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From: <WVBTTinfo@gainwelltechnologies.com>
Date: Fri, Jan 24, 2025 at 4:28 PM
Subject: TA Bulletin on Individualized Family Service Plan and IFSP Review Revisions
To:

Dear Direct Service Practitioners and Service Coordinators,

The Individualized Family Service Plan (IFSP) represents a collaborative partnership between the family, other caregivers and the early intervention team. The IFSP is a legal document describing the child's eligibility status and the early intervention service commitments for the eligible child and family. Identified service needs (including the intensity, frequency, delivery, and location of service) are based on assessment information, current research, the family's identified priorities, concerns and need for support and information across the setting where the child spends time. Any changes in service commitments must be completed through the IFSP process and team meetings.

WV Birth to Three has revised the Individualized Family Service Plan (IFSP) and IFSP Review pages based on feedback from the field, childcare providers and families. These changes ensure that families and other caregivers are receiving the services needed to successfully support the child's development and active participation in the daily activities and routines of the child and family.

A Practitioner Confirmation Form (PCF) must be submitted with each initial or annual IFSP to confirm practitioners selected by the family for IFSP services. A PCF will also be submitted with any IFSP review resulting in changes to the IFSP services to confirm practitioners being removed and/or added by the family for the IFSP services.

Here is a summary of the changes:

IFSP

Page Two: In the Evaluation/Assessment Methods and Procedures Section- Observation of the Child in Home and Community Settings

Page Six: Radio buttons now replace check boxes so that only one choice may be made when rating a child. This change will help to reduce errors when completing this

information. Language has been updated in each rating section to match national rating descriptions.

Page Seven: Child Outcomes page now reads “family/caregiver” in many sections of the outcome page to capture when an outcome, strategies, or activities, and progress monitoring relate to both home and other community settings such as childcare, Early Head Start and/or private preschool. Intervention Activity Notes will reflect how the family and other caregivers were coached.

Page Eight: A new Child Outcomes in Child Care Page has been added to address outcomes that relate to childcare, Early Head Start and/or private preschool settings only. Intervention Activity Notes will reflect how caregivers in childcare, Early Head Start and/or private preschool personnel are being coached to support the child’s participation in those settings. Children should never be removed from a classroom if a parent is not present.

Page Eleven: One time Authorization for how many minutes. You may not select a one-time authorization and ongoing services in the same box.

The one-time authorization will now be used to identify when the child/family is going to receive a service once. For example, the family has just learned of a new diagnosis and the nurse will be making one visit to explain how that diagnosis may impact the child’s development, the child is using a new device or piece of mobility equipment and the therapist who recommended the Assistive Technology is providing an overview of how the family and team can build practice sessions into the daily schedule or a child has been referred close to the child’s third birthday and the Developmental Specialist is going to provide some strategies the family can use over the summer until the child attends preschool.
There are radio buttons so you may only select one choice for the intensity and the frequency.

Page Twelve: There are radio buttons so you may only select one choice for the intensity and the frequency.

IFSP Review

R-2: One time Authorization for how many minutes. You may not select a one-time authorization and ongoing services in the same box.

The one-time authorization will now be used to identify when the child/family is going to receive a service once.
There are radio buttons so you may only select one choice for the intensity and the frequency.

R-3: One time Authorization for how many minutes. You may not select a one-time authorization and ongoing services in the same box.

The one-time authorization will now be used to identify when the child/family is going to receive a service once.

There are radio buttons so you may only select one choice for the intensity and the frequency.

Provider information has been replaced with Parent Initials. Parents must initial each service or service change that they are agreeing to.

The revised Individualized Family Service Plan and Review pages may be found on the WV Birth to Three website under Professionals- Standard Documentation- Operational forms or and attached to this email.

The WV Birth to Three State Staff

Attached Documents

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1. sdform_op_Individualized_Family_Service_Plan for statewide email.pdf
2. sdform_op_IFSP_Review (1) for statewide email.pdf

If you have difficulty obtaining the documents, listed below are the document locations. https://www.eikids.com/wv/matrix/Communications/Docs/sdform_op_Individualized_Family_Service_Plan%20for%20statewide%20email.pdf https://www.eikids.com/wv/matrix/Communications/Docs/sdform_op_IFSP_Review%20%281%29%20for%20statewide%20email.pdf