

	<p><b>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</b></p>
<p>No: <b>NJEIS-12</b></p>	<p>Subject: <b>Scheduling of Required Annual IFSP Meetings</b></p>
<p>Effective Date: <b>July 1, 2006</b></p>	<p>Responsible Party: <b>Part C Coordinator</b></p>

**I. Purpose:**

To ensure that IFSP **annual meetings** are held according to required timelines.

**II. Policy**

1. The Service Coordination Unit (SCU) is responsible for ensuring the convening of **the annual** IFSP meeting.
2. The provider agency is responsible for working with the SCU to assist in convening **the annual** IFSP meeting.
3. Practitioners are required to submit assessment and progress notes to the service coordinator far enough in advance of the annual IFSP meeting to ensure that families are not subjected to service disruptions.
4. Meeting arrangements must be made with, and written notice provided to, the family and the other participants early enough before the annual meeting date to ensure that they will be able to attend.

**III. Procedures**

**Scheduling IFSP Meetings**

1. The SCU shall use the Lapsing Service Report in SPOE or another tracking mechanism to determine when the annual IFSP is due to expire.
2. At least 60 days prior to the required annual IFSP meeting, the SCU shall schedule the meeting so it occurs at least 2 weeks prior to the end of the annual IFSP.
3. SCU shall provide written notice to the family and other participants early enough before the IFSP meeting to ensure they will be able to attend.

4. EIP provider agencies shall ensure that assessment and progress notes are submitted to the service coordinator at least 30 days prior to the annual IFSP meeting.
5. If the meeting is not scheduled 30 calendar days prior to the IFSP end date, the agency administrator shall contact the SCU coordinator and the REIC to provide notification that an annual IFSP meeting has not been scheduled.
6. The SCU coordinator shall determine if a request for an IFSP Extension is warranted and, as appropriate submit the request to the REIC.
7. 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.
8. REICs shall notify, within 10 calendar days, the appropriate provider agency(s) and the SCU whether an IFSP extension has been granted.
9. Notification of approval is emailed as documented on the Extension form.
10. 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.
11. 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**

- a. An IFSP Extension continues the same service(s) as included in the existing IFSP.
- b. 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.
- c. 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 annual IFSP meeting, if possible.
- d. 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.
- e. Upon receipt of the signed completed IFSP Extension form, the REIC shall enter authorizations that continue services as per the existing IFSP.

**IV. Related Policies**

NJEIS-13 Scheduling of Required IFSP Periodic Review