



**POLICIES AND PROCEDURES  
NEW JERSEY EARLY INTERVENTION SYSTEM**

**Date:** October 2008

No.: <b>NJEIS-13</b>	Subject: <b>Scheduling of Required IFSP Periodic Review</b>
Effective Date: <b>July, 2006</b>	Category: <b>IFSP</b>
Review Date: <b>October 2010</b>	Responsible Party: <b>Part C Coordinator</b>

**I. Purpose:**

To ensure that IFSP Periodic Reviews are held according to required timelines.

**II. Policy**

1. The Service Coordination Unit (SCU) is responsible for ensuring that the **IFSP periodic review** is conducted at least 6 months from the IFSP start date.
2. The provider agency is responsible for working with the SCU to assist in conducting **the IFSP periodic review**.
3. Practitioners are required to submit assessment and progress notes to the service coordinator far enough in advance of the six month IFSP periodic review to ensure that families are not subjected to service disruptions.
4. The Service Coordinator is responsible for reviewing practitioner documents and contacting the family to determine if an IFSP periodic review meeting shall be convened.

**II. Procedures**

**Conducting IFSP Periodic Reviews**

1. The SCU shall use the Lapsing Service Report in SPOE or another tracking mechanism to determine when the IFSP Periodic review is due to occur.
2. EIP provider agencies shall ensure that assessment and progress notes are submitted to the service coordinator at least 30 days prior to a six month IFSP periodic review.
3. At least 25 days prior to a six-month IFSP periodic review, the service coordinator shall review assessments and progress summary(s) submitted by practitioners and contact the family to discuss the progress summary(s) and the need to convene an IFSP review meeting.

4. **If the practitioners or the family request a meeting to discuss change**, the service coordinator must schedule an IFSP team meeting for an IFSP periodic review with, and written notice provided to, the family and the other participants early enough to ensure that they will be able to attend.
- a. The service coordinator shall schedule the IFSP periodic review meeting so it occurs at least 2 weeks prior to the end of the existing IFSP service authorizations.
  - b. If the meeting is not scheduled 20 calendar days prior to the IFSP service authorization end date, the agency administrator shall contact the SCU coordinator and the REIC to provide notification that an IFSP periodic review meeting has not been scheduled.
  - c. The SCU coordinator shall determine if a request for an IFSP Extension is warranted and, as appropriate submit the request to the REIC.
  - d. The REIC shall determine if an IFSP Extension is appropriate. As determined by the REIC, if the family is responsible for the delay, not including exceptional circumstances, the family is not entitled to an extension of the IFSP.
  - e. REICs shall notify, within 10 calendar days, the appropriate provider agency(s) and the SCU whether an IFSP extension has been granted.
  - f. Notification of approval is emailed as documented on the Extension form.
  - g. If the IFSP extension is not granted, the SCU shall provide the parent written prior notice that services will be discontinued 10 calendar days from receipt of the notice.
  - h. If the request for an IFSP Extension is granted, the service coordinator or an early intervention practitioner (not a paraprofessional) currently working with the child completes the Extension form.

**IFSP extensions to continue services for up to forty-five days**

- An IFSP Extension continues the same service(s) as included in the existing IFSP.
- The services will continue at the same location, frequency and intensity and no additional services may be added to the IFSP without a full IFSP meeting.
- The IFSP Extension form includes, at a minimum: written parental consent to extend the IFSP, the extension period (not to exceed 45 days), and the date and time for the IFSP periodic review meeting, if possible.
- The signed original Extension form is filed in the child's early intervention record at the SCU. Copies are provided to the family, the REIC and provider agency(s) within 2 – 5 business days.
- Upon receipt of the signed completed IFSP Extension form, the REIC shall enter authorizations that continue services as per the existing IFSP.

5. **If there are no changes to the IFSP and no IFSP team meeting is scheduled prior to the existing service authorization end date**, the service coordinator shall initiate an IFSP Extension Form to continue service authorizations.

**IFSP extensions to continue services for up to the IFSP end date (not to exceed 9 months)**

- a. The service coordinator shall arrange to have the Extension form reviewed with and consent obtained from the family at least 2 weeks prior to the end of the existing IFSP service authorizations.
- b. An IFSP Extension continues the same service(s) as included in the existing IFSP.
- c. The services will continue at the same location, frequency and intensity and no additional services may be added to the IFSP without a full IFSP meeting.
- d. The family and/or provider agency may consider a change in practitioner under a request for extension.
- e. The IFSP Extension form includes, at a minimum, written parental consent to extend the IFSP, and the extension period.
- f. The signed original Extension form is filed in the child's early intervention record at the SCU. Copies are provided to the family, the REIC and provider agency(s) within 2 – 5 business days.

**Related Policies**

NJEIS-12 Scheduling of Required Annual IFSP Meetings

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Authorized Signatory/Policy Reviewer

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Date