this plan.**
    - Have parent sign.
- If child is not eligible, complete Considered Options and Reason Not Selected.
    - No check box or signature required.
- Fill in the Mode of Delivery & Date of Delivery boxes at bottom of page.

File attachment:

- If you want to attach a Signature Page to this document, see "File Based Document" section in this IFSP helps guide (Pg.2)
- Even though you attach signature page, you must complete Section 7 at the bottom with date and Agree statement.

SPECIAL EDUCATION EVALUATION FOR IFSP (Section 3) Evaluators Signatures Required

- IFSP Section 3 **Health and Medical Information** and **Evaluation and Assessment Information** serves as your complete evaluation section including your report for children with IFSPs
- The PLAAFP is recorded in each developmental area in the left hand column under **Age Level/Delay**
- Under each developmental area in the **Description of Strengths and Concerns** the evaluators record testing results, observations, functional skills and developmental impact. Developmental impact can also be addressed in the summary.
- This section can be filled out by each discipline.
- You must record parent and child interaction as part of your evaluation under **Other Information**
- **Summary, Assurances, Developmental Impact and Recommendations** which must include the summary of developmental impact for this child, and your recommendations. You will not be writing a separated report so this is the section where everything should come together for the reader.
- Use the insert statement feature to choose the appropriate educational label and associated **Assurance Statements.** These are chosen by crossing them out.
- Evaluation team representatives sign this page after the **Assurance Statements.**

CHILD DID NOT QUALIFY FOR SPECIAL ED, CHILD DID QUALIFY FOR *EARLY ON* ONLY

- If NOT eligible for Special Education services, *Early On* Only can use evaluation and IFSP.
- If child is not eligible for Special Education, choose the appropriate ineligible **Assurance Statements.**
- Special Education team qualifies for *Early On* Only in Eligibility & Transition (Section 4).
    - Child is not eligible for Special Ed OR *Early On* Only-If you check the first box No.
- Completely finish IFSP. Deliver first service, get signature – Sec. 7, finalize IFSP and do COSF Entry
- Send to *Early On* Only at Kent ISD within 7 calendar days
    - Send notification via TIENET to dawnhovarter@kentisd.org
    - Send complete hard copy file to *Early On*
- *Early On* at Kent ISD receives child with initial IFSP and COSF Entry completed.
- A Revision is done by *Early On* Team if there are any changes in Section 5 & 6.

CHILD NOT ELIGIBLE FOR SPECIAL ED OR EARLY ON ONLY

When a child is found ineligible at <u>evaluation</u>:

- To Complete Document: Give parents Prior Written Notice (Section 7 - Parent signature not required)
  - New documents - Birth to 3 IFSP
  - Un-check Sections 5 & 6 – Click Accept
  - Complete Sections 1,2, 3, 4 & 7
    - Section 4: First box should be checked ***NO*** to indicate child does not qualify for *Early On* or Special Ed.
    - Section 7: Considered Options must be filled in.
  - Finalize IFSP
  - Ensure family has copies of finalized IFSP

When child becomes ineligible <u>after receiving services</u>:

- Create a new IFSP – Purpose = Annual
  - Un-check section 5 & 6 – Click Accept
  - Click on sections 1, 2, 3, 4 & 7
- Select Section 4
  - Change form date
  - Check the appropriate eligibility
- Select Section 7
  - Considered Options: *Early On*/ Special Ed Services were considered
  - Reason Not Selected: child is not eligible
- Finalize Document
- Create a COSF Exit if child was in service for 6 months or more.

EVALUATION COMPLETED AND CHILD IS ELIGIBLE
(Parents declined services)

- Go to Documents - Birth to 3 IFSP
- Un-check sections 5 & 6
- Complete all other sections of the IFSP
- Section 7 - Prior Written Notice - Complete Considered Options and Reason Not Selected stating EO services were offered and parents declined services. (Parent signature required)
- Finalize IFSP
- Ensure family has copies of finalized IFSP

*If child qualifies for Special Ed, but parents choose *Early On* Only – Complete IFSP with the note in Section 7 stating parents request. Notify Dawn Hovarter through TIENET notification & send file to Early On Office

CHILD OUTCOMES SUMMARY ENTRY /EXIT

Child Outcomes Summary - Entry

- Document (Create new document drop-down)
- Early On (Birth – 3) Outcomes Summary - ENTRY
- Edit this document
- Use Decision Tree to rate each outcome and complete sections
- Save, Done Editing
- Finalize Document
- Rarely will you choose "Other"- Please type the **approved** assessment used in the box that populates next to the tool choice. (Not appropriate to use PLS-5 for Birth-3).

*Assessment Tool = Assessment that includes **ALL domains**

Child Outcomes Summary - **Exit**

- Document (Create new document drop-down) for ***ALL*** children exiting *Early On* Services.
- Early On (Birth – 3) Outcomes Summary - EXIT
- Edit this document
- Reason child is no longer receiving Part C Services (Important to state correct reason)
    - Special Ed: **If child goes to an IEP**
        - Exit Reason = Age 2 ½ - 3, part B eligible
        - Exit Date = Date of IEP
    - *Early On* Only - IF child is 3-Exit Reason = Completion of IFSP
- Use Decision Tree to rate each outcome
- Select Yes or No if Child has gained any new skills since Entry was done
- Save, Done Editing after completing all sections
- Finalize Document

*Assessment Tool = Assessment that includes **ALL domains**

**6 Months of service is calculated from the date of the Initial IFSP.

EXIT REASONS

2 ½ - 3, Part B Eligible	The Child has reached age 2 ½ - 3, and is eligible for Part B .
Age 3, Not Part B Eligible w/referral	The child has reached age 3, was **evaluated and determined not eligible for Part B**, and was referred to other programs which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health & nutrition services, such as WIC.
Age 3, Not Part B Eligible w/o referral	The child has reached age 3, was **evaluated and determined not eligible for Part B,** and was **NOT** referred to other programs.
Age 3, Part B eligibility Not determined	Be very careful marking this one… The child has reached age 3 and Part B eligibility has not been determined. (An IEP has not been held to determine eligibility.) This includes children: • Who were referred for Part B evaluation, but for whom The eligibility determination has not yet been made or Reported (IEP was not held before the 3rd birthday); • For whom parents did not consent to transition planning. (Parent did not consent to evaluation for Part B eligibility) • Who have reached age 3 and exited without a referral to Part B
Completion of IFSP	The infant or toddler with disabilities has successfully completed their IFSP **prior** to reaching age three and no longer requires services under IDEA Part C.
Deceased	The child died prior to reaching age 3.
Moved within State	The child moved from the service area prior to age 3 and is **KNOWN** to be continuing with Part C services in the new location within the State.
Withdrawn	Parents declined all services after IFSP was in place or parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services prior to child's 3rd birthday.
Unable to Contact	Attempts to contact the parent and/or child were unsuccessful. Include any child under the age of three who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts.
Moved out of State	The child moved out of state before his/her third birthday. Do not use for children who have moved within the State.

EVALUATION COMPLETE SENDING TO SPECIAL ED FROM *EARLY ON* ONLY

- *Early On* Only Team:
    - Finishes and finalizes Initial IFSP, including signatures
    - Delivers first service
    - Completes COSF Entry
    - Sends notification via TIENET to indicated person on Special Ed Intake Guidelines
    - Sends hard copy file to Special Ed. site within 7 calendar days

  Process if sending to Ken O Sha:
    - Update FileMaker database
    - Send entire file with routing form to site (give to Dawn)
    - DO NOT FAX INFO TO KOS (still fax to other Special Education sites)

- Special Ed Team:
    - Receives TIENET notification from *Early On* Only
    - ***REVISES*** Consent to Evaluate to include *Early On* Michigan Special Education Guidelines
        - Go to previous Consent Document➔Choose More➔Create Revision of this document
    - ***There is only ONE referral date-DO NOT*** *change referral date, or Initial IFSP date generated by Early On Only.*
    - You will enter the new Consent Received Date
    - Create new IFSP, with purpose of "***Annual***"
    - If child does not qualify, follow instructions on Pg. 4 (Blue section)
- Complete Invitation to IFSP Meeting & Authorization to Share.

CHILD EVALUATED BY KENT DEVELOPMENTAL ASSESSMENT CLINIC

- Nurse Coordinator will communicate prior to evaluation with the receiving team; in order to stay within the 45-day time line for completion of the IFSP (Referral date = Kent DAC 1st Home Visit Date)
- Nurse Coordinator initiates appropriate documents for special education evaluation
    - Every child receives a special ed evaluation.
- If child is already eligible and going through the clinic the visit will be documented as a "consult"
- If initial, documents will be completed through section four and remain in DRAFT for the receiving team
- Nurse Coordinator communicates with receiving team after evaluation to facilitate next steps for family and IFSP

RECEIVING TEAM:

- Finish Sections 5, 6 & 7 with family (45 Day Time-Line must be met)
- Complete COSF Entry

PROGRESS REPORT

FOR 6 MONTH REVIEW:

- Go in to the latest IFSP
- Create Revision
- Purpose = 6 M. Review (Enter Form Date + Date of 6 M. Review)
- Check Sections (Usually 5, 6 & 7)
- Go to Section Arrow at the top and click on Progress Report
- Form date is not editable because you will put your Progress Reporting date below
- Edit this Section/Complete Progress Report and Save
- Finish the sections for your 6 Month Review and Save
- Go to Sections Arrow at top and do Save, Done Editing for all the sections you did not change
- Finalize Document
- Give copy to parents

To do a Progress Report any other time:

- Go to latest IFSP (or 6 M. Review)
- Hover over Section Arrow at the top
- Click on Progress Report - Update

SERVICE CAPTURE

For a child on your caseload:

- Home Page ➔ My Students ➔ Service Calendar
- Record Past Services ➔ Choose Date ➔ OK
- Complete Service Record
- Check Box "Has This Service Been Completed?" (Very Important!)
- Refer to Service Capture Tip Sheet for further information

New Record – Not on your Caseload yet

- Search Student
- Profile (Drop-down arrow)
- Service Records
- Set-up➔ Add New Service Record

SIX MONTH REVIEW

- At six months we are:
  - Reviewing progress on Outcomes and Results
  - Making changes to other sections as needed
  - Generate Progress Report (Find Progress Report under arrow at top of page)
- To Create a Six Month Review:
  - Open most recent IFSP
  - Select: "More"➔"Create Revision of This Document➔"OK" (Always revise most recent document)
  - On Section 1-Information and Supports, change IFSP Purpose to Six Month Review.
  - Input the Six Month Review Date
  - Indicate (unlock) the sections that you wish to change
  - Change the Form Date: at the top of any section that you are revising
  - Revise/review away!
  - For sections you did not revise ➔ Save, Done Editing before you finalize.
  - Finalize document when all changes are in place.

- Some Section Tips for Six Month Reviews:
  - **Section 1-Information and Supports**
    - Change Service Coordinator if necessary
  - **Section 2-About My Child and Family**
    - Update as needed to reflect current routines and abilities
  - **Section 4-Eligibility and Transition**
    - Complete Transition Plan portion if applicable
    - Changing IFSP Participants is not necessary. It is NOT a meeting.
  - **Section 5-Outcomes and Results**
    - To add Area of Family Concern, please label first, then add description
    - To report progress, choose Generate Progress Report➔Edit➔Input progress comments and initials
    - To add new Outcome and Results page (This is done when your are not in Edit Mode)➔ Outcomes and Results Section 5 ➔Add New Goals and Objectives (Adds page after current page) OR Insert New Goals and Objectives (Put page BEFORE current page)
    - Edit fields, Update outcomes & document progress
  - **Section 6-Supports and Considerations**
    - If you did not write goals for a year or you are adding services – you will need to update this section. (Start date is today – end date is the day before the next Annual Review date.)
  - **Section 7-Prior Written Notice**
    - A PWN is only required when changing, adding or revoking services
    - Must change date at bottom of page
    - If child is ineligible at 6 month review, parent signature not required.
    - No Mode of Delivery is necessary

REVISION OF AN IFSP

A Revision of a document is created for two reasons

- To Create a 6 Month Review (Changing the Purpose to 6 M. Review)
- To Revise (change) something in the latest IFSP (Purpose is Revision/Amendment)
- It is possible to create a "Revision of a Revision" if changes occur

*The Annual Review is never created from the Revision feature. Always create a New Document.

FOSTER CARE

If biological parent's rights have not been terminated:

In TIENET Demographic Profile (This information is entered by Administrative Assistant)

- Person 1 is the Foster Care Worker
- Person 2 is the Foster Parent
  - This will suppress the Foster Parent identifying information from the IFSP

- When filling in the IFSP be sure to check the check-boxes pertaining to Foster Care under Family Information in Section 1
- All documents requiring signature must be signed by the biological parent
- If biological parent is unavailable, documents can be signed by Foster Care Case Manager with documentation
- In a relative placement, the relative can sign all documents that require signature

If biological parent's rights have been terminated:

- If this happens after the IFSP has been finalized, create a revision of the IFSP
  - Check-box indicating parent's rights have been terminated in Section 1 should be checked
  - Update all sections including section 7
- Documents can be signed by foster care caseworker or designee foster parents

ANNUAL IFSP Signatures Required

- An Annual is a new Document with a **New IFSP meeting date**
- This is an assessment, not necessarily re-establishing eligibility. You are updating Present Level
  - You do not need a new Consent to Evaluate unless you are changing eligibility status, then you would REVISE the Consent to Evaluate – Do not enter a new referral date. (Use the old one.)
  - Generate Invitation to IFSP Meeting (Stand-alone document)
  - Generate new Authorization to Share Information (Stand-alone document)

WITH FAMILY:

- Review About My Child & Family (Section 2)
- Determine new levels
- Review old Outcomes and discuss new Outcomes
- Get parent signature on Prior Written Notice (Section 7)

COMPLETE ANNUAL:

Go to last (most recent) IFSP ➔ Generate Progress Report

- Create new IFSP (update all sections, unless child does not qualify.)
- Label Annual & Date in Comments section
- Copy information from most recent document
- Select "Purpose" ➔ "Annual Review"
- Select all sections of IFSP ➔ "Accept"
- Check Copy Information box

SECTION 1- Information & Supports –Verify and update demographic information.

SECTION 2 –About My Child and Family

- Review Section 2 with family and update
- Select at least one family priority

SECTION 3- Evaluations & Assessments

- Need new developmental levels.
- For areas that are not of concern, can write "all skills are developmentally appropriate"
- For areas of concern, state current level and observations

SECTION 4- Eligibility & Transition

- Need second discipline at Annual
- Add to 2nd spot behind evaluator/service coordinator on "Eval Team Rep" line

SECTION 5- Outcomes & Results

- Update

SECTION 6- Supports & Considerations

- Update

SECTION 7-Prior Written Notice

- Need signature at Annual

REED-Review of Existing Evaluation Data

The REED is not a meeting so much as a process
It works well to use it as part of the Transition process
The REED focuses on evaluation and assessment data to determine eligibility and support needs and does not address programs and services specifically.
Parents, providers and district representatives are required members

STUDENT INFORMATION
Most of this information comes in from the student profile. Only the date and possibly language needs to be filled in.

- **Initiation Date for Review Plan:** *Typically a date near the Transtion Date. This date does not set any time lines.*
- **Age:** *Typically 2-6 or greater.*

PURPOSE
The following purposes should be checked for a child transitioning from Early On to Part B:

☑ An **initial eligibility** for special education (*This checkbox brings in the Written Request for Initial Evaluation Section*)
☑ Transition from **Early On to Part B**

WRITTEN REQUEST FOR INITIAL EVALUATION
Either the provider or parent can make the referral. The parent may be the better choice since their participation with this process will help them to define their concerns as they progress toward a school-based model of delivery.

- **Person Making Referral:** *Parent's Name*
- **Title:** *Parent/Guardian.*
- **Date:** *District has 10 school days from receipt of written request to provide plan*
- **Reason for Referral:** *Discuss with parent(s) the concerns that they have regarding their child's ability to participate with same age peers in preschool type activities.*

PARTICIPANTS
The following persons are required as indicated:

- **Parent/Guardian:** *Required*
- **Special Ed Provider:** *Required if child is currently receiving special ed services.*
- **Eval Team Rep:** *Required, someone who can discuss testing knowledgeably.*
- **School District Rep:** *Required representative from the child's district and can commit resources*

EVALUATION REVIEW
Each of the sections are defined in regulations.

- **Previous evaluation team findings:** *summary of evaluation and professional observation information that documented the child's eligibility for Early On/Special Education services*
- **State and district assessments:** *Can be "None" or if pertinent, can be a summary of the information from the COSF information*
- **Classroom-based assessments and observations:** *Updated information from six-month reviews that speak to current level information. Carolina Curriculum information, etc would help to provide current PLAAFP information.*
- **Observations by teachers/providers of related services:** *Information regarding progress on outcomes and other professional observations.*
- **Evaluations and input provided by parents:** *Includes parents persepective on progress and concerns as well as any outside reports that they would like to have considered.*

(Con't)

REED Continued

EVALUATION NEEDS

- *If any evaluation needs are checked, then the **EVALUATION PLAN** section comes into the form so that the plan can be defined.*

NOTICE OF SUFFICIENT DATA

- *If no evaluation needs are checked, the **EVALUATION PLAN** is suppressed with the assumption that there is sufficient data for both eligibility recommendation and to determine a starting point for instruction*

EVALUATION PLAN

- *Use this section to document any additional evaluation or assessment information information information that is needed to either determine eligibility or present level of functioning.*

EVALUATION TIMELINES

- *This section is used if the needed evaluations or assessments will take longer than the 30 school days from receiving the signed REED from parents. The timeline extension CANNOT be used to extend the dates beyond the IFSP or Eligibilty Review due dates.*

CONSIDERED OPTIONS

- *This sections speaks only to evaluation or assessment options that were considered but not selected. Give the reason that any considered option was not selected.*

RESOURCES FOR PARENTS

- *This section tells the parents that they were given the Parent Handbook and Procedural Safeguards. If they have not been given it previously, they should be given it at the time they sign the REED. It is required that the Handbook be given annually.*

CONSENT

- *30 school days from when the signed REED is received is when the IEP must be held. Again, this date does not reset any IFSP or Eligibility Review dates that are in existence and preceed it. Whichever date comes first rules the day.*
- *Generally speaking, since Birth to three providers are working in the home, the parent signature date is the date of receipt and starts the 30 day clock.*

TRANSITION

- **All children who have an IFSP must have a Transition Plan** (No Invitation needed)
  - Transition Plan/Transition Conference Date must be completed within a 6 month window – No more than 9 months prior to the child's 3rd birthday, but no less than 3 months before the 3rd birthday. (*Always before an IEP if child had an active IFSP prior*.)
  - *Early On* Only & Special Ed eligible children have a **Transition Plan Date**
  - Children who are Special Ed Eligible also have a **Transition Conference Date**
- Transition section automatically comes in during transition age (populated by Form Date)
  - If you are not ready to discuss transition at that time, leave ALL sections of the Transition Plan blank and the section will not appear in your finalized copy.
- To add a Transition Plan at a later date:
  - Revise existing/most recently finalized document/Birth to 3 IFSP ➔ Label/Comment: Transition Plan ➔ Check Box- Copy Information from the latest IFSP
  - On the first page of the IFSP you will check Section 4 (If you are only doing the Transition Plan)
  - Change the Form Date on Section 4 ➔ Save, Continue Editing (The Transition Plan will then populate)
  - Edit this document and complete Transition Plan
  - Don't forget to check the check-box for Disposition of Records (Letting the parents know what will happen to the child's records when he/she turns 3 – the records usually follow the child to the next program.) ➔Save, Done Editing.
  - Go up to Sections arrow at the top of the page - each section you are NOT changing also has to have a Save, Done Editing and then you can finalize your document.
- **To Add the Transition Plan after an IFSP was finalized** (You want to do TP at a later date)
  - Documents ➔Most recently finalized IFSP (This can be a revision)
    Go to More ➔ Click on Create a Revision of this Document
  - Go to Set Document ➔ Click on Label/Commment and name this the Transition Plan.
  - Do not change the IFSP Meeting Date at the top
  - Purpose = Revision add date here
  - Select the sections you want to revise (This can be section 4 only)
  - Enter Form Date ➔ Save, Continue Editing (Transition Plan will appear)
  - Special Ed – Fill in Transition Plan date as well as Transition Conference Date
  - Check Disposition of Records check-box (Informing parents that records follow child to the next program)
  - Go up to Sections ➔ Choose each section you are NOT changing & Save, Done Editing. This will allow you to finalize your document.

CLOSING FILE

- FileMaker Update (*Early On* only)
- Update Student Management System (Special Ed. Administrative Assistant)
- Update Events in TIENET (Tell the Story) – print and put in file if sending outside Kent ISD area
- Complete Child Outcomes Summary - Exit (In TIENET documents under *Early On*)
- File to Dawn (*Early On* only)
- Remove child from TIENET caseload

WHEN A CHILD "TRANSFERS IN" FROM ANOTHER COUNTY

- **Child from another county with an eligible IFSP**
  - The local district will do an Annual Review
    - No Consent needed if eligibility is not re-established – the referral date is the original referral date from the previous County (A child only has *ONE* referral date)
    - Create Invitation to Attend IFSP Meeting
    - Create new Authorization to Share
    - Upload the Initial IFSP and eligibility information from the previous County to TIENET documents
    - Notify Dawn Hovarter (dawnhovarter@kentisd.org) of the transfer after uploading documents
    - Child Outcomes Summary – ENTRY should have been done by previous County.
    - If you cannot locate the COS – create a new Entry
- **Child moves to Kent County from another state**
  - Proceed with Initial IFSP as if this is a new referral

PROCESS & PROCEDURES

Unit Secretary Responsibilities:

- Obtain UIC number & Enter Demographic Information in Student Management System or TIENET
- In TIENET Events - Enter Eval/SC assignments (Describing action taken)
- Put together Family Packets for Evaluators
- Manage TIENET reports to maintain records for Count Day

Make Demographic Changes including; name changes, ethnicity, DOB (Notify Dawn Hovarter)

- Update Service Coordinator in SIS which feeds TIENET in the *Early On* Eligibility profile
- Assure Entry COSF is completed within the timeline
- If child is eligible and parents decline both *Early On* Only and Special Ed District Status = Not Enrolled
- When child drops or moves; close out in SIS and EO demographic profile
- When child goes to IEP; close out Early On Demographics
  - Exit Date = IEP Date in Early On Demographics
- When closing a child for *any* reason, Staff must complete Child Outcomes Summary - Exit (This now closes the record in TIENET Early On Eligibility Profile.)

Dawnhovarter@kentisd.org:

- Technical assistance for TIENET IFSP (616)-301-6181
- Testing and reporting to TIENET team and monitoring flow to profiles
- Process Closed Files

Paperwork Preparation for Evaluation and IFSP Meeting:

- Family Packet includes:
  - Parent Report/ About My Child & Family (Section 2) of IFSP
  - IDA Protocol
  - TIENET Documents - Consent and Prior Written Notice
  - Hearing and Vision Checklist
  - Brochures (x3) Family Rights, *Early On* Brochure,
  - Community Resources
  - Michigan Family Guidebook

DEAF/HARD OF HEARING IFSP HELPS

Initial IFSP for D/HH students:

Prior to starting IFSP - Invitation, Authorization to Share and Consent to Evaluate should be finalized.

*Early On (Part C) will be creating and finalizing the initial IFSP for D/HH children following the initial evaluation. Once a D/HH program has been chosen the new D/HH SC is responsible for updating all of the paperwork.

SECTION 1-Information and Supports

- Choose Purpose ➔ Initial
- Evaluator = First Service Coordinator
- If Child is in Foster Care:
    - Administrator enters Caseworker as parent 1 & Foster Parent as parent 2 in Demographic Profile.
    - In Family Information section check the box to indicate the child is in foster care and if the natural parent's rights have been terminated. (This will hide Foster Parents identifying information at time of finalization).

SECTION 2-About My Child and Family

- At least one family priority has to be selected
- Parent Report can be uploaded in place of Section 2 (must indicate priority in Section 2)

SECTION 3-Evaluations and Assessments

- Formula for adjusted age records months & days (Ex. 6m 14 days)
- For Part C Only, Add Doctor's name in second box after Evaluator's name in Health and Medical Information section for second discipline if you have received medical information.
- Under Health and Medical Information - In methods/tools list: Parent Report, and Medical History Request.
- Part C Only is using Section 3 as their evaluation report (IDA Protocol will be with hard copy file).

SECTION 4-Eligibility and Transition

- For Part C Only: Evaluator is first Service Coordinator , Evaluation Team Rep, School District Rep
- Under IFSP Participants add 2nd Evaluator and check the box to the right.
- **For D/HH children we will make them "Early On Part C only" eligible initially to stay within compliance timelines. Choose Part C Eligible and for the Established condition choose "Hearing Deficiency"**

SECTION 5-Outcomes and Results

- To add Area of Family Concern, please label first, then add description (Speech: _____)
- You can report on progress at any time without the need to create a Revision/Amendment
- Under People Responsible insert family name in blank box.
- ***Initial IFSP outcomes for D/HH children: Enrollment in KISD D/HH program; Steps: tour both KISD programs, Access online KISD video and program information**

SECTION 6-Supports and Considerations

- Select Special Instruction (home visits) or Family Training (group). Do not choose Other.
- Summer months-See insert statement.
- If services are provided for a year then choose the day before the Annual is due. (Ex. 8/29/13-8/28/14)

SECTION 7-Prior Written Notice

- This section reflects the discussion of services to the child.
- If family declines all services - complete Considered Options and Reason Not Selected.
    - Under Signatures check Agree to the contents and implementation of this plan**.**
    - Have parent sign.
- Fill in the Mode of Delivery & Date of Delivery boxes at bottom of page.

DEAF/HARD OF HEARING IFSP HELPS Continued

File attachment:

- See "File Based Document" TIENET Tip sheet if you want to attach Signature Page to this document.
- Even though you attach signature page, you much complete Section 7 at the bottom with date and Agree statement.

Once the family has chosen a KISD D/HH Program the Service Coordinator for the chosen program will complete the following before or at the first home visit with the family:

- **Invitation to attend IFSP Meeting (the child's eligibility and IFSP paperwork is being updated so new invite is required)**
  - **Send invite to family prior to visit**
- **Revise the Consent to Evaluate form**
  - **Check the Special Education evaluation box**
  - **Referral date stays the same**
  - **Parent Signature Date is changed to the date Special Education Eligibility is being established (the date they are signing the Special ED IFSP)**
  - **Initial IFSP date stays the same**
  - **Have parent sign at your initial home visit**
- **Create NEW IFSP (ANNUAL)**
  - **You can copy Sections 1-3 from the Initial IFSP**
  - **Update the following portions of the IFSP:**

Section 1- Information & Supports:

- **Choose "ANNUAL" as the IFSP purpose**
- **IFSP meeting date should be the day parents are signing the Special Education IFSP**
- **Update Service Coordinator name and date (date of IFSP meeting)**

Section 2 – About My Child & Family:

- **No changes necessary**

Section 3 – Evaluations & Assessments:

- **Update: "Hearing" section with any changes (if there are not changes you can leave the original information); If entering new information, please date at the beginning of your narrative (use current IFSP meeting date). In the "Method" box list BAER test and date. In the "Evaluator" box list the Audiologist (from the BAER report on file) and in the second box list the ENT (whose signature has been obtained)**
- **Update: "Summary, Assurances, Developmental Impact and Recommendations" (very last section of eval page) – Add the "Hearing Impairment" Assurance Statements. List all evaluation participants by name, including the SLP, Audiologist, ENT, and D/HH Service Coordinator. (make sure ENT signature and most recent BAER have been uploaded to Tienet and attached to current IFSP)**

DEAF/HARD OF HEARING IFSP HELPS Continued

Section 4 – Eligibility & Transition:

- **Form Date should be the IFSP/Eligibility meeting date**
- **Early On Part C needs to remain checked**
- **Check the box for "Special Education Evaluation"**
- **Check box for "the child is eligible"**
- **Enter "Primary Disability" as Hearing Impairment**
- **Enter "Qualifying Criteria" as Deafness or Hard of Hearing (based on degree of hearing loss)**
- **IFSP Participants: Add new D/HH Service Coordinator, Audiologist, and ENT names**

Section 5 – Outcomes & Results:

- **Delete initial IFSP outcome of "Enrolling in KISD D/HH program"**
- **Form date should be the IFSP/Eligibility meeting date**
- **Write new D/HH outcome(s) based on child's needs**

Section 6 – Supports & Considerations:

- **Form date should be the IFSP/Eligibility meeting date**
- **Update supports/services to reflect what your D/HH program will be providing**

Section 7 – Prior Written Notice:

- **Form date should be the IFSP/Eligibility meeting date (the "proposing to implement services date" should be the same as the IFSP date)**
- **Complete Resident District Designee section and obtain signature**
  - **GRPS District Designee is Laura LaMore – Special Education Director**