

From Wisconsin Department of Health and Family Services Birth to 3 Program

Guidelines for Major and Minor Changes at IFSP Team Meetings and Periodic Reviews

MEETING REQUIREMENTS

1) Meeting to develop the initial IFSP. The initial IFSP is developed after a child's eligibility is determined.

The participants at the initial IFSP Team Meeting must include:

- The parent(s) of the child
- Other family members, as requested by the parent
- An advocate, if requested by the parent
- The service coordinator responsible for implementation of the IFSP
- At least one person directly involved in conducting the evaluations/assessments of the child
- As appropriate, persons who will be providing services to the child and family

Notice of the meeting is required.

The completed IFSP serves as notice and the parent signs the IFSP to indicate consent for proposed services.

2) Annual Review. After the initial IFSP is developed, there is at least one meeting of the IFSP Team to discuss a child and family's IFSP--the annual review. An annual review is required at least once in the 12-month period after the initial IFSP. When an IFSP meeting that meets the requirements of the Annual Review occurs, a new 12-month timeline begins.

The annual review includes a discussion or review of the child's present abilities. Major or minor changes to outcomes and services can be made to the IFSP. (see page 2)

Required participants at the annual review are:

- The parent(s) of the child;
- Other family members, as requested by the parent;
- An advocate, if requested by the parent;
- The service coordinator responsible for implementation of the IFSP;
- At least one person who is providing services to the child and family or who is directly involved in conducting evaluations/assessments of the child.

Notice of the meeting is required.

The completed IFSP serves as notice and the parent signs the IFSP to indicate consent for proposed services.

3) Other meetings of the IFSP Team. IFSP Team meetings can be held when requested by the parent or other IFSP team member. Membership must include persons listed above. When the IFSP Team meets, major and minor changes can be made.

Notice of the meeting is required.

The revised IFSP serves as notice and the parent signs the IFSP to indicate consent for proposed services.

A periodic review of the IFSP is required at least every 6 months or more frequently as conditions warrant. The purpose of the periodic review is to determine whether progress is being made toward achieving the stated IFSP outcomes and whether modification or revision of the planned outcomes or services is necessary. The service coordinator and the parent must be involved.

When just the service coordinator and the parent (and another family member or advocate) participate, only minor changes may be made.

The revised IFSP serves as notice and consent for proposed services.

When major changes are made, at least one other person directly involved in evaluation, assessment or service provision to the child or family must be involved. When major changes are anticipated and others will be participating, notice of the meeting must be provided.

Notice of the meeting is required. The revised IFSP serves as notice and the parent signs the IFSP to indicate consent for proposed services.

REQUIREMENTS FOR CHANGES TO THE IFSP

The parent or other IFSP team member may request a meeting to review or revise an IFSP at any time. Some changes to the IFSP will require that additional participants attend. Any changes to the IFSP must be made with the informed written consent of the parent(s).

Major changes. Major changes require the participation by an IFSP Team whose membership is discussed above. Procedural safeguard requirements, including prior notice and informed consent, apply to any major changes to the IFSP.

Major changes include:

- Initiation or elimination of outcomes
- Initiation or termination of a service
- Change in the location of service delivery from a natural environment to one that is not.

Major changes can be made only at a scheduled IFSP Team meeting with the parent(s) present. The parent must receive written notice of the meeting. The revised IFSP serves as notice and the parent signs the IFSP to indicate consent for proposed services.

Minor changes. Discussions about minor changes to the IFSP must include, at a minimum, the service coordinator and parent. Minor changes may include modification of an outcome, change in frequency of a service, change in location of a service, or changes in methods of service delivery.

The parent or service provider may initiate these proposed changes, but the service coordinator must be involved in any discussions with the parents about changes to the IFSP. It is the responsibility of the service coordinator to communicate to all members of the IFSP team about any changes made to the IFSP team.

Note: The parents may withdraw consent for any or all service(s) at any time. The withdrawal of consent should be recorded in the IFSP along with the parent signature and date.