



Technical Assistance Bulletin

TO: WV Birth to Three Direct Service Practitioners, Ongoing Service Coordinators, and RAU Staff

FROM: WV Birth to Three

DATE: December 8, 2023

ISSUE: Clarification for Location Definitions for Individualized Family Service Plan, IFSP Review, and Practitioner Confirmation Form

The purpose of this Technical Assistance Bulletin is to provide definitions for the selection of the appropriate location of service on the Individualized Family Service Plan (IFSP), IFSP Review, and Practitioner Confirmation Form (PCF).

Under Part C of IDEA, **"location"** refers to the actual place or places where the Part C service is to be provided. An assessment should be conducted in each location where the family has expressed concerns about the child as infants and toddlers may participate differently in various settings. **"Home" should be considered the primary service location. The IFSP must address how the family will be supported in the home prior to discussions of the provision of services in other settings.** When appropriate, the selection of additional service locations should not only reflect the priorities and concerns of the family but be designed to address the needs of the child and/or other caregivers as documented during the evaluation/assessment process.

Home: The home location is the primary residence of the child. This setting is selected when the persons receiving coaching are the child's parents, foster parents, family members or others caring for the child in the home. This would also include when a child is living with a parent in a recovery center, homeless shelter, domestic violence shelter, or correctional center.

Childcare: A setting (other than the child's home) where the child is receiving care while the parent(s) work, for example: center-based childcare, family-based childcare, a neighbor, or grandparent's home. A childcare setting is selected when the team, with the family, has identified that the childcare provider is needing support in promoting the child's development. **Providing a service in a childcare setting does not eliminate the need to provide that service to the family in their home.**

Other Community Setting: A setting where children/families come together to learn, play, socialize, worship, etc. For example, neighborhood playgrounds, library story hours, Early Head Start center, ([see Part C to Head Start/Early Head Start Procedures](#)), swim lessons, play groups, church events etc. A community setting would be selected if the service is to be provided more than **three times** in the setting to assist the child in successful participation.

Residential Facility: A setting in which the child resides outside of the home where trained staff care for and provide services due to the child's specific medical, developmental, or behavioral needs. For example, nursing homes, hospice care, or residential treatment centers for children with developmental disabilities. It would be rare for an infant/toddler to be placed in a residential facility.

Service Provider Location: A setting in which the family must travel to the practitioner's facility to receive early intervention services. Such as: A therapy clinic, program for children with development delay or a hospital out-patient setting.

Example Scenario	Location on IFSP
1 During an IFSP Review, mom states that she would like to be able to take her child shopping and not have to hire a babysitter. It is determined that the BCBA will go to Walmart weekly for three months to assist mom with strategies.	Community Setting
2 During a home visit, the father reports that the family visited a playground over the weekend and their child had a hard time walking on the playground surface. Dad asks if the Physical Therapist can meet them at the local park next week to help the family with ideas for supporting the child to navigate the playground.	Home
3 It was determined during an initial IFSP that the team will be providing services to a mom and her child in a recovery treatment facility. This is their primary residence while mom works on transitioning back into the community.	Home
4 At the annual IFSP, the team, mom, and grandma decide special instruction will be provided to support grandma (with the child's play skills) at home while mom works. The IFSP is written to provide five meetings/visits per month. Special instruction weekly with grandma and one visit with the mom.	Home
5 At the initial IFSP, the team, family, and childcare staff determine the teacher in the two-year-old classroom would like the Occupational Therapist to assist her in learning how to position the child, introduce foods, and monitor food intake during the lunchtime routine.	Childcare
6 <i>In preparing for the Annual IFSP, the mother announces she will be going back to work. The child will be staying at grandmother's house during the day. Assessments are conducted at both locations. It is determined there is a need for speech. The IFSP is written to provide speech therapy once a week at the grandmother's home.</i>	Childcare
<i>Speech therapy will also be provided twice a month with mom at home as mom is the primary decision maker for the child.</i>	Home
7 During the six-month IFSP Review, it is determined the IFSP team is going to meet the parent and child at the childcare center where mom works, after hours, to provide services on a regular basis. The childcare center has approved of this arrangement for the mother.	Community Setting