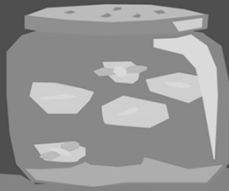




First Steps

Service Coordination Orientation Training (SC101)




Module Five – IFSP Development Process


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First Steps

Supplemental Materials

Participant Material	
PowerPoint Slides	
3-ring binder	


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First Steps

IFSP Development Process

All children enrolled in First Steps must have an IFSP
Initial IFSP written with family and service coordinator
Service Coordinator and IFSP team reviews IFSP Progress Notes and IFSP Outcomes every 3 months
IFSP is formally reviewed within 6 months of the IFSP date
Families are always collaborative and active partners in the planning, development, implementation, and review of the IFSP


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First Steps

IFSP Development Process

A process and a document that considers the family's priorities, concerns, and resources
IFSP development process started at the time of referral to First Steps
IFSP development includes all activities carried out to develop and implement a written plan for an eligible child and family
During this process, the family's story unfolds
As a result, collaboration and partnerships among family members and First Steps personnel develop
Partnerships and relationships guide the success of the EI services

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First Steps

IFSP Process


Pause the slide to allow plenty of time for reading.

"IFSP is just one component of a statewide system of comprehensive early intervention. The purpose of the IFSP is to identify and organize formal and informal resources to facilitate families' goals for their children and themselves. The IFSP is a promise to children and families – a promise that their strengths will be recognized and built on, that their needs will be met in a way that is respectful of their beliefs and values, and that their hopes and aspirations will be encouraged and enabled...important are the interaction, collaboration, and partnerships between families and professionals that are necessary to develop and implement the IFSP."
Indiana's First Steps IFSP Manual (1997)

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First Steps

Family-Centered Care



Infants and toddlers are uniquely dependent on their families for survival and nurturance.

Each family has its own structure, roles, values, beliefs, and coping styles.

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Family-Centered Care



Early intervention systems and strategies must reflect a respect for racial, ethnic, and cultural diversity of families.

Respect for family autonomy, independence, and decision means that families must be able to choose the level and nature of early intervention involvement in their lives.

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Family-Centered Care



Family/professional collaboration and partnerships are the keys to family-centered early intervention.

An enabling approach to working with families requires that professionals re-examine their traditional roles and practices and develop new practices when necessary.

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Family-Centered Care




Early intervention services should be flexible, accessible, and responsive to family needs.


Early intervention services should be provided according to the normalization principle – families should have access to services that are provided in as normal a fashion and environment as is possible.

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First Steps


Family-Centered Care





No one agency or discipline can meet the diverse and complex needs of infants and toddlers with special needs and their families.

A team approach to planning and implementing the IFSP is necessary.

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First Steps


Effective Communication Skills

-  Professional Attitudes
-  "Check-Up from the Neck-Up"
 - See page 9 in Participant Materials


?

Are your professional attitudes aligned with the principles of family-centered care?

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First Steps

Effective Questioning and Interviewing




Questions to Ask

Tell me how your baby sits up to have family breakfast

Tell me how your baby sits up to Potty

Tell me how your baby sits up when he is in the bathtub

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 First Steps

Active Listening

Respond	To the speaker with nods, facial expressions, attention
Affirm	Agreement or express disagreement at appropriate conversational juncture
Avoid Refrain	Interrupting the speaker From being distracted

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 First Steps

Active Listening


Maintain	Proximity and eye contact
Wait	For your conversational turn
Rephrase	The speaker's words to assure you understand and/or validate

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 First Steps

Leaning into Discomfort



Know who, when and why
Lack of familiarity, preconceived ideas, personal beliefs, or misunderstandings and stereotypes
Cultural, ethnic, religious, social, or economic group

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Successful IFSP Development

	Principles of family-centered care
	Effective communication
	Culturally sensitive principles

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..... First Steps

The Initial IFSP Document

	Service Coordinator facilitates the legal agreement between the provider and the family. The provider completes the written portion of the IFSP
	Identifies the types of services and appropriate questions as to frequency, location, or intensity
	Family's signature required after family clearly understands content discussed at eligibility meeting

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 Click on Forms




 First Steps

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 First Steps

IFSP Development


	Federal Requirements
	See pages 16-17 in Participants Materials

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 First Steps


Family Outcome Development

	Family outcomes are written in Section 4 of the IFSP
	Service coordinator and family determine the family's concerns, priorities, and resources
	IFSP Outcome: a statement of the changes the family wants to see for the child and the family as a result of therapy or education


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 First Steps


Family Outcome Development

	Functional and Measurable
	Functional: those activities that support the development of the child's physical, social and psychological well being
	Measurable: must be written so that all team members know the outcome has been achieved


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 First Steps

Principles for Development

	Reflects the changes the family to actively participate
	<ul style="list-style-type: none"> -Family and professional actions must be developed as part of the family language -Strategies and services should reflect family preferences -Outcomes guide the selection of services
	<ul style="list-style-type: none"> -Increases family ownership -Family and community strengths and resources need to be utilized for their child

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First Steps

Outcomes Incorporating Natural Environments

Natural environments defined as:

Settings that are natural or normal for the child's age peers who have no disability and that to the maximum extent appropriate, early intervention services are provided in natural environments

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First Steps

Incorporating Natural Environments




Natural environment is more than place





- methods and approaches used in early intervention services
- incorporates services in the natural flow of the family's life

- Where does the child spend his/her day?
- Where does the child live, learn and play?
- What was the family's plan prior to identifying the child's delay?
- Who provides care and is involved with the child?
- What are the family's natural supports, resources?

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Providing Services Outside Natural Environment

-  IFSP Team must agree that services outside natural environments are appropriate
-  Requires documentation in Section 7 of IFSP
 - Why services cannot be provided in the child's natural environment
 - When services will resume in natural environment
-  Must be reviewed at a minimum of every **3 months**
-  Discussion must be documented in child's IFSP

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First Steps

Documentation Supporting Transition with First Steps



When transitions within First Steps require a change to the IFSP, Service Coordinator must complete all necessary documents.

Procedures discussed in Module 6

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First Steps

3-Month Authorization

- All authorization periods are based on date is according to **Second Quarter** in each cluster policy and end on last day of the month.

IFSP Written 1/15	
Initial Authorization	1/15 – 4/30
Second Quarter	5/1 – 7/31
Third Quarter	8/1 – 10/31
Fourth Quarter	11/1 – 1/14

Click on Attachments to view IFSP 3-Month Authorizations and Progress Notes Procedures


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First Steps

High-Intensity Services

Approval Process:

- Request is sent to Provider
- Request is 60 minutes in duration
- Provider Agency supervisor approves or denies
- Providers requesting HIS:
 - If approved, Agency submits request to Service Coordinator
 - SC submits request to Epi Team
 - Form for High Intensity Services to Provider Agency
 - If all team members approve, Request is sent to State for approval



Click Attachments for larger view

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First Steps


Family Participation in Therapy

5. Services scheduled for 2 times a month – participate one time per quarter per service
6. Services scheduled for any other times – contact your supervisor

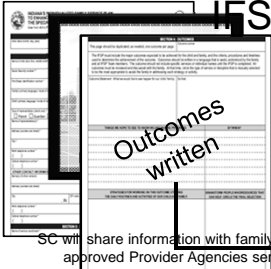
1. Therapy is designed to educate parents to integrate the activities into their daily routines, activities, and places
2. Active participation by caregiver during therapy sessions is strongly encouraged
3. Therapy services are sometimes provided at daycare or other places away from the caregiver
4. Minimum Caregiver Participation: for therapy one time a week – participate one time per month per service

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First Steps

Being Selected by the Family



IFSP


Need for community supports and services identified

Provider Agency 12

SC will share information with family about all of the available approved Provider Agencies serving the family's area


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First Steps

Being Selected by the Family

Direct point of contact will work with the family's SC



~~Closest Provider Agency~~
~~DSP supervisor is the point of contact.~~
 DSP supervisor is the point of contact for the family


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First Steps

Provider Agencies

First Steps Cluster and Service Area Details
For larger view of map, click attachments.




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- Agencies are approved by State to deliver designated cluster services through employment, written agreements with physical therapists, occupational therapists, speech and language pathologists and audiologists.
- Have filed for contract with the Service Coordination of designated point of contact to receive notification from the Service Coordinator that the agency has been selected by the families.

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First Steps

Documenting Selection



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IFSP Documentation:


- Each early intervention service
- Frequency and duration of each service
- Name of the provider/s who will provide the service/s
- Where service/s will be provided

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First Steps

Change in Provider

- Family wants new provider who *is not within* current Provider Agency .



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- All services must be authorized to new Provider Agency

Work with Service Coordinator and Provider Agency supervisor to resolve

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Completing the IFSP


	All attendees must sign the last page
	Meeting minutes are written by the Service Coordinator
	Documents items not written elsewhere in the IFSP

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Follow-Up to Eligibility/IFSP Meeting

	SPOE designee sends IFSP service page to child's physician for signature
	Initial IFSP must be signed by physician within 10 calendar days of the date on the IFSP
	Services must begin within 30 calendar days of the parent's signature on the initial IFSP

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First Steps

Follow-Up to Eligibility/IFSP Meeting

Service Coordinator contacts the chosen Provider Agency

Service Coordinator sends the following to the chosen Agency:

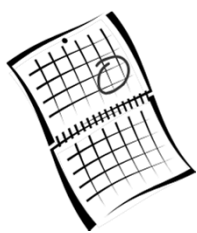
- IFSP signed by the physician
- Social history page from the SWART
- First Steps Eligibility Form
- Provider Reciprocal Consent to Release and Share Information

The direct service provider then contacts the family to schedule the first therapy session

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First Steps

30-day Start for Services



30 calendar days

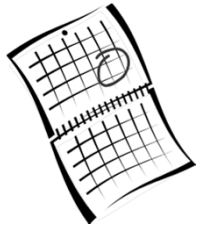
~~The service doesn't start within 30 days:~~

- Direct service provider must sign IFSP - 30 calendar days from date of parent's signature on IFSP
- Service coordinator explaining why
- 3-month authorizations and annual IFSP: SPOE has its own forms and process
- Services: frequency or duration - 30 day start date needed
- Coordinator must review the procedure with their supervisor
- If there is a new service or frequency and/or duration increases - 30 day start date must be documented

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First Steps

30-day Start for Services




Documentation needed to show:

Initial IFSP – services started within 30 calendar days from date of parent's signature on IFSP


3-month authorizations – services started within 30 days of parent's signature on IFSP if services are increased or new services added

Annual IFSP – within 30 calendar days of the anticipated start date only if services are increased or added

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 First Steps

Summary


	IFSP is the written guide for EI services
	Keys to successful EI experience
	Family-centered care




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 First Steps

This is the end of Module Five of the Service Coordination Orientation Training (SC101).

Thank you for participating. Please complete the activities in the Application Station.

Next 2 modules: Ongoing Service Coordination and Transition

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