

Summary of the Birth to 3 Program Steps

The following will give you an overview to the steps in the Birth to 3 process and the timelines for their completion. This guide has provided you with details about each of these steps and the many ways that you can work with Birth to 3 professionals to develop a truly "family-centered" plan for your child and family.

Within 2 Days

- Member of informed referral network makes referral to the Birth to 3 Program if developmental delays are suspected.

Within 45 Days

- Service coordinator contacts you; your consent for evaluation is obtained.
- Early Intervention Team evaluates your child; eligibility is determined.
- Further assessment (if needed) and identification of your concerns and priorities.
- Team meeting to develop Individual Family Service Plan (IFSP). (In certain situations, an Interim IFSP might be used. See [Interim IFSP Guidelines](#).)

At Least Every 6 Months

- Periodic review of IFSP. The plan may be reviewed sooner, if warranted, or if the parents request a review. (See [Guidelines for IFSP Revisions](#).)

At Least Annually

- Meeting of IFSP team to review IFSP. The service coordinator convenes this meeting to evaluate and revise the plan as needed.

Before Changes in Service Delivery or Setting or at Least 90 Days Before Third Birthday

- Transition Planning Conference
- Transition Plan

Adapted From: Families are the Foundation of Wisconsin's Birth to 3 Program