



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


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MEMORANDUM

DATE: September 23, 2016

TO: *Early On*[®] Coordinators

FROM: Vanessa Winborne, Part C Coordinator 
Office of Great Start/Early Childhood Development and Family Education

SUBJECT: Periodic Review vs. Annual Individualized Family Service Plan (IFSP) Meeting

This memo is meant to clarify the difference between a periodic review of the IFSP and an Annual IFSP Team meeting to evaluate and revise, if appropriate, the IFSP. The intent is to ensure the review, evaluation, and revisions are completed with the appropriate participants, using the appropriate procedures and procedural safeguards within the required timeframe.

A **periodic review** of the IFSP must be conducted every six months, or more frequently if conditions warrant, or if the family requests such a review. The periodic review is held minimally with the parent(s), other family member(s) or an advocate requested by the parent, and the service coordinator. Conditions may warrant participation by additional IFSP Team members. The periodic review is less formal than the Initial or Annual IFSP meeting and may be done through a teleconference, a face-to-face meeting or other means acceptable to the parents and other participants.

While the issues at an IFSP periodic review may vary, the periodic review is usually limited to determining whether:

- Progress towards achieving the outcomes in the IFSP is being made; and
- Modification or revision of the results, outcomes, or early intervention services in the IFSP are necessary.

Please note that the purpose is to "determine whether modification or revision is necessary," not "to make modifications or revisions." If at the periodic review it is determined that the IFSP needs to be modified, then an Annual IFSP meeting would need to be held. If the family agrees and all requirements of the Annual IFSP meeting are met, including written meeting notice and the required participants are present or included, this same meeting could proceed as an Annual IFSP meeting rather than only as a periodic review.

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An **Annual IFSP meeting** must be conducted at least annually to evaluate and revise, as appropriate, the IFSP for a child and the child's family. Holding an Annual IFSP meeting is the minimum requirement to evaluate and revise the IFSP. The Annual IFSP meeting can be held with less than 12 months elapsed since the previous IFSP meeting in order to revise the IFSP. You may update services at a periodic review of the IFSP, but it will then become an Annual IFSP meeting and must meet all of the following requirements.

The Annual IFSP meeting is held with the following participants in attendance: the parent(s), other family member(s) and/or an advocate requested by the parent, the service coordinator, and appropriate service providers. The person(s) directly involved in conducting any evaluations and assessments should also participate in the meeting. If this person is unable to attend the meeting, arrangements can be made for involvement through other means. This could include participating in a telephone conference call, having a knowledgeable representative attend the meeting, or making pertinent records available at the meeting.

IFSP Team members review the progress the child is making in meeting the measurable results or outcomes listed in the IFSP. At the meeting, the IFSP will be evaluated and the team will discuss whether changes to the IFSP are necessary and make revisions, as appropriate to reflect:

- The child's current levels of developmental functioning and the family's resources, priorities, and concerns about that development.
- The outcomes or services necessary to meet the unique needs of the child and the family.

Changing an early intervention service requires Prior Written Notice which is an important procedural safeguard to protect the family's rights. Prior Written Notice must be provided to parents a reasonable time before the provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of their infant or toddler, or the provision of early intervention services to the infant or toddler and their family.

The IFSP is the legal document between the family and the early intervention provider. The most current IFSP is reported in the Michigan Student Data System (MSDS). After the Initial IFSP, the most recent Annual IFSP is considered to be the most current. Data on periodic reviews are not collected in MSDS.