

## **IFSP Revision Checklist**

### **Points to Remember:**

- ⇒ A revision to an IFSP can happen at any time.
- ⇒ A revision would be: adding or subtracting a service  
changing frequency, intensity or duration of a service  
changing location of a service  
changing a service provider  
adding outcome(s)
- ⇒ Revisions are made in consultation with the full team using a consensus process. No one person makes the decision. There does not have to be a meeting. This consensus process can occur at various times in various ways until a consensus is reached (phone, face to face, email, meeting, etc.)
- ⇒ A revision differs from an update. An update of the IFSP involves more extensive review of the plan including the Look At Me pages, review of all outcomes, assessment of strengths/challenges/changes, etc.

### **Areas of the IFSP that Must Be Completed for a Revision:**

- Fill in the date of the revision on the Family Info Page under the current IFSP.
- Complete new Outcome Pages, if new outcomes were developed (desired outcome; how will we know we have made progress.)
- Make changes to the Summary of Services Page, if there were changes to provider, service, frequency, duration, intensity, location
- SC and parent (at a minimum) date and initial the Summary of Services page.  
(SC can date and initial for the parent if the parent gives consent by phone:  
e.g. JR/BJR per phone call.)
- Complete a new Total Cost of Plan Page for any changes to the number of visits per week. (Parent signature required, too.)

### **Things To Do Back at the Office:**

- Tag with a paperclip each page of the IFSP where anything new has been written to signal the office staff for data entry and copying.
- Only revisions adding a service or changing a provider need to be emailed as a request to the Program Coordinator. However, if the frequency of a service is increasing and the current

provider is not able to accommodate that frequency, then a service request must be submitted to the Program Coordinator so that the provider can be changed.

- Email request for service(s) to Program Coordinator including the child's name, insurance, service requested, frequency requested, location of service (be specific- e.g. off of Buckeye Rd, east of Stoughton Rd) and any additional information or requests such as a particular provider preference, whether an interpreter is needed, best days and times of day for visit, etc.
- Submit the IFSP for review while waiting for a provider to be assigned.
- Hold the IFSP until a provider is assigned then fill in that information, including the start date, on the Summary of Services page and the Total Cost of Plan page.
- Contact family to give them name and phone number of provider, once assigned.
- Contact provider to call family to schedule visits. Share information as applicable.
- Send any pertinent written information to the provider (e.g., evaluation report, other medical reports, IFSP or pages of the IFSP). No release of information is needed for Bridges staff or outside providers who have a signed agreement to provide services for Bridges.
- Submit the revised IFSP to Program Coordinator for review.
- Once reviewed, the revised IFSP will be given to office staff who will enter revised IFSP information into the database.

- ☛ Office staff will copy the paper clipped pages of the revised IFSP for the family and give them to the provider or send it to the family.
- ☛ Office staff will copy the paper clipped pages of the revised IFSP and send them to any outside provider(s).
- ☛ Office staff will file the original of the revised IFSP in the chart.