

	<p>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</p>
<p>No: NJEIS-13</p>	<p>Subject: Conducting Periodic IFSP Reviews</p>
<p>Effective Date: December 1, 2022 (Replaces 9.8.16 version)</p>	<p>Responsible Party: Part C Coordinator</p>

I. Purpose

To ensure that Individualized Family Service Plan (IFSP) periodic reviews are held according to federal and state requirements.

II. Policy

- A. The Service Coordination Unit (SCU) is responsible for ensuring that an IFSP periodic review is conducted every six months or more frequently if needed, or if the parent or practitioner requests a review.
- B. The SCU must provide prior written notice to the parent(s) at least 10 days before a periodic review is required unless the parent agrees that the review may occur earlier.
- C. Early Intervention Program Provider Agencies (EIP) are responsible for working with the SCU to assist in ensuring IFSP periodic reviews are appropriately conducted.
- D. A face-to-face meeting to complete a periodic IFSP review must be convened if:
 - 1. The parent or practitioner requests a meeting;
 - 2. There has been a question raised about continued eligibility;
 - 3. There is any plan to consider a change in the outcomes or services of the current IFSP; or
 - 4. A discussion about Transition from NJEIS is needed.
- E. IFSP service authorizations may be extended with no changes for up to 45 days when:
 - 1. The child is within 45 days from leaving the NJEIS due to their third birthday or other reason; or
 - 2. Documented exceptional circumstances result in the inability to complete a timely periodic IFSP.

III. Procedures

A. Conducting an IFSP Periodic Review

1. The Service Coordinator is responsible for providing prior written notice about and initiating an IFSP review every six months, or more frequently if needed, or if the parent or practitioner requests a review.
2. The Service Coordinator must schedule an IFSP team review timely so it can be completed and parental consent for services obtained before the six (6) month deadline is reached.
3. If the six (6) month review deadline is approaching and the practitioner has not received any communication from the Service Coordinator about an IFSP review **or** if a periodic review meeting is requested and has not been scheduled, the EIP provider agency administrator must contact the SCU Coordinator to provide notification that an IFSP periodic review has not been scheduled or discussed.
4. The Early Intervention Management System (EIMS) provide notifications to each service coordinator when Reviews are approaching and/or overdue for children on their caseload. Additionally, each SCU is responsible to have internal procedures for tracking when IFSP Periodic Review are approaching and need to be scheduled.
5. The Service Coordinator must contact both the parent and the practitioners working with the child and family to review child progress toward the outcomes and determine if there is any question about continued eligibility or a need to consider any changes in outcomes or services for the next six (6) months.
6. If there is any question about continued eligibility, the Service Coordinator and the parent discuss whether current information is available for all developmental areas.
 - a) If it is determined that additional information is needed, either for discussions on continued eligibility or for IFSP planning, the Service Coordinator must proceed to obtain the information, including any additional evaluation and/or assessment before the IFSP review meeting is convened.
 - b) The Service Coordinator must send written notice of the time and place of an IFSP review meeting to the parents and other participants early enough to ensure that they will be able to attend.
 - c) Meetings may be held using a virtual platform if the family is able to fully participate and agrees to hold their meeting virtually.
7. When an IFSP review meeting is conducted, the Service Coordinator is responsible to ensure the following are completed:
 - a) New IFSP Outcome pages if current outcomes need revision or new outcomes are identified,
 - b) New and discontinued service pages, as appropriate,
 - c) Updates to the IFSP Transition pages, as appropriate,
 - d) NJEIS IFSP Team/Parental Consent page is signed.
8. If the IFSP review meeting results in no changes to the IFSP, services can be entered and continued in the EIMS up to the IFSP end date (not to exceed 9 months).

B. Continuation of the Current IFSP Service Authorizations

1. Based on an IFSP review, and with informed parental consent, the current IFSP services authorizations can be continued up to the IFSP end date (not to exceed 9 months).
2. The family and/or provider agency may also identify a change in practitioner when continuing the current IFSP service authorization.

C. One Time Extension to Continue IFSP Services for Up to 45 Days

1. IFSP service authorizations may be extended with no changes for up to 45 days when:
 - a. The child is within 45 days from leaving the NJEIS due to their third birthday or other reason; or
 - b. Exceptional family/child circumstances that result in the inability to complete a timely periodic IFSP; or
 - c. Other circumstances that relate to the administrative/system delays subject to monitoring and enforcement.
2. Documented reasons for the extension must be include in the child's early intervention record.
3. Extensions consistent with this section shall be granted only once unless approved by the NJEIS Procedural Safeguards Office.
4. The IFSP service extension can only continue the existing service(s) at the location, frequency, and intensity as included in the current IFSP. No additional services or change in services can be made during the extension period.
5. Documentation of the 45-day extension includes:
 - a) Signed parental consent to extend the IFSP for no more than 45 days
 - b) The date and time for the IFSP periodic review