



Frequently-Asked Questions
IFSP Content, IFSP Meetings and Interim IFSPs
5123:10-02 (J) (K) and (M)

Timeline for New IFSP (EI-04)

Q: How will the new IFSP form be implemented – at initials, annuals and reviews, or will all current IFSPs have to be converted to the new form after 7/1/19?

A: The new IFSP form and all other forms will be used with new families on 7/1/19. For families with current IFSP's begin using the new forms when appropriate. For example, begin using the new IFSP form (EI-04) during the family's next naturally occurring annual IFSP meeting. If you began the IFSP process using the pre-July IFSP form, but did not complete the process prior to July 1, you may choose to complete the process using the old form.

(J) IFSP Meetings: Meeting Notification and PWN

Q: How far in advance must the written IFSP meeting notification (EI-13) be provided?

A: Per 5123-10-02 (J)(5), meeting arrangements shall be made with the parent and other participants early enough to ensure they will be able to attend.

Q: If we schedule a day before the meeting because the family has waited that long to schedule, is it ok to email them the notice?

A: Both the Meeting Notification and PWN can be emailed. The box "via email" should be checked in the SC use box and the process should also be documented in case notes. Keep in mind, however, that the Meeting Notification form must be sent early enough to ensure that everyone, including required participants and potential service providers, can attend.

Q: Is the IFSP meeting notification (EI-13) replacing prior written notice?

A: No. Form EI-13 is replacing HEA 8039 (Written Notification of Individualized Family Service Plan Meeting). Form EI-11 is replacing HEA 8022 (Prior Written Notice).

Q: Is PWN needed for an initial IFSP meeting? Or just at a periodic review?

A: PWN is required any time a service is added, changed, or ended, including at the initial IFSP meeting. 5123-10-01(D)(1)

Q: Why do we need PWN for the initial IFSP?

A: It is federal law.

Q: For IFSP review-if not changing services-do still need PWN EI-11? My thought is no if only changing outcome and not services receiving?

A: PWN is required only if a proposed change to the service is occurring. If an outcome is changed, but the services themselves will be provided by the same agency at the same frequency, intensity, and duration, no PWN is required. If nothing on the grid is different except for dates, PWN is not needed.

Q: In creating the rule what was the need for the 10-day extension? Trying to figure out how it's applicable and was it to come into compliance with a federal guideline we were missing as a state?

A: Under the federal Part C regulations (34 CFR 303.421), PWN must be provided to parents a reasonable time before a provider proposes, or refuses, to initiate or change the provision of services. During the rule writing process, Ohio EI stakeholders determined that 10 days was an appropriate definition for "reasonable."

Q: If you add/change/end a service at an annual or periodic IFSP review, there is no need for a PWN, because the parent is a part of the discussion and decision making, correct?

A: No, the parent has the right to PWN any time a service is started, ended, or changed. This is a federal requirement. The PWN can be provided to the parent in person, and the parent may choose to waive the right to the 10-day prior notice. The parent's participation in the IFSP review does not eliminate the requirement for PWN.

Q: If I add PT as an additional service to a plan, do I need to give the family PWN?

A: If a service is being added, ended, or changed, the family must be given PWN. If the child is currently receiving PT and the service is just being continued as-is, PWN for the PT would not be required. If PT is not on the current IFSP, however, or if there is a change (e.g., increased frequency, new funding source, etc.), then PWN is required.

Q: Do we need to use EI-11 prior to services *beginning* on all children or just when a proposed change?

A: Starting a new service is considered a proposed change. Any time a service is added, ended, or changed, PWN is required.

Q: Could there just be a statement about prior written notice added on the IFSP form instead of having a whole other form? It just seems that if the parent is there in person and signing the IFSP, they are aware and are agreeing to the service.

A: Under federal law, parents must have a period to make a decision about whether to start or change an EI service regardless of their participation in the IFSP meeting where those changes were proposed.

Q: Can the forms be scanned and emailed?

A: If the parent has indicated that email is an option for communication, the form can be completed electronically using the fillable fields or completed by hand and scanned, and then emailed to the family. The box “via email” then needs to be checked in the SC Use section.

Q: Does EI-11 have to be completed at an IFSP meeting?

A: No, PWN can be emailed or mailed to a family. The individual providing the form needs to indicate on the form whether it was provided in person, via mail or via email. It could be provided at the meeting or emailed/mailed after. Regardless, the proposed changes/initiations could not start until 10 days has elapsed. It also must be provided at an IFSP meeting if anything new is added/changed/ended.

Q: When adding a new service such as PT, do other existing services such as speech therapy, OT etc. must provide their service within 30 days of the IFSP even if they just had a visit a few days prior to the IFSP to add the PT? For example, if an SLP is scheduled to visit 3 x in 180 days and saw the child once and the 2nd visit is scheduled in two months, is it necessary for the SLP to come again within 30 days of the IFSP or just come on the day that she had scheduled prior to the IFSP, which would fall after the 30 days of the new updated IFSP?

A: Timely Receipt of Services (TRS) requirements state that a service must start within 30 days of being added to the IFSP. The addition of a new service (in this example, PT) does not affect timelines for services already on the IFSP (e.g., speech). Those services should have started within 30 days of the date they were added to the IFSP and should then be delivered as identified on the IFSP.

Q: Is it the responsibility of service providers or service coordinators to complete the PWN for the start/change of services?

A: Form EI-11 may be completed by the EISC or another EI service provider. If the person completing the form is someone other than the EISC, the EI provider must send a copy to the EISC within five calendar days of providing notice to the parent. It is ultimately the EISC’s responsibility to monitor the implementation of a family’s IFSP and informing the family of their rights and procedural safeguards, so the EISC should ensure that PWN has been provided in all required situations.

Q: If you are doing an initial IFSP, do we need to provide PWN of the “anticipated” services to meet the outcomes that are also anticipated?

A: For the initial IFSP, form EI-13 (IFSP meeting notice) is completed and sent/given to parents and other invitees in advance of the meeting 5123-10-02(J)(5). During the initial IFSP meeting, after outcomes have been developed and the IFSP team has determined services needed to meet those outcomes, prior to the parent consent to begin services, EI-11 is completed and provided to the parent.

If services are coordinated and can be entered on the service grid at an initial IFSP, then PWN is needed for each new service. If any part of the grid cannot be completed, the service is not yet coordinated and needs to be documented in the area below the grid (“List any EI service that is needed, but not yet coordinated.”) PWN is not required until a service is coordinated.

(J) IFSP Meetings: Meeting Arrangements and Participation

Q: Can the IFSP notice be by email/text/phone call?

A: Form EI-13 (IFSP Meeting Notice) may be provided in person, by mail and/or by email. The EISC will complete the box in the top right-hand corner of the form indicating how the form was provided.

By definition, Prior Written Notice must be written. Form EI-11 can be provided to the parent using whatever method of written communication they prefer, if it is consistent with your agency's policies on handling personally identifiable information. The method of providing forms needs to be noted in the "SC Use Only" box.

Q: Who must be physically present at the initial and annual IFSP meeting?

A: the parent and the EISC

Q: If the parent is incarcerated, can they participate by Skype for the IFSP?

A: If the parent is incarcerated, it is likely another individual has been designated as the legal guardian in the parent's absence and is authorized to serve as the parent. If this is the case, the legal guardian needs to be physically present with the EISC for the initial and annual IFSP meetings. Others may also participate via alternative methods, including the incarcerated parent (if consistent with court rulings). If the incarcerated parent still has custody of the child, the EISC needs to arrange to physically meet with the parent in a setting and at a time convenient to the parent.

Q: When the PCSA has custody, must the PCSA caseworker be physically present for the initial and annual IFSP?

A: If the PCSA caseworker is acting as the parent for EI, yes. If the PCSA has delegated the role of parent to a foster parent, the foster parent would need to be physically present. For more information on Identifying the Parent, please see the Guidance Document, [Parents and Parental Consent in Early Intervention](#) on the EI website.

Q: Can you make a comment that for individuals not in the county; consideration needs to be made for enough time.

A: A: The 45-Day timeline is a federal requirement. If the EISC needs to coordinate with individuals outside their county of employment, the EISC should document all attempts to schedule 45-Day components within the 45-Day period.

Q: Is the IFSP team considered Parent, Service Coordinator and the PSP or just the Parent and Service Coordinator since they're the participants that are required to be there for writing the IFSP?

A: 303.343 specifies who must be part of the team:

Each initial meeting and each annual IFSP Team meeting to evaluate the IFSP must include the following participants:

- (i) The parent or parents of the child.
- (ii) Other family members, as requested by the parent, if feasible to do so.
- (iii) An advocate or person outside of the family, if the parent requests that the person participate.
- (iv) The service coordinator designated by the public agency to be responsible for implementing the IFSP.
- (v) A person or persons directly involved in conducting the evaluations and assessments in § 303.321.
- (vi) As appropriate, persons who will be providing early intervention services under this part to the child or family.

Each periodic review must provide for the participation of persons in paragraphs (i) through (iv). If conditions warrant, provisions must be made for the participation of other representatives identified above.

Q: Does the parent have to be physically present for the IFSP or can they participate by Facetime?

A: The parent and EISC must be physically present for initial and annual IFSP meetings. Technology may be used for periodic reviews.

Q: If a caseworker is unable to attend the IFSP meeting, can they give the foster parent permission to participate in the meeting without them?

A: This depends on the local children's services agency and the child's situation. The person attending the IFSP meeting as the parent must be able provide consent and authorize EI components for the child.

Q: The question was asked if the PCSA caseworker is signing the IFSP and other paper work, can the foster parent physically participate in their place? The answer was to have a conversation early on concerning what it means to be parent. Is it permitted? Some foster moms are not comfortable signing the paper work and PCSA workers are over whelmed with cases; they're not going to be able to make it out to our visits. They've told us it's just not going to happen.

A: If the PCSA caseworker is acting as the parent, all requirements that apply to the parent would apply to that PCSA caseworker. The PCSA caseworker determines whether the foster parent may participate in their place.

If the PCSA caseworker is unable to act as the child's parent in EI, follow the flowchart, [Identifying a Parent for Children not Residing with a Biological/Adoptive Parent](#).

Q: Can an EISC Supervisor attend the IFSP meeting for the EISC with parent consent if the EISC is out ill, emergency, etc.? Can another EISC fill in or does it have to be a supervisor.

A: Another individual from the same agency who is credentialed as an EISC may attend an IFSP meeting as the EISC in the assigned EISC's absence.

Q: How should an IFSP signature be obtained if a parent is unexpectedly incarcerated and a family member has temporary custody when the IFSP is already established?

A: A family member with temporary custody would meet the EI definition of “parent” and would typically be authorized to provide consents in EI. The individual who meets the definition of “parent” at the time the IFSP is being signed should sign the IFSP. If the incarcerated parent is still designated as the parent per any court documents, the EISC needs to arrange for that parent to sign the IFSP. All attempts to schedule the meeting need to be documented in case notes.

Q: If the caseworker is the one who signs the documents for the child, do they have to be physically present at the initial and annual IFSP? Can the foster parent meet with the EISC and then send the IFSP to the caseworker for final signature?

A: The individual identified as the parent must be physically present for initial and annual IFSP meetings. If a CDJFS caseworker has the authority to delegate the status of parent to a foster parent, that individual may attend the IFSP meetings and should also sign the IFSP. If a foster parent does not have the authority to sign documents, they may attend the IFSP meeting as a participant, but the caseworker needs to be present as the parent.

Q: If the child is in custody of the PCSA and the entry states that the PCSA should be signing forms, is the foster parent allowed to sign if, in our county, the foster parent is through the PCSA (not a secondary agency providing foster placement services)? What circumstances would allow for foster families to sign documents for EI children? I was under the impression that the case worker is always responsible for those signatures

A: The PCSA decides who can act as parent. It does not matter whether the foster parent is assigned through the PCSA or a secondary agency.

Q: Who determines if a foster parent or PCSA caseworker signs paperwork?

A: If PCSA has custody of the child, the PCSA decides who will be acting as parent for EI (including signing consents and other forms).

Q: Can Central Intake ask the PCSA who is the parent in EI when making the referral so SCs are not tracking down the same person for the answer?

A: If the referral source is a PCSA, the referral is received on form 8021 and is processed as a program referral, so Central Intake is unable to ask for additional information. If the referral is through another source, the individual may not know who the parent is for EI.

Q: Could DODD and the PCSA discuss our definition of parent and ask they decide that before making a CAPTA referral and ask the PCSA to disseminate that guidance to all the PCSAs?

A: DODD is reaching out to our partners at ODJFS to develop a statewide training on the PCSA form and the role and responsibilities of the parent in EI.

(J) Annual IFSP due 90 days or less from child's third birthday

Q: What if the annual IFSP is due 90 days or less to the child's third birthday-is it still expected that it be completed so close to a child turning three and exiting the program?

A: The timelines for annual IFSP are established in the federal regulations. If an annual IFSP is due before the child's third birthday, a meeting needs to occur within the required timeframe, regardless of how close it is to the child's third birthday.

Q: Even if a redetermination testing is not required within 90 days of turning 3, we still need an annual IFSP, correct?

A: Yes, that is correct.

Q: Should the outcome end dates for the IFSP's referenced in the question above be extended past 180 days to include the span up to the child turning 3?

A: The timelines for annual IFSP are established in the federal regulations. If an annual IFSP is due before the child's third birthday, a meeting needs to occur within the required timeframe, regardless of how close it is to the child's third birthday. Annual *redetermination of eligibility* is not required within 90 days of the child's third birthday, but an annual IFSP meeting is still necessary.

Q: Can parents decline annual redetermination if it's outside but close to the 90 days?

A: An IFSP can only be written for a maximum of 180 days. The federal requirements state that a review of the IFSP be held every six months, or more frequently if conditions warrant. A periodic review needs to be held to update the IFSP for the period until the child's third birthday. A parent cannot refuse the re-assessment and redetermination of eligibility (if applicable).

Q: If we don't update the IFSP when it is due 90 days before they turn three; do we still provide services??? Or do we need to think ahead and write the previous IFSP for 9 months instead of 6 months?

A: An IFSP can only be written for a maximum of 180 days. The federal requirements state that a review of the IFSP be held every six months, or more frequently if conditions warrant. A periodic review needs to be held to update the IFSP for the period until the child's third birthday. Services can only be provided in accordance with an active IFSP.

Q: We understand that the annual IFSP/redetermination is not required within 90 days of the child's 3rd birthday. But if the current IFSP is over 6 months old, does a periodic review need to be completed?

A: An annual IFSP may be required within 90 days of the child's third birthday. Every IFSP must be reviewed no more than 180 days after it is signed by the parent.

Q: What do you put in the portal if you don't do the annual IFSP due to the child turning 3 within 90 days?

A: EIDS will not require the *redetermination of eligibility or assessments* if due within 90 days of the third birthday. This is how it has always worked in EIDS. However, an *IFSP annual review* is needed if due within 90 days of the child's third birthday.

(M)Interim IFSP

Q: Can you give an example of when an interim IFSP would be used? Would hospitalization be an example?

A: 5123-10-02 (M) states that an interim IFSP may be used for a child who is eligible because of a diagnosed physical or mental condition listed in appendix C and exceptional family circumstances make it impossible to complete the child assessment before needed services begin.

Examples:

- Mom who is pregnant, just found out child has Down Syndrome and wants to find a support group and learn more about Down Syndrome.
- Child diagnosed with very low birth weight and chronic lung disease who is in the NICU, and the family needs assistance accessing services needed to come home.

Other

Q: If the family wants to wait 10 days, could it be a parent reason if it is outside of the 45-day timeline or IFSP due date?

A: No, PWN needs to be incorporated into the 45-Day timeline.

Q: Could a DS that is credentialed as a service coordinator be a service coordinator for children they are the PSP for while the service coordinator is out on medical/maternity leave?

A: In this circumstance, please seek guidance from your Program Consultant.

Q: How/where do we find out if our license or credential allows us to participate in meetings via technology?

A: You would need to reach out to the licensing or credentialing board/agency who issues your license and or credential.

Q: If the RBI can be done as a child assessment also, can a DS and a SC be present and count as the two disciplines for the annual child assessment?

A: Child assessments must be multi-disciplinary, so it would depend on whether the EISC holds another license or credential. The SC credential issued by DODD does not allow the SC to conduct child developmental assessments, only family-directed assessments.

Q: Do we need the release to send the child's information to another county if the family moves?

A: No.

Q: The way the new release reads, it looks like multiple agencies and/or people can be on one form. Is this correct?

A: It is.

Q: Can an initial IFSP be completed at a transition meeting?

A: Yes.

Q: Will there be a set timeline when we will receive the LOA for POLR back from DODD?

A: There is not a set timeline; however, POLR LOAs are typically issued within five business days of a complete and accurate POLR application.

Q: Can you apply for POLR prior to completing the IFSP to ensure funds would be available to pay the provider?

A: No. An IFSP is required in order to identify what services are needed. POLR is then requested to support those services. The system of payments rule makes it clear what POLR funding will be available to a family.