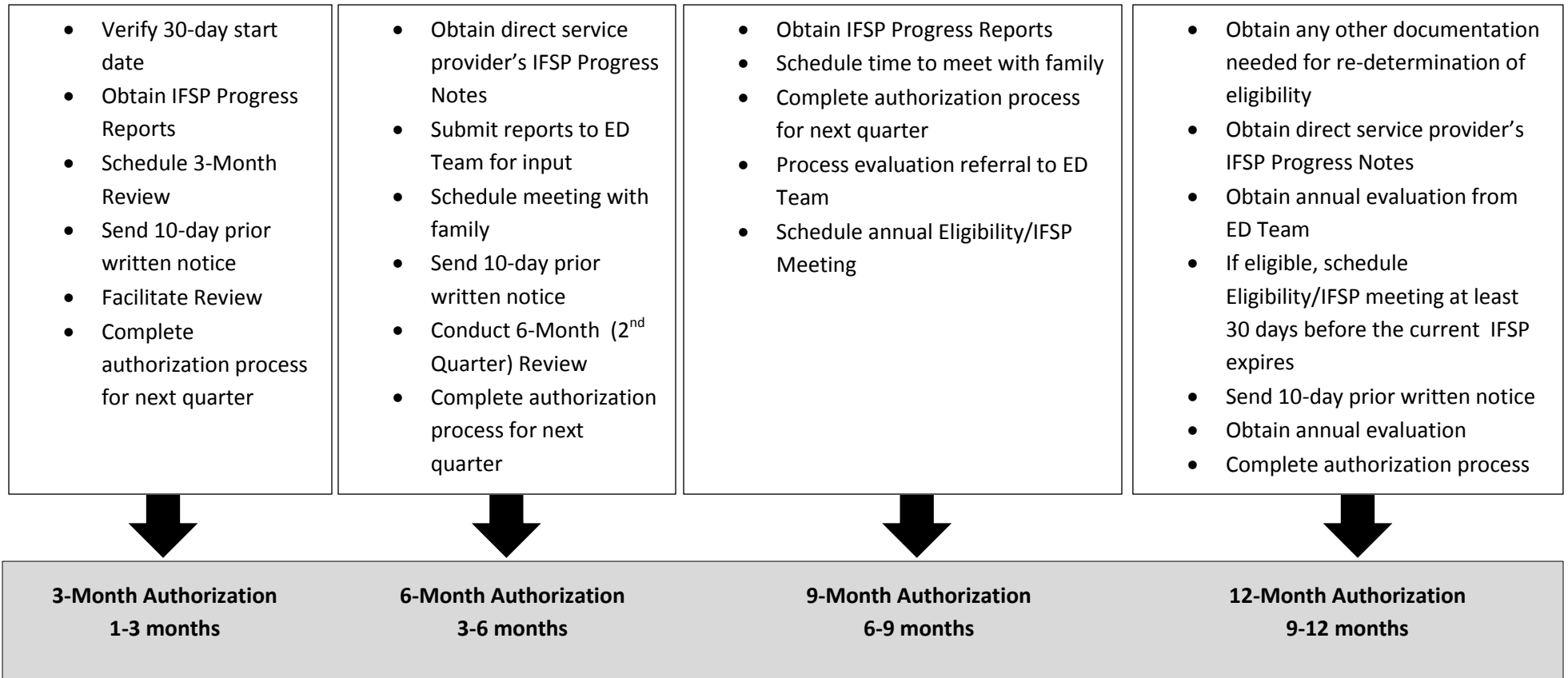


IFSP Timeline

Service Coordinator's Responsibilities



Service Coordinator General Responsibilities

- SC must review with family at every face-to-face visit: procedural safeguards, transition issues, cost participation, family participation, and ongoing services
 - Direct service providers must send IFSP Progress Reports to the SC. These are due on the first day of the month in which the 3-month authorization expires
 - ★ SC must document all activities and contacts made on behalf of the family in the SC Activity Log
- If a child is found not eligible or not in need of services at the annual re-determination meeting, the SC must complete and document the findings on the Eligibility form.