

	<b>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</b>
No: <b>NJEIS-13</b>	Subject: <b>Conducting Periodic IFSP Reviews</b>
Effective Date: <b>September 8, 2016</b>	Responsible Party: <b>Part C Coordinator</b>

**I. Purpose**

To ensure that Individualized Family Service Plan (IFSP) periodic reviews are held according to federal and state requirements.

**II. Policy**

- A. The Service Coordination Unit (SCU) is responsible for ensuring that an IFSP periodic review is conducted every six months or more frequently if needed, or if the parent or practitioner requests a review.
- B. The SCU must provide prior written notice to the parent(s) at least 10 days before a periodic review is required unless the parent agrees that the review may occur earlier.
- C. Early Intervention Program Provider Agencies (EIP) are responsible for working with the SCU to assist in ensuring IFSP periodic reviews are appropriately conducted.
- D. A face-to-face meeting to complete a periodic IFSP review must be convened if:
  - 1. The parent or practitioner requests a meeting;
  - 2. There has been a question raised about continued eligibility;
  - 3. There is any plan to consider a change in the outcomes or services of the current IFSP; or
  - 4. Transition needs discussion.
- E. If an IFSP review results in no changes in services, with informed parental consent, the current IFSP services authorizations can be extended up to the IFSP end date (not to exceed 9 months).
- F. IFSP service authorizations may be extended with no changes for up to 45 days when:
  - 1. The child is within 45 days from leaving the NJEIS due to their third birthday or other reason; or
  - 2. Documented exceptional circumstances result in the inability to complete a timely periodic IFSP.

### III. Procedures

#### A. Conducting an IFSP Periodic Review

1. The Service Coordinator is responsible for providing prior written notice about and initiating an IFSP review every six months, or more frequently if needed, or if the parent or practitioner requests a review.
2. The Service Coordinator must schedule an IFSP team review timely so it can be completed and parental consent for services obtained before the six (6) month deadline is reached.
3. If the six (6) month review deadline is approaching and the practitioner has not received any communication from the Service Coordinator about an IFSP review **or** if a periodic review meeting is requested and has not been scheduled, the EIP provider agency administrator must contact the SCU Coordinator, simultaneously in writing, to provide notification that an IFSP periodic review has not been scheduled or discussed.
4. The SCU must use a tracking mechanism to know when an IFSP Periodic Review is approaching and needs to be scheduled.
5. The Service Coordinator must contact both the parent and the practitioners working with the child and family to review child progress toward the outcomes, and determine if there is any question about continued eligibility or a need to consider any changes in outcomes or services for the next six (6) months. Information must be documented timely using NJEIS Form-13 (Part I), IFSP Periodic Review to determine if a face-to-face meeting is necessary and to ensure the IFSP review is completed within the required timelines.
6. If there is any question about continued eligibility, the Service Coordinator and the parent discuss whether current information is available for all developmental areas.
  - a) If it is determined that additional information is needed, either for discussions on continued eligibility or for IFSP planning, the Service Coordinator must proceed to obtain the information, including any additional evaluation and/or assessment before the IFSP review meeting is convened.
7. Following discussions with the parent and practitioners, the Service Coordinator determines if a face-to-face meeting is needed based on the above Policy II. D. and documented in NJEIS Form-013, IFSP Periodic Review.
  - a) If a face-to-face meeting is to be held, the Service Coordinator must send written notice of the time and place of an IFSP review meeting to the parents and other participants early enough to ensure that they will be able to attend.
8. Regardless of whether a face-to-face meeting is to be held:
  - a) Each practitioner providing services to the child/family must prepare NJEIS Form-025, Practitioner IFSP Review Summary with the parent or share a copy of the form with the parent and Service Coordinator prior to the IFSP review;
  - b) The IFSP review must be conducted in accordance with NJEIS regulations and policies and procedures and documented on NJEIS Form-013 (Part II), IFSP Periodic Review.
9. When an IFSP review meeting is conducted, the Service Coordinator is responsible to ensure the following are completed:

- a) NJEIS Form-013 (Part II), IFSP Periodic Review;
  - b) New IFSP Outcome pages if current outcomes need revision or new outcomes are identified;
  - c) New and discontinued service pages, as appropriate;
  - d) Updates to the IFSP Transition pages, as appropriate;
  - e) If the IFSP review meeting results in no changes to the IFSP, the NJEIS Form-024, IFSP Extension Form must be completed to extend service authorizations in accordance with procedures under III. B. below; and
  - f) NJEIS IFSP Team/Parental Consent page regardless of whether or not any changes in the IFSP were made.
10. If an IFSP review is being completed without a meeting, the Service Coordinator is responsible to ensure the following are completed:
- a) NJEIS Form-013 (Part II), IFSP Periodic Review including the IFSP review participants' information;
  - b) An NJEIS Form-024, IFSP Extension form authorizing continuation of services to extend service authorizations in accordance with procedures under III. B. below.
- B. Extension of the Current IFSP Service Authorizations**
- 1. Based on an IFSP review, and with informed parental consent, the current IFSP services authorizations can be extended up to the IFSP end date (not to exceed 9 months).
  - 2. The Service Coordinator must ensure the NJEIS Form-024, IFSP Extension Form is completed with parental consent prior to any existing service authorization(s) end dates.
  - 3. The NJEIS Form-024, IFSP Extension Form can only be used to continue the existing service(s) at the location, frequency, and intensity as included in the current IFSP. No additional services or change in services can be made through an NJEIS Form-024, IFSP Extension Form.
  - 4. The family and/or provider agency may also identify a change in practitioner when extending the current IFSP service authorization.
  - 5. The signed, original NJEIS Form-024, IFSP Extension Form is filed in the child's early intervention record at the SCU. Copies are provided to the family, the REIC, and EIP provider agency(s).
  - 6. Upon receipt of the signed completed NJEIS Form-024, IFSP Extension Form, the REIC shall enter authorizations that continue services as per the current IFSP.
- C. One Time Extension to Continue IFSP Services for Up to 45 Days**
- 1. IFSP service authorizations may be extended with no changes for up to 45 days when:
    - a. The child is within 45 days from leaving the NJEIS due to their third birthday or other reason; or
    - b. Exceptional family/child circumstances that result in the inability to complete a timely periodic IFSP; or
    - c. Other circumstances that relate to the administrative/system delays subject to monitoring and enforcement.

2. Documented reasons for the extension must be include in the child's early intervention record. Extensions consistent with this section shall be granted only once unless approved by the NJEIS Procedural Safeguards Office.
3. The IFSP service extension can only continue the existing service(s) at the location, frequency, and intensity as included in the current IFSP. No additional services or change in services can be made through an NJEIS Form-024, IFSP Extension Form.
4. The NJEIS Form-024, IFSP Extension Form includes, at a minimum, written parental consent to extend the IFSP services (not to exceed 45 days), and the date and time for the IFSP periodic review, as appropriate.
5. The signed original NJEIS Form-024, IFSP Extension Form is filed in the child's early intervention record at the SCU. Copies are provided to the family, the REIC, and EIP provider agency(s).
6. Upon receipt of the signed completed NJEIS Form-024, IFSP Extension Form, the REIC shall enter authorizations that continue services as per the current IFSP.

#### **IV. Related Policies and Forms**

NJEIS Form-013 NJEIS IFSP Periodic Review

NJEIS Form-019 Individualized Family Service Plan

NJEIS Form-024 IFSP Extension Form

NJEIS Form-025 Practitioner IFSP Review Summary