

# Individualized Family Service Plan (IFSP)

The initial IFSP meeting must occur before the 45-day deadline. The Federal Office of Special Education Programs (OSEP) requires 100% compliance with this timeline. The IFSP is a written plan that outlines family-centered outcomes, specifying what services will be provided, who will deliver them, when and where they will occur, and the duration of services. The IFSP is written for a year and will be reviewed at least every six months to ensure it continues to align with the family's priorities.

The IFSP team includes the parent(s), KEIS staff, and the evaluator. A service provider may also be invited if they are likely to work with the family. The entire IFSP team must agree upon the plan.

Parents can prepare for the meeting by:

- Inviting others to attend, such as family members, childcare providers, or anyone else who should be involved;
- Reviewing their child's evaluation and family assessment reports; and
- Identifying any additional relevant information that hasn't been shared yet.

OSEP requires timely early intervention services. This means services will start no earlier than five working days after obtaining written consent but must begin within 30 calendar days.



## Enrolling in Kentucky's Early Intervention System

For more information, contact:

Cabinet for Health and Family Services  
Department for Public Health  
KEIS Program

275 E. Main St., HS2-EE  
Frankfort, KY 40621  
(502) 564-3756 or  
(877) 417-8377



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The cost of printing was paid from state funds through the Department for Public Health and KEIS, pursuant to KRS 57.375.



## Getting Started in Early Intervention

When a child is suspected of having a developmental delay and/or an established risk condition and is referred to the Kentucky Early Intervention System (KEIS), they undergo screening and evaluation as necessary to determine eligibility for early intervention services. Anyone can make referrals to KEIS, but all actions require written parental consent. If the child is deemed eligible, a family assessment is conducted to identify the family's concerns and priorities, followed by developing an Individualized Family Service Plan (IFSP). This entire process must be completed within 45 days of the referral date.



## Screening the Child

Screening is a quick snapshot that helps the KEIS program decide if a child needs further testing. Screening can be done over the phone, in the office, or in another community setting.



## Evaluation of the Child

At least one parent must be present for the evaluation. During this visit, the evaluator will ask the caregiver questions and watch the child play to determine the child's present levels of development.

The caregiver knows more about the child than the evaluator and can assist with the evaluation process by:

- Helping the child feel comfortable during the evaluation
- Engaging in activities that explore the child's abilities
- Providing truthful and accurate responses to questions about the child
- Ensuring the evaluator sees the child's unique strengths and needs
- Asking questions and offering feedback about the child's evaluation

After the evaluation is completed, the evaluator will provide a written report to the parent.

## Eligibility Determination

KEIS staff will meet to determine if the child is eligible for early intervention services based on the evaluation, relevant medical and health records, and the input of the caregiver. If the child is determined eligible, a family assessment will be conducted. If the child is ineligible, KEIS staff will provide the family with resources to assist the caregiver in the child's continued development.

## Family Assessment

If the child is eligible for early intervention services, KEIS staff will schedule a family assessment. The parent interview is designed to identify the family's resources, priorities, and concerns, as well as the supports and services necessary to enhance the family's capacity to meet the child's developmental needs.

Caregivers can best prepare for the conversation by taking some time to think about daily routines. For each routine, consider the following:

- What does the caregiver do during this routine?
- What does the child do during this routine?
- How does the child affect this routine?
- What specific strengths or needs does the child have in this routine?
- How satisfied is the caregiver with this routine?

After the family assessment is completed, KEIS staff will provide a written report to the parent. An Individualized Family Service Plan (IFSP) will be developed based on the family priorities discussed during the family assessment.