

**Westchester County Early Intervention Program**  
**Conducting a 6 Month IFSP Review**  
**and an Annual IFSP Meeting**

**I. Policy Description**

The Individualized Family Service Plan (IFSP) shall be reviewed at six month intervals and shall be evaluated annually to determine the degree to which progress toward achieving the outcomes is being made and whether or not there is a need to amend the IFSP to modify or revise the services being provided or anticipated outcomes. Upon request of the parent, or if conditions warrant, the IFSP may be reviewed at more frequent intervals. (10 NYCRR 69-4.11(b))

IFSP reviews shall be conducted by an in-person meeting or other means agreed to by the parent which may include a telephone or video conference call or record review and written correspondence. (10 NYCRR 69-4.11(b)(1))

An IFSP meeting shall be conducted at least annually to evaluate the IFSP for the child and child's family, and, as appropriate, to revise its provisions. The results of any current evaluations conducted under Section 69-4.8 and any other information available from the ongoing assessment of the child and family, must be used in determining the services that are needed and will be provided. (10 NYCRR 69-4.11(b)(2))

The annual meeting to evaluate the IFSP and six month reviews must include the parent, EIOD, Service coordinator, evaluator or a knowledgeable authorized representative, and any other person invited with parent consent... (10 NYCRR 69-4.11(b)(3))

Written notice must be given by the early intervention official to the parent of an eligible child ten working days before the early intervention official proposes or refuses to initiate or change the identification, evaluation, service setting, or the provision of appropriate early intervention services to the child and the child's family. (10 NYCRR 69-4.17(b)(1))

**The NYEIS streamlines the process of IFSP reviews. NYEIS contains a feature called Cloning. Cloning allows the user to create a copy of an active IFSP with associated service authorizations and modify it as appropriate for the next IFSP. For some children, the IFSP will only require modest changes. The Cloning function will be used for IFSP reviews with or without the EIOD present and Annual IFSP meetings with the EIOD present.**

## II. Procedure:

Responsible Party	Action
EI Interventionist	<ol style="list-style-type: none"> <li>1. Discusses the IFSP outcomes with the parent/surrogate to:               <ul style="list-style-type: none"> <li>– Determine if any changes to services are necessary</li> <li>– Review and Develop outcomes with family</li> <li>– Include any new IFSP outcomes, or modifications to any current outcomes in the <i>Recommendations</i> section of the child’s progress note.</li> </ul> </li> <li>2. Ensure <i>Progress Notes</i> with new/revised IFSP outcomes and/or requests for modification or the addition of EI services, are available to the Ongoing Service Coordinator (OSC) <b>no later than two (2) weeks</b> before the expiration of the IFSP period.               <ul style="list-style-type: none"> <li>– For children in the <i>KIDS system</i> progress notes must be mailed/faxed to the OSC.</li> <li>– For children in the <i>NYEIS system</i> progress notes must be uploaded in the attachment section of the child’s current IFSP. Providers must notify the OSC when notes have been uploaded.</li> </ul> </li> <li>3. <b>Please be aware authorization numbers expire the same day as the IFSP. It is imperative to ensure progress notes are completed and submitted in a timely matter. Without your progress note the pertinent information needed to discuss the child’s and/or family’s need for that service cannot be addressed by the IFSP team.</b></li> </ol>
Ongoing Service Coordinator (OSC)	<ol style="list-style-type: none"> <li>1. OSC completes <b>no later than two 2 weeks</b> before the expiration of the IFSP period:               <ul style="list-style-type: none"> <li>– Six (6) month <i>OSC Summary Report</i> for IFSP review meeting/ Twelve (12) month <i>OSC Summary Report</i> for the IFSP Annual meeting.</li> <li>– Six (6) month <i>Parent Progress Note(s)</i> for IFSP review meeting/ Twelve (12) month <i>Parent Progress Note(s)</i> for the IFSP Annual Meeting.</li> </ul> </li> <li>2. OSC gathers the following information at least two weeks before the expiration of the IFSP:               <ul style="list-style-type: none"> <li>– Six (6) month <i>Provider Progress Note(s)</i> (IFSP review meeting) and Twelve (12) month <i>Provider Progress Note(s)</i> (IFSP Annual Meeting) from each Interventionist for each service type; or documentation explaining the reason(s) that OSC has not been able to collect Progress Notes from a provider.</li> </ul> </li> <li>3. For children in the <i>KIDS system</i> all progress notes completed/collected by the OSC must be mailed/faxed to the EIOD a least <b>two 2 weeks prior</b> to the expiration of the IFSP.</li> <li>4. For children in the <i>NYEIS system</i> OSC must ensure all notes have been uploaded in the attachment section of the child’s current IFSP at least <b>two 2 weeks prior</b> to the expiration of the IFSP. OSC must notify the EIOD when all notes have been uploaded.</li> <li>5. OSC must give a copy of all Progress Notes to the parent/surrogate prior to an IFSP review/meeting so that the family has time to review them in</li> </ol>

	<p>preparation for the meeting.</p> <p>6. OSC schedules the IFSP review/meeting in settings and at times convenient to the parent. Sends out written notice of the IFSP meeting to family and other participants.</p> <ul style="list-style-type: none"> <li>- For the 6 month IFSP review the OSC discusses with the parent/surrogate if they would like a face to face meeting with the EIOD, a conference call with the EIOD present by phone or other means amenable to the parent. It is permissible to conduct a six-month review, by telephone or video conference. If there are no proposed changes to the IFSP and the parent is amenable, a record review is acceptable.</li> <li>- Full and complete documentation must be maintained in the child's record clearly identifying the circumstances and options presented to and selected by the parent.</li> <li>- Annual meetings must be convened to review the IFSP and <b>there are no provisions to allow for use of the telephone or video conferencing to conduct these meetings. Required participants for the annual review of the IFSP must meet in person to conduct this review.</b></li> </ul>
EIOD/OSC	<ol style="list-style-type: none"> <li>1. Convene the Six (6) Month Review or Annual Meeting prior to the expiration of the current IFSP.</li> <li>2. Inform parent(s) of their rights, as covered in the <i>Westchester County Early Intervention Program Notice of Child and Family Rights</i>, which must be given to the family at minimum yearly and whenever there is a change in service plan. When there is a change in the service plan or the EIOD does not agree to approve a proposed change the EIOD must provide the family with <i>Written Notice</i> and review parental rights to due process.</li> <li>3. EIOD and OSC will review OSC parent progress note, summary report and interventionist progress note including revised outcomes.</li> <li>4. Insurance information must be updated at every 6 month review, Annual IFSP and whenever there is a change in insurance. <b>All insurance information for children in the KIDS system and the NYEIS system must be faxed to the WCDH insurance collection unit at 914-813-4194.</b> <ol style="list-style-type: none"> <li>A. If the parents would like to exercise the option of a record review (cannot be done for an Annual or when there are any proposed changes to service plan):           <ol style="list-style-type: none"> <li>i. For children in the <b>KIDS system</b>:               <ol style="list-style-type: none"> <li>1. OSC must complete the following forms the day the EIOD and OSC agreed to a record review:                   <ul style="list-style-type: none"> <li>- <i>Reason for Delay Data Sheet</i></li> <li>- <i>Data Change Form 1</i> (if applicable)</li> <li>- Six Month IFSP <i>What My Child Can Do</i> form</li> <li>- <i>IFSP Service Summary Sheet</i> (copy from previous IFSP)</li> <li>- <i>IFSP Services Family Worksheet- Circle Page</i> (copy from previous IFSP)</li> <li>- Transportation Plan page</li> <li>- Functional Outcome page(s)</li> <li>- <i>Family Resources and Needs</i> page</li> </ul> </li> </ol> </li> </ol> </li> </ol> </li> </ol>

- Insurance Information
- 2. Upon completion of the 6 month review paperwork, the following consents must be obtained:
  - Individualized Family Service Plan (IFSP) Meeting Consent for Services
  - Parental Consent to Obtain/Release Information, if applicable
  - Insurance Consent(s)
- 3. OSC is responsible to ensure the timeliness of transition activities with the family in accordance with NYSDOH regulations.
  - Transition Consents, when applicable
- 4. Completed IFSP documents and signed parental consents must be sent to the EIOD via fax or mail prior to the start date of the IFSP.

ii. For children in the *NYEIS system*:

1. OSC must *clone* the active IFSP in NYEIS. The cloned IFSP will have a start date set to the day after the end date of the active IFSP being cloned.
  - Since there is no meeting, the meeting date field must be left blank.
  - Editing the content of the IFSP is allowed.
2. OSC updates *Outcomes* and other pertinent fields (i.e. *Family Strengths, Transition Services...*) based on information obtained during the record review.
3. For information that needs to be updated/changed:
  - **DO NOT delete the old information from the NYEIS field(s).**
  - Insert the updated information in the appropriate field above the old information.
  - Ensure the updated information is preceded by the date.
  - The updated information and old information must be separated by a line.
4. OSC updates insurance information in the insurance section of NYEIS and uploads insurance documentation to the child's integrated page.
5. OSC is responsible to ensure the timeliness of transition activities with the family in accordance with NYSDOH regulations.
  - Please remember that the *Transition Section* in NYEIS needs to be updated as activities occur.
6. OSC *Submits* IFSP to EIOD in NYEIS system for *Approval*.
7. Once IFSP is approved by EIOD, OSC will provide parent with *Approved* IFSP and obtain the following parental consents:
  - Individualized Family Service Plan (IFSP) Meeting Consent for Services

- Parental Consent to Obtain/Release Information, if applicable
  - Insurance Consent(s)
  - Transition Consents, when applicable
8. Once parental consent has been obtained, OSC will attach consents to the IFSP page in NYEIS and notify the EIOD. Parental consent must be obtained prior to the start of the IFSP.

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**NOTE:**

- Services cannot begin until parental consent has been obtained.
  - For a record review no attendance sheet is required, therefore in *NYEIS*, the *IFSP Meeting Attendees* field should not be populated.
  - The process for holding six-month reviews by record review must not delay agreement on the terms of the IFSP by the parent and the EIO/D, and the timely implementation of the IFSP.
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- B. If the parent would like a face to face meeting with the EIOD present (this is required for all Annual IFSPs) or would like a conference call with the EIOD and OSC participating.**
- i. **The EIOD must facilitate a team review and discussion of:**
    - The current needs of the child and family
    - Progress towards achieving outcomes
    - The effectiveness of strategies used during intervention sessions
    - Any needed modifications of the outcomes or EI services.
  - ii. **Ask the parent if there are any changes in the child's insurance coverage.**
  - iii. **For children in the *KIDS system*:**
    1. **OSC must complete:**
      - *Reason for Delay Data Sheet*
      - *IFSP Attendance Sheet*
      - *Data Change Form 1* (if applicable)
      - *Summary of Development, Annual IFSPs only*
      - *What My Child Can Do* form, 6 month IFSPs only
      - *IFSP Service Summary Sheet*
      - *IFSP Services Family Worksheet- Circle Page*
      - *Transportation Plan page*
      - *Family Resources and Needs page*
      - *Functional Outcome page(s)*
      - *Insurance Information*
    2. **The following consents must be reviewed with the family and obtained:**
      - *Individualized Family Service Plan (IFSP) Meeting Consent for Services*
      - *Parental Consent to Obtain/Release Information, if applicable*
      - *Transition Consents, when applicable*

- Insurance Consent(s)
  - 3. When there is a face to face meeting with the EIOD present the EIOD is responsible to submit the IFSP and consents.
  - 4. When the EIOD is not participating in person the OSC is responsible to submit the IFSP along with consents to the EIOD via fax or mail within 2 business days.
  - 5. EIOD will promptly review all documents and submit to operations for processing.
- iv. For children in the *NYEIS system*:
1. For a 6 month IFSP meeting and Annual IFSP meeting the previous IFSP may be cloned.
  2. For detailed information on cloning/completing the IFSP and Creating Service Authorizations, refer to *Unit 6 of the NYEIS User Manual*.
  3. **Every field within the cloned IFSP needs to be reviewed and discussed with the IFSP team to ensure the information continues to be accurate.**
  4. For information that needs to be updated/changed:
    - **DO NOT delete the old information from the NYEIS field(s).**
    - Insert the updated information in the appropriate field above the old information.
    - Ensure the updated information is preceded by the date.
    - The updated information and old information must be separated by a line.
  5. OSC updates insurance information in the insurance section of NYEIS and uploads insurance documentation to the child's integrated page.
  6. OSC is responsible to ensure the timeliness of transition activities with the family in accordance with NYSDOH regulations.
    - Please remember that the *Transition Section* in NYEIS needs to be updated as activities occur.
  7. The following consents must be reviewed with the family and obtained:
    - Individualized Family Service Plan (IFSP) Meeting Consent for Services
    - Parental Consent to Obtain/Release Information, if applicable
    - Transition Consents, when applicable
    - Insurance Consent(s)
  8. When there is a face to face meeting with the EIOD present the EIOD will upload consents and applicable forms.
  9. When the EIOD is not participating in person the OSC is responsible to attach parental consents and any applicable forms to the IFSP section in NYEIS and

	<p style="text-align: center;"><i>Submit the IFSP to the EIOD for Approval.</i></p> <p style="text-align: center;">10. EIOD is responsible to review and accept or reject all submitted IFSPs prior to the start date of the IFSP.</p> <hr/> <p>NOTE:</p> <ul style="list-style-type: none"><li>⬇ Cloning creates a copy of an active IFSP. The cloned IFSP will have a start date set to the day after the end date of the active IFSP that is being cloned.</li><li>⬇ Be aware that cloning an IFSP brings ALL data from the previous IFSP into the cloned IFSP.</li><li>⬇ Editing the content of the IFSP is allowed.</li></ul> <hr/>
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