

## Outcomes -- IFSP Process

US Army Educational and Developmental Intervention Services (EDIS)

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Contact	Steps of Process	Resources
<b>Referral</b>	<ul style="list-style-type: none"> <li>After receiving referral, assign Initial Service Coordinator (ISC) to contact family and follow family through to initial IFSP (if eligible). Any team member may serve in this role, and will be at subsequent visits (i.e., intake, eval, RBI, &amp; IFSP).</li> <li>ISC contacts family to set up initial visit; gathers information to help guide visit (i.e., family concerns, family interest in program). Determines whether screening is needed (most often a screening is the first step), if there is enough information to go to evaluation directly, or if automatically eligible.</li> <li>Compile team if it is determined at this point that child will go for evaluation.</li> </ul>	
<b>Intake Visit</b>	<ul style="list-style-type: none"> <li>ISC conducts this visit (vast majority are home visits). Prior to visit, reviews referral information and child's age expected development.</li> <li>The IFSP-Process Document (PD) guides collection/sharing of information.</li> <li>ISC reviews EDIS program information with family and discuss family concerns.</li> <li>Typically a screening is done using Ages and Stages Questionnaire (ASQ). However, if there is enough information or if screening was already done, the team (including the family) may decide to go on to evaluation. The intake home visit may be merged with evaluation visit.</li> <li>ISC decides upon and plans next steps with family (typically evaluation).</li> <li>After the visit, reviews information documented on the IFSP-PD and prepares for evaluation with team evaluators.</li> </ul>	<ul style="list-style-type: none"> <li>EDIS Brochure</li> <li>Notice</li> <li>IFSP-PD</li> <li>Permission</li> <li>Family Rights</li> <li>ASQ/Screener</li> </ul>
<b>Evaluation &amp; Eligibility Home Visit</b>	<ul style="list-style-type: none"> <li>Prior to visit, evaluation team members review available child and family information, identify information needed for eligibility determination, and review age expected development for child's age.</li> <li>ISC with one other team member (more if needed) and family conduct evaluation. Evaluation and eligibility determination often conducted in same meeting. BDI-2 and DAYC are often used; there is no single required instrument. Natural observation is part of evaluation.</li> <li>All information is documented together as part of the IFSP-PD. The evaluation summary is a brief overview of the eligibility determination including information from the five domains.</li> <li>Share outcomes brochure and discusses three outcomes areas with family.</li> <li>Decide upon and plan next steps with the family (i.e., RBI/IFSP if eligible).</li> <li>After the visit, team members consult and write up evaluation summary and begin to draft notes for Present Levels of Development (PLOD) organized by 3 outcome areas using functional information gathered. Plan for the Routines Based Interview (RBI) (if eligible).</li> </ul>	<ul style="list-style-type: none"> <li>Outcomes Tri-fold*</li> <li>Notice</li> <li>IFSP-PD</li> <li>Permission</li> <li>Family Rights</li> <li>Report of Eligibility</li> <li>Organizing Framework*</li> <li>MEISR-COSF Tool*</li> </ul>
<b>Routines-Based Interview (RBI) &amp; IFSP Development Meeting</b>	<ul style="list-style-type: none"> <li>Prior to the visit the RBI team members review information gathered thus far, what is known about the child's skills in the three outcome areas, and age expected development for child's age.</li> <li>ISC and most likely ongoing primary provider conduct the RBI with the family. It ends with a list of IFSP outcomes the family wants to work on with early intervention. The RBI is regarded as an IFSP development meeting.</li> <li>Discuss next steps for completing the IFSP-PD with family. Leave a draft of the IFSP outcomes for the family.</li> <li>After the visit, team writes up IFSP outcomes from RBI-generated family priorities, drafts strategies and criteria (family is also thinking of strategies), writes PLOD (organized by the 3 outcome areas) incorporating functional information learned through the RBI, determines COSF rating and includes corresponding culminating statement in the PLOD, and completes COSF.</li> </ul>	<ul style="list-style-type: none"> <li>IFSP PD</li> <li>RBI</li> <li>MEISR-COSF Tool*</li> <li>Culminating Statements*</li> <li>Organizing Framework*</li> <li>COSF*</li> </ul>
<b>Review and Finalize IFSP Visit</b>	<ul style="list-style-type: none"> <li>Review IFSP-PD with family, including PLOD and descriptive COSF ratings (culminating statements), finalize service decisions and IFSP-PD with family.</li> <li>Discuss next steps and ongoing intervention with the family.</li> </ul>	<ul style="list-style-type: none"> <li>IFSP PD</li> <li>Family Rights</li> </ul>
<b>Intervention</b>	<ul style="list-style-type: none"> <li>Implement IFSP and monitor progress, modify plan as needed, review plan</li> </ul>	<ul style="list-style-type: none"> <li>MEISR-COSF*</li> </ul>
<b>Annual IFSP Meeting</b>	<ul style="list-style-type: none"> <li>Same as initial IFSP, including RBI and completing the COSF.</li> </ul>	
<b>Transition/Exit</b>	<ul style="list-style-type: none"> <li>Exit COSF completed and information shared informally with family; child data shared with receiving program as needed. Complete Family Outcomes Survey.</li> </ul>	<ul style="list-style-type: none"> <li>Culminating Statements</li> </ul>

*\* Resources specifically tied to the three outcomes*