



Service Coordination Q and A – May 4, 2020

Expiring IFSPs and Inability to Provide Services

1. I have a family/child's IFSP that will be expiring soon. The family has chosen to waive services during this time due to the pandemic. What should I do?

- Contact the family to let them know that their IFSP is due to expire.
- Let them know that they have the option to renew their IFSP with Service Coordination only OR they may choose to close their child's record.

If they choose to continue with Service Coordination only

- Complete a new IFSP using the previous (old) eligibility information.
- Complete pages 1, 2, 3 and 10, then forward completed pages to the RAU
- Upload the completed IFSP to BTT Online.

On page 1, mark "OTHER IFSP"

Individualized Family Service Plan For _____ and Family

Our Mission: WV Birth to Three partners with families and caregivers to build upon their strengths by offering coordination, supports, and resources to enhance children's learning and development.

TYPE OF MEETING: ☐ Initial IFSP ☐ Annual IFSP ☒ Other IFSP DATE: _____ Gender: ☐ M ☐ F

On page 2, complete eligibility using information from the previous IFSP

Multi- Disciplinary Evaluation for Eligibility

On page 10, enter SERVICE COORDINATION as the service to be provided and enter the intensity and frequency

Services in Natural Environments

To the maximum extent appropriate to the needs of the child, early intervention services must be provided in natural environments

Related to Outcomes #	Part C Service	AT Services Y/N	Location (Settings for Services)	Intensity/Frequency (How often, how long)	Method	Start Date	Anticipated Duration	Funding Source	Parent Consent and Initials
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Child-Care <input type="checkbox"/> Community-Setting/NE <input type="checkbox"/> Residential-Facility	_____ mins _____ hrs <input type="checkbox"/> Once _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Daily _____ <input type="checkbox"/> Yearly <input type="checkbox"/> Weekly _____ <input type="checkbox"/> Quarterly	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	_____	_____	<input type="checkbox"/> BTT/CFO <input type="checkbox"/> Other _____	_____

On page 13, enter "EMERGENCY IFSP" and Service Coordinator/Parent Signature

IFSP Team Membership

Each agency or person who has a direct role in the provision of services is responsible for making a good faith effort to assist the eligible child and his/her family in achieving the outcomes on the child's IFSP.

Print Name and Sign with Credential	Date	Role on Team	Telephone/Email	Method of Contribution
_____	_____	SERVICE COORDINATOR	_____	<input checked="" type="checkbox"/> Face-to-Face <input type="checkbox"/> Telephone-Conference <input type="checkbox"/> By Report <input type="checkbox"/> Auth Representative
_____	_____	PARENT	_____	<input checked="" type="checkbox"/> Face-to-Face <input type="checkbox"/> Telephone-Conference <input type="checkbox"/> By Report <input type="checkbox"/> Auth Representative

If they choose not to renew their IFSP:

- Inform the family that you will need to close the record.
- Remind the family that they can refer their child to WVBTT at any time they find that they need support.
- Facilitate *Exit COSF* and complete the *Transition/Exit form*

- ☒ Withdrawal from program by parent or guardian (Requires documentation of parent's written or verbal request)
(Check appropriate box below)
- ☒ Parent declined further IFSP services (use when at any point other than annual eligibility, family decides services are no longer needed)

2. What do I do when a family would like to restart their IFSP services?

- You would confirm the multidisciplinary team for evaluation/assessment, end the current IFSP and start a new IFSP.

3. What do I do when I am trying to contact a family and I don't receive a response?

- You must follow the TA Bulletin – *Inability to Provide IFSP Services, April 12, 2005*