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## **Individualized Family Service Plan**

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By federal definition (34 CFR 303.20), an Individualized Family Service Plan (IFSP) is a written plan for providing early intervention services to an infant or toddler with a disability under Part C of the Individuals with Disabilities Education Act (IDEA) and the infant's or toddler's family that:

- Is based on the evaluation and assessment described in § 303.321;
- Includes the content specified in § 303.344;
- Is implemented as soon as possible once parental consent for the early intervention services in the IFSP is obtained (consistent with § 303.420); and
- Is developed, reviewed, and implemented in accordance with the IFSP procedures in §§ 303.340 through 303.345.

The IFSP must be developed by a multidisciplinary team which includes the parent (§ 303.340).

A meeting to develop the initial IFSP must be conducted within the 45 day time period described in §§ 303.310 and 303.342(a).

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### **Content of an IFSP required by § 303.344 includes:**

#### **Information about the child's status –**

Statement of present levels of development, based on the evaluation and assessments, for each of the following areas:

- Physical development (including vision, hearing and health)
- Cognitive development
- Communication development
- Social or emotional development
- Adaptive development

#### **Family Information –**

With concurrence of the family, a statement (identified through the assessment of the family) related to enhancing the child's development of the family's:

- Resources
- Priorities
- Concerns

### **Measurable Outcomes –**

A statement of the measurable outcomes or measurable results (including pre-literacy and language skills, as developmentally appropriate for the child) expected to be achieved for the child and family.

Include:

- Criteria
- Procedures
- Timelines

for the purpose of determining the degree of progress toward achieving the results are being made and whether modification or revisions of the expected outcomes or early intervention services are needed.

### **Early Intervention Services –**

A statement of the specific early intervention services, based on peer-reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve the outcomes identified. This must include:

- Frequency – number of days or sessions that a service will be provided
- Length – length of time the service is provided during each session of that service (such as minutes, hour or other time period)
- Service Delivery Method – how the service is provided
- Intensity – whether the service is provided on an individual or group basis
- Location – actual place or places where a service will be provided
  - State that the service is provided in the natural environment or justification if not provided in this environment (determination of the appropriate setting for providing early intervention service must be made by the IFSP team, including the parent)
- Duration – projecting when a given service will no longer be provided (such as when a child is expected to achieve the outcomes on the IFSP)
- Payor

### **Other Services –**

To the extent possible, identify:

- Medical and other services needed or being received by the family or child, and not funded under Part C
- If the services are not currently being provided, steps to secure those services

### **Dates and Duration of Services –**

- Projected date of initiation of each service
- Anticipated duration of each service

### **Service Coordinator –**

The service coordinator should be from the profession (profession may be service coordination) most relevant to the child's or family's needs. The service coordinator will be responsible for coordinating and monitoring the early intervention services, including transition services and coordination with other agencies and persons.

- Name of service coordinator

### **Transition from Part C Services –**

Not fewer than 90 days, and at the discretion of all parties (including the parent), not more than nine months before the toddler's third birthday the IFSP must include a transition plan, including the steps and services to be taken to support the smooth transition of the toddler with a disability at age three, or as the child exits the program.

- Steps to assure smooth transition, including:
  - Discussions with, and training of, parents as appropriate, regarding future placements and other matters related to the child's transition
  - Procedures to prepare the child for changes in service delivery, including adjusting to new setting
  - For children potentially eligible for Part B services:
    - Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency
    - With parental consent, transmission of additional information needed by the LEA to ensure continuity of services, including the most recent evaluation and assessments of the child and family and most recent IFSP
- Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.
- Review of program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year (§ 303.209).

### **Elements Required by the Michigan Department of Education:**

- Identification of the eligibility of the child:
  - Part C only
  - Part C and MI Special Education – list specific eligibility rule number (1705-1717)
  - MI Special Education Only – list specific eligibility rule number (1705-1717)
  - Evaluated for MI Special Education and found ineligible
- Payor – identify the specific organization that will pay for the services listed:
  - ISD
  - LEA
  - Other

### **Note:**

- The Michigan Department of Education (MDE) state prototype IFSP includes all federal and MDE required elements. Some additional elements related to data collection, documentation of evaluation/assessments and other *Early On* requirements are included on the state prototype IFSP.
- A local service area may choose to use the state prototype or create its own local IFSP. Locally created IFSPs must include the federal and MDE required elements. Locally created IFSPs may also collect additional information needed for data collection, documentation of evaluation/assessments and other *Early On* requirements.