Preparing for the Annual IFSP
Flow Chart

If child has a diagnosed condition, start at shaded box (Service coordinator can document continued eligibility based on records). Otherwise, choose a service scenario to determine necessary steps.

Child receiving service(s) plus SC

Child receiving SC only or has not been seen for extended period

During **service delivery**, conduct ongoing assessment. Refer to tool (especially before or after visit) as needed to guide observations in all areas.

Not enough

Enough

Annual **eligibility** established by current provider using records (contact notes)

An additional discipline reviews contact notes (and uses screening tool for more info if needed). This EIP and current provider determine **eligibility**.

Need two disciplines to determine **eligibility**. SC or one discipline uses screening tool, observation, gathers parent report for team to use in determining eligibility.

Enough

Not enough for ASP

Use info from ongoing **assessment** to write team assessment narrative in annual IFSP, forms basis for outcomes and services.

An additional discipline (could be same EIP used for ED) conducts **assessment**. Tool optional. Info from this EIP and current provider used to write team assessment narrative in annual IFSP, forms basis for outcomes and services.

Need two disciplines to conduct **assessment**. Info from these two disciplines used to write team assessment narrative in annual IFSP, forms basis for outcomes and services.

Annual IFSP

Parent, SC and one more individual (EIP) from discipline other than SC