

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-EI-0448(CR)  
Effective Date: 02/01/95  
Person Responsible: Early Intervention Coordinator

Subject: Individualized Family Service Plan  
Last Revision: 02/15/2024

Approvals/Date: Brent Ben 2/23/24 Janne Hayward 2/21/24  
Superintendent, WCBDD Date Department Director/Coordinator Date

- The following definitions will apply:
- IFSP** - Individual Family Service Plan; a written plan for providing early intervention services to a child eligible under the "Individuals with Disabilities Education Act" (IDEA), part C system.
  - Service Coordinator** – The individual responsible for assisting the family in accessing the early intervention system and in coordinating all aspects of those services including but not limited to IFSP development, implementation, review and monitoring, transition planning, and specialized services.
  - Transition** – A planning process that is addressed throughout the IFSP process but particularly when: a) early intervention services are terminated; b) program or setting changes occur for children under age 3; c) program and service setting changes for children turning 3. Transition planning shall include but not be limited to: a) discussions with parents/guardians regarding future placements and other matters related to the child's transition; b) procedures to prepare the child for changes in service delivery including steps to help the child adjust to and function in a new setting; c) with parental consent, the transmission of information about the child to the receiving agency to ensure continuity of services; d) discussion of formal supports needed by the parent(s) during transition.
- The child's service coordinator is responsible for the development, implementation, review, and monitoring of the IFSP. Early intervention specialists and related service providers will cooperate with other service providers and the interdisciplinary team, including the family, in the development of the IFSP. Participation as a team member includes attendance at the initial IFSP meeting, 180-day reviews, and annual IFSP update to the extent possible, as well as assisting in the development of outcomes, identification of needed services and provision of relevant information. As a part of this process, early intervention personnel will participate in data collection and ongoing assessment related to the accomplishment of child/family outcomes.
  - Early intervention service providers will attend IFSP meetings at the request of the family or other team member, if possible, but if they are unable to attend, they will supply information relevant to the child/family's services through other means (ie. Written report, phone conference, attendance by a knowledgeable representative, etc).
  - Primary service provider in attendance at IFSP meetings will ensure that services to be provided by the County Board are specifically identified, including the frequency, intensity, duration, location, and method of delivering service, as well as payment arrangements and the natural environment. The County Board must consent to the provision or funding of a service/support to be provided by the Board before it is listed and obligated by the IFSP.
  - The child's service coordinator is responsible for the coordination of the transition planning process (see definition of Transition above). Early intervention personnel will participate in transition planning when a child exits the system and beginning **nine (9)** months prior to a child's third birthday when notified by the service coordinator. If the primary service provider becomes aware of pending transition with a child, he/she will contact the child's service coordinator to ensure they are aware of the need for transition planning.
  - Early intervention personnel will cooperate with requests for information from **state lead agency** for the purpose of monitoring for compliance with early intervention policies and/or Part C federal regulations.