

**This is the  
INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)**

For \_\_\_\_\_ and Family

Interim IFSP

Initial IFSP

Annual IFSP

Date: \_\_\_\_\_

Service Coordinator: \_\_\_\_\_

Team Lead: \_\_\_\_\_

**Our Mission – Early intervention builds upon and provides supports and resources to assist family members and caregivers to enhance children’s learning and development through everyday learning opportunities.**

### CHILD AND FAMILY

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Female Male Child ID No.: \_\_\_\_\_ AzEIP Eligibility Date: \_\_\_\_\_

Service Coordinator's Name: \_\_\_\_\_ Agency/Program: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### With Whom the Child Resides

Parent Family Member Foster Parent Guardian

Name (First, M.I., Last): \_\_\_\_\_

Address (No., Street, City, County, State, ZIP Code): \_\_\_\_\_ Major cross streets or directions to the home: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Language used by the parent/caregiver: \_\_\_\_\_ Interpreter needed: Yes No If yes, what language? \_\_\_\_\_

School District: \_\_\_\_\_ Date Child is 2.6: \_\_\_\_\_

#### Additional Caregiver/Address

Parent Family Member Guardian

Name (First, M.I., Last): \_\_\_\_\_

Address (No., Street, City, County, State, ZIP Code) *If different than above*: \_\_\_\_\_ Major cross streets or directions to the home: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Language used by the parent/caregiver: \_\_\_\_\_ Interpreter needed: Yes No If yes, what language? \_\_\_\_\_

#### Health Information

Primary Care Provider (PCP): \_\_\_\_\_ Phone No.: \_\_\_\_\_

Date vision screening conducted (Vision screening checklist): \_\_\_\_\_ Number of indicators or risk factors checked: \_\_\_\_\_

Comments, next step:

Date hearing screening conducted (Hearing screening tracking form is NOT a hearing screening): \_\_\_\_\_

Results of OAE (or other hearing screening): Left Ear \_\_\_\_\_ Right Ear \_\_\_\_\_

**If a hearing screening has not been conducted within 6 months, strategies to obtain a screening must be included.**

Comments, next step:

Please describe your child's current health status. Include diagnosis (if applicable), specialists involved, serious illnesses, seizures, hospitalizations, and medications taken regularly and how this may be impacting your child's development.

## INDIVIDUALIZED FAMILY SERVICE PLAN CHILD AND FAMILY ASSESSMENT

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Summary of Child Development within Routines and Activities

This Child and Family Assessment will capture all areas of my child's development within the contexts of everyday routines and activities that are important to our family. We will discuss areas that we identify are going well and areas that are not going well, while discussing all areas of my child's development. I can follow along with my copy of the Child and Family Assessment Guide for Families.

Communication      Movement      Thinking/Learning      Social/Behavior      Self-help      Vision      Hearing

#### Activity (*check one*):

Wake up	Dressing	Diapering/Toileting
Mealtime/Snacks	Outings	Play
Bath time	Bedtime/Naps	Other ( <i>describe</i> ): _____

#### How is it going? (*check one for each question*):

For you?	Going well	Some concerns	A lot of concerns
For your child?	Going well	Some concerns	A lot of concerns
For other caregivers?	Going well	Some concerns	A lot of concerns

#### Comments/Details:

1. Who is involved in this activity?

2. What is happening now?

3. Is this an activity in which you would like to receive support from your early intervention team?      Yes      No  
*If yes, what would it look like if it was going well?*

## INDIVIDUALIZED FAMILY SERVICE PLAN CHILD AND FAMILY ASSESSMENT

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Summary of Child Development within Routines and Activities

Communication	Movement	Thinking/Learning	Social/Behavior	Self-help	Vision	Hearing
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#### Activity (check one):

Wake up	Dressing	Diapering/Toileting
Mealtime/Snacks	Outings	Play
Bath time	Bedtime/Naps	Other (describe): _____

#### How is it going? (check one for each question):

For you?	Going well	Some concerns	A lot of concerns
For your child?	Going well	Some concerns	A lot of concerns
For other caregivers?	Going well	Some concerns	A lot of concerns

#### Comments/Details:

1. Who is involved in this activity?

2. What is happening now?

3. Is this an activity in which you would like to receive support from your early intervention team?      Yes      No  
If yes, what would it look like if it was going well?

## INDIVIDUALIZED FAMILY SERVICE PLAN CHILD AND FAMILY ASSESSMENT

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Summary of Child Development within Routines and Activities

Communication	Movement	Thinking/Learning	Social/Behavior	Self-help	Vision	Hearing
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#### Activity (*check one*):

Wake up	Dressing	Diapering/Toileting
Mealtime/Snacks	Outings	Play
Bath time	Bedtime/Naps	Other ( <i>describe</i> ): _____

#### How is it going? (*check one for each question*):

For you?	Going well	Some concerns	A lot of concerns
For your child?	Going well	Some concerns	A lot of concerns
For other caregivers?	Going well	Some concerns	A lot of concerns

#### Comments/Details:

1. Who is involved in this activity?

2. What is happening now?

3. Is this an activity in which you would like to receive support from your early intervention team?      Yes      No  
*If yes, what would it look like if it was going well?*

## INDIVIDUALIZED FAMILY SERVICE PLAN CHILD AND FAMILY ASSESSMENT

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Summary of Child Development within Routines and Activities

Communication      Movement      Thinking/Learning      Social/Behavior      Self-help      Vision      Hearing

#### Activity (check one):

Wake up                      Dressing                      Diapering/Toileting  
Mealtime/Snacks              Outings                      Play  
Bath time                      Bedtime/Naps                      Other (describe): \_\_\_\_\_

#### How is it going? (check one for each question):

For you?	Going well	Some concerns	A lot of concerns
For your child?	Going well	Some concerns	A lot of concerns
For other caregivers?	Going well	Some concerns	A lot of concerns

#### Comments/Details:

1. Who is involved in this activity?

2. What is happening now?

3. Is this an activity in which you would like to receive support from your early intervention team?      Yes      No  
*If yes, what would it look like if it was going well?*



### CHILD INDICATORS SUMMARY

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I-TEAMS ID No.: \_\_\_\_\_ Date of Rating: \_\_\_\_\_ Rating Indicator: Entry Exit Review

Eligibility Categories: Developmental Delay Established Condition Informed Clinical Opinion

IFSP TEAM MEMBERS <i>(Includes anyone contributing to the rating process)</i>	ROLES

SOURCES OF SUPPORTING EVIDENCE	DATES

**1. POSITIVE SOCIAL-EMOTIONAL SKILLS (Including Social Relationships)**

- Relating with adults
- Relating with other children
- For older children, following rules related to groups or interacting with others

1a. To what extent does this child show age-appropriate functioning across a variety of settings and situations on this outcome?

<b>Completely</b>		<b>Sometimes</b>		<b>Emerging</b>		<b>Not Yet</b>
7	6	5	4	3	2	1

1b. Describe skills or behaviors related to positive social-emotional skills (including positive social relationships).

Has the child made progress since the last rating?    Yes    No    N/A

### CHILD INDICATORS SUMMARY

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

#### 2. ACQUIRING AND USING KNOWLEDGE AND SKILLS

- Thinking, reasoning, remembering, and problem solving
- Understanding symbols and language
- Understanding the physical and social worlds

2a. To what extent does this child show age-appropriate functioning across a variety of settings and situations on this outcome?

Completely		Sometimes		Emerging		Not Yet
7	6	5	4	3	2	1

2b. Describe skills or behaviors related to acquiring and using knowledge and skills.

Has the child made progress since the last rating?    Yes    No    N/A

#### 3. TAKING APPROPRIATE ACTION TO MEET NEEDS

- Taking care of basic needs (e.g. showing interest in eating, dressing, feeding, toileting, etc.)
- Getting from place to place (mobility) and using tools (e.g. forks, strings attached to objects)
- If older than 24 months, contributing to own health and safety (e.g. follows rules, assists with hand washing, avoids inedible objects)

3a. To what extent does this child show age-appropriate functioning across a variety of settings and situations on this outcome?

Completely		Sometimes		Emerging		Not Yet
7	6	5	4	3	2	1

3b. Describe skills or behaviors related to taking appropriate action to meet needs.

Has the child made progress since the last rating?    Yes    No    N/A

**INDIVIDUALIZED FAMILY SERVICE PLAN  
OUTCOME FOR CHILD AND FAMILY**

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Outcome Number:** \_\_\_\_\_

**Priority – What priority will this outcome address?** (*Refer to **Priorities** from the **Child and Family Assessment***)

**Outcome – What will it look like when things are going well?** (*Refer to **Summary of Routines and Activities** and/or **Areas of Interest***)

**Strategies – What specific steps and Natural Resources will help us meet this outcome?** (*Include people and ideas that will help with this activity or routine – refer to **Natural Resources***)

**Outcome Status**

At each review, as a team, we review this outcome and document the status. The IFSP team has decided to:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

## INDIVIDUALIZED FAMILY SERVICE PLAN OUTCOME FOR CHILD AND FAMILY

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Outcome Number: \_\_\_\_\_

**Priority – What priority will this outcome address? (Refer to *Priorities* from the *Child and Family Assessment*)**

**Outcome – What will it look like when things are going well? (Refer to *Summary of Routines and Activities* and/or *Areas of Interest*)**

**Strategies – What specific steps and Natural Resources will help us meet this outcome? (Include people and ideas that will help with this activity or routine – refer to *Natural Resources*)**

### Outcome Status

At each review, as a team, we review this outcome and document the status. The IFSP team has decided to:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

## INDIVIDUALIZED FAMILY SERVICE PLAN OUTCOME FOR CHILD AND FAMILY

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Outcome Number: \_\_\_\_\_

**Priority – What priority will this outcome address?** (*Refer to **Priorities** from the **Child and Family Assessment***)

**Outcome – What will it look like when things are going well?** (*Refer to **Summary of Routines and Activities** and/or **Areas of Interest***)

**Strategies – What specific steps and Natural Resources will help us meet this outcome?** (*Include people and ideas that will help with this activity or routine – refer to **Natural Resources***)

### Outcome Status

At each review, as a team, we review this outcome and document the status. The IFSP team has decided to:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

## INDIVIDUALIZED FAMILY SERVICE PLAN OUTCOME FOR CHILD AND FAMILY

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Outcome Number: \_\_\_\_\_

**Priority – What priority will this outcome address? (Refer to *Priorities* from the *Child and Family Assessment*)**

**Outcome – What will it look like when things are going well? (Refer to *Summary of Routines and Activities* and/or *Areas of Interest*)**

**Strategies – What specific steps and Natural Resources will help us meet this outcome? (Include people and ideas that will help with this activity or routine – refer to *Natural Resources*)**

### Outcome Status

At each review, as a team, we review this outcome and document the status. The IFSP team has decided to:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

Complete    Continue    Discontinue    Revise    Date: \_\_\_\_\_

Describe:

## INDIVIDUALIZED FAMILY SERVICE PLAN TRANSITION

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School District: \_\_\_\_\_ AzEIP Eligibility Date: \_\_\_\_\_

Date Transition Planning Meeting Due (Refer to AzEIP Transition Timeline): \_\_\_\_\_ Date Transition Planning Meeting Completed: \_\_\_\_\_

Date Transition Conference Due (Refer to AzEIP Transition Timeline): \_\_\_\_\_ Date Transition Conference Completed: \_\_\_\_\_

**By initialing below, I acknowledge that the Transition Planning Meeting steps needed to support my child and family's transition from early intervention have been discussed:**

\_\_\_\_\_ My Service Coordinator explained that the purpose of the Transition Planning Meeting is to discuss and document all of the necessary steps to ensure my child and family has a smooth transition out of early intervention services at age 3.

\_\_\_\_\_ A vision screening checklist must have been completed within the past 12 months;  
Date of my child's last vision screening: \_\_\_\_\_

\_\_\_\_\_ A hearing screening must have been completed within the past 12 months;  
Date of my child's last hearing screening: \_\_\_\_\_

\_\_\_\_\_ If a hearing screening has not been completed within the past 12 months,  
we will obtain one no later than: \_\_\_\_\_

\_\_\_\_\_ I received information from my Service Coordinator to support me in obtaining a hearing screening for my child.

**My Service Coordinator and team discussed with me the services and supports that may be available to my child and family upon transition out of early intervention services, including tentative timelines, as documented below:**

\_\_\_\_\_ Preschool Options (i.e., developmental preschool, private or community preschools, Head Start): \_\_\_\_\_

\_\_\_\_\_ Community Resources (i.e., home visiting programs, parent support groups or trainings): \_\_\_\_\_

\_\_\_\_\_ Options available through my child's health insurance and/or other public agencies: \_\_\_\_\_

\_\_\_\_\_ My Service Coordinator discussed the need to provide informed consent before sharing information about my child and family with any parties involved with my child's transition process.

My family has the following questions, concerns and priorities regarding transitioning my child from early intervention services:

As a result of these questions, concerns and priorities, IFSP Outcome(s) were specifically developed to support my child and family. Refer to IFSP Outcome(s) number \_\_\_\_\_.

### PEA NOTIFICATION

\_\_\_\_\_ I understand that my Service Coordinator will provide a notification including demographic information about my child and family to my local school district and the Arizona Department of Education (based on the AzEIP Transition Timeline), unless I opt out of this notification by signing the opt-out portion of the PEA Notification Referral form.

Date PEA Notification sent: \_\_\_\_\_ Date parent opted out of Notification: \_\_\_\_\_

## INDIVIDUALIZED FAMILY SERVICE PLAN TRANSITION

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### TRANSITION CONFERENCE PLANNING

\_\_\_\_\_ **I agree** to have a Transition Conference and understand my Service Coordinator must send an invitation to participate to a representative(s) from my local school district. Additionally, I would like the following people and/or programs invited to the Transition Conference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_ **I do not agree** to have a Transition Conference and understand my Service Coordinator will not coordinate a meeting with my local school district.

Responsible Party Initials	Additional Activities Prior to Exit:	Date Achieved
	Child Exit Indicator summary completed.	
	My Service Coordinator and team provided me with an AzEIP Family Survey, and explained the importance of completing it.	
	My Service Coordinator provided me a copy of my child's record before exiting early intervention.	
	If my child is eligible for an AHCCCS Health Plan, my child will be referred to AHCCCS for continuum of services after the age of 3.	
	If my child is eligible for DDD, when my child turns 3 my family plans to: Remain enrolled in DDD Withdraw from DDD	
	If my child is not currently eligible for DDD, my Service Coordinator has discussed the DDD eligibility requirements, and my Service Coordinator and family plan to: Complete the DDD application process at this time Not complete the DDD application process at this time	
	Other:	
	Other:	
	Other:	

## INDIVIDUALIZED FAMILY SERVICE PLAN SERVICES NEEDED TO MAKE PROGRESS TOWARDS OUTCOMES

Child's Name (First, M.I., Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Outcome No.	Early Intervention Service	*Intensity	Frequency		Service Setting H = Home C = Community O = Other (If other, complete the justification below)	Method TL = Team Lead JV = Joint Visits TC = Team Conferencing NTL = Non Team Lead	Duration	
			No. of sessions	No. of minutes per session			Planned Start Date	Planned End Date
	Service Coordination				H C O			
					H C O			
					H C O			
					H C O			
					H C O			
					H C O			
					H C O			

Select ONLY one Primary Service Setting: H C O

(Primary Setting is the setting in which the infant or toddler receives the most hours of an early intervention service.)

\*Intensity: I = Individual UN = Multiple eligible children (2) UP = Multiple eligible children (3 or more)

### JUSTIFICATION OF EARLY INTERVENTION OUTCOMES THAT CANNOT BE ACHIEVED SATISFACTORILY IN A NATURAL ENVIRONMENT

Service	Location of Service	Service Provider
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If an early intervention service is not provided in the natural environment, what is the justification for the IFSP team's decision that outcomes cannot be achieved in the natural environment?

Explain how early intervention services will support the child's participation in routines and activities to meet the IFSP outcomes.

Explain the plan and timeline to move services into the natural environment.

**INDIVIDUALIZED FAMILY SERVICE PLAN  
 PAYMENT ARRANGEMENTS FOR SERVICES**

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Service Coordinator and family discussed use of family's public and/or private insurance:

Public Insurance:

AHCCCS CMDP IHS DDD/ALTCS Other (e.g., EPD/ALTCS): \_\_\_\_\_

Health Plan: \_\_\_\_\_

Private Insurance Plan: \_\_\_\_\_

**(Consent is required before billing public and private insurance)**

Early Intervention Service <i>(no acronyms)</i>	Discipline	*Funding Source(s) <i>(include all that apply)</i>

**\*Funding Source:**

1 = Medicaid (AHCCCS/CMDP)

4 = Division of Developmental Disabilities (DDD)

2 = Private Insurance (PI)

5 = Arizona Long Term Care System (ALTCS)

3 = Arizona Early Intervention Program (AzEIP)

6 = Arizona State Schools for the Deaf and the Blind (ASDB)

**Other Services (*in place or needed*)**

Services such as medical, recreational, religious, social and other child related services not required or funded under early intervention, that contribute to this plan.

- Resources your family has that are helpful in meeting the needs of your child/family (e.g., *respite, as covered under ALTCS*).
- Resources that you are interested in to help your family (e.g., *WIC, health care, etc.*).

Resource(s), Service(s), and Support(s)	Check if needed	Payment Source	Steps to be Taken <i>(Include person responsible and timeline)</i>

## INDIVIDUALIZED FAMILY SERVICE PLAN INFORMED CONSENT BY PARENT(S) FOR SERVICES

Child's Name (*First, M.I., Last*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**I have participated in the development of this IFSP and understand that I can accept or refuse any or all of the services identified in the IFSP. I understand that my consent for services may be withdrawn at any time. Please initial and sign below.**

\_\_\_\_\_ 1a. I agree with the proposed IFSP as written. I further understand that my signature below indicates that: (a) I have been fully informed of the services being proposed and the reason for the proposal of services; (b) my service coordinator explained my rights under this program; and (c) I give consent to carry out this IFSP as written.

\_\_\_\_\_ 1b. I do not agree with the proposed IFSP as written (*Prior Written Notice form must be completed and given to the family*). However, I do consent to the following services/frequency:

\_\_\_\_\_ 2. My service coordinator explained my rights under this program.  
I  Accept  Decline a written copy of the AzEIP Family Rights Handbook.

\_\_\_\_\_ 3. I have received a copy of the AzEIP Family Survey (*Annual or Transition/Exit IFSP*).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**In addition to the release of this IFSP to team members, I give my consent for a copy of this IFSP to be sent to the individuals or agencies listed below.**

Name of Individual/Agency ( <i>e.g., pediatrician, Early Head Start program</i> )	Purpose

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand that I have agreed to disclose my IFSP to the person/agency listed above and that person/agency may not disclose this IFSP to anyone else without my consent. This consent is valid for one year unless I revoke it at any time.**

