

# INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

## ➤ What is an IFSP?

An IFSP is a written plan for First Steps services that you and your First Steps team will write.

## ➤ When is an IFSP developed?

Your IFSP must be completed within 45 days of your child's referral to First Steps. On rare occasions the 45 days may be extended by the family in certain circumstances (i.e. your child is hospitalized or sick and the evaluation must be delayed). IFSPs will be reviewed every six months and reevaluated each year.

## ➤ Who participates at an IFSP meeting?

You will be a participant at the IFSP meeting. The service coordinator and/or your intake coordinator will also participate. One or more of the First Steps providers who evaluated your child may also be at the meeting. You may invite others such as family, friends or a child care provider. Your service coordinator or intake coordinator may invite others to the meeting, as well, with your permission. You may also ask an advocate to take part in the meeting.

## ➤ Where will the IFSP meeting be held?

The IFSP meeting will be held at a time and place that is convenient for you and your family. The meeting will also be held in the language you speak.

## ➤ What information will be included in the IFSP?

- Your child's present level of functioning
- Your family's resources, priorities and concerns related to your child's development
- Results expected from First Steps services
- The First Steps services that will meet your child and family's needs
- The natural environment(s) where First Steps services will be provided
- Other services needed which are not provided by First Steps
- The date that services will begin and the duration of those services
- The name of your service coordinator and provider(s) you have chosen
- The type and amount of services that your child will receive
- Information about transitions or changes that you may expect while in First Steps

For more information or to talk with other First Steps parents, call 1-800-964-4746 OR email [familynetw@abouthspecialkids.org](mailto:familynetw@abouthspecialkids.org). You can also visit Family to Family online at [www.inf2f.org](http://www.inf2f.org).

