

EARLY INTERVENTION

Kentucky **E**arly **I**ntervention **S**ystem (KEIS) is a statewide early intervention system that services children with developmental disabilities from birth to age three (3) and their families.

Kentucky Early Intervention System is Kentucky's response to the federal Infant-Toddler Program under the Individuals with Disabilities Education Act (IDEA) Part C.

INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

WHAT IS IT?

An **IFSP** is a legally binding written plan developed by a team (including parents) that outlines the early intervention services that will be provided to meet the child and family's unique needs.



ELIGIBILITY

Child eligibility for the program is determined by:

1. **Developmental Delay** - An evaluation and all available records show the child is not developing typically and has a significant delay in at least one of the measured skill areas: communication, cognition, physical, social and emotional, or self-help or a moderate delay in two of the areas.
2. **Established Risk Condition** - If diagnosed with a specific physical or mental condition likely to result in developmental delays, such as Down Syndrome.
3. **Informed Clinical Opinion** - An approved multidisciplinary evaluation team of professionals determines that the child needs services based on their clinical expertise.

THE TEAM

The team includes parents or caregivers, family, the Service Coordinator (SC), and the Primary Service Provider (PSP)/Primary Coach. It may have their therapist, an interpreter, specialists, social workers, or others who know your child and can help them meet their goals. The parent and SC must be at every meeting. Parents can invite anyone they would like to participate.



IFSP ADDRESSES

Current progress in the areas of

- Physical development • Cognitive development • Communication development
- Social/emotional development • Adaptive (self-help)

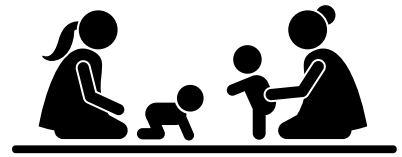
Underlying factors that may affect your child's development

Your family's priorities, concerns, and resources related to enhancing your child's development.

Measurable Outcomes and Goals - What you expect to be achieved for your child

Early Intervention Services - Services and supports needed to achieve your child's outcomes

- What, how, when, by whom, and the frequency of services and supports will be provided and monitored
- Related Services and Accommodations
- Transition planning



FAMILY INSURANCE POLICY

- All families are assessed for their ability to pay and given options for service payment. Services may be paid for by Medicaid, private insurance, or a monthly participation fee. Consent to bill Private insurance is voluntary; however, a participation fee may be required if insurance use is declined. If a family consents to bill private insurance, they are not responsible for co-pays or out-of-pocket expenses even if insurance denies the claims.
- All families are required to provide proof of income. A family can refuse to have income verified, but they will be assigned the highest family monthly participation rate even if they consent to bill private insurance. If the family does not want to verify income with their service coordinator, they can send their information to the state lead agency for verification.

COACHING MODEL

KEIS uses a Primary Service Provider (PSP)/Primary Coach service delivery model. This means that one (1) early intervention provider, selected by the IFSP team, acts as the primary coach. In the coaching model, providers/coaches partner with families and other caregivers to promote the learning and development of the child. Early intervention coaches support families in identifying their priorities, developing their ideas, and practicing them.

Coaching includes five research-based practice characteristics:

- joint planning • observation • action/practice • reflection • feedback



IFSP Step-by-Step GUIDE

1 Referral

Anyone (parent, provider, doctor, therapist, etc.) can refer a child under 3 years of age, a Kentucky resident or homeless within the boundaries of the Commonwealth, and is suspected of having an Established Risk Condition or a Significant Developmental Delay to KEIS. A referral by a doctor is not required. To make a referral, contact your local Point Of Entry (POE) office.

If the parent did not self-refer, POE staff confirms that the parent is interested. POE must act within 5 working days of receiving the referral.



2 Screening

A screening questionnaire is first given to the parent/caregiver about the child's development to assess the need for further evaluation.

3 Consent for Evaluate

Written parental consent must be obtained at least five (5) working days before any initial evaluation or assessment.



4 Evaluation and Eligibility

Eligibility is determined based on information that the POE obtains, including referral information, screening results, parent/caregiver input, medical reports, evaluations, etc.

Family Assessment - A service coordinator (SC) conducts this family interview to understand what a typical day looks like for your child and family. Knowing how they engage in their daily routines helps your family determine priorities and concerns that need to be addressed on the IFSP.

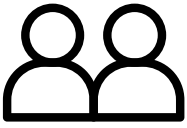
Five Area Assessment (5AA) - is a tool used for program planning and progress monitoring of your child.

Primary Level Evaluation - standardized evaluation for significant developmental delay that looks at five (5) areas of development.

If your child is eligible for early intervention services, an IFSP will be developed. If they do not qualify and if you are not in agreement, you have the right to discuss your concerns with the POE staff.



IFSP Step-by-Step GUIDE

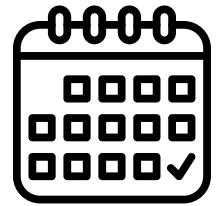


5 Initial IFSP Meeting

The IFSP must be developed within forty-five (45) calendar days from the initial POE referral. The SC will schedule and lead the IFSP meeting. The team, including the parents/caregivers and professionals, with the evaluation results, will develop an IFSP. The IFSP will address the family-driven priorities, what daily activities are impacted by the child's delays, and how to help the family/caregivers help the child.

6 Six (6) Month IFSP Meeting

The six (6) month review determines the progress toward achieving the results or outcomes identified in the IFSP and whether modification or revision of the results, outcomes, or early intervention services are necessary. Before this meeting, the family will be given a progress report from each early intervention provider on the IFSP team. You do not have to wait and can request an IFSP meeting anytime.



7 Annual Redetermination of Eligibility



Children with an IFSP must be re-determined eligible before the annual IFSP meeting. Once ongoing eligibility is determined, the SC will conduct the annual Family Assessment to help determine the family's new priorities, which will be developed into the IFSP outcomes.

8 Annual IFSP Meeting

If the child continues to be eligible for KEIS services, an annual IFSP meeting is held. Before this meeting families will be provided progress reports.

Annual Evaluation results

Child's ongoing progress

Family Assessment results

New IFSP

Outcomes, services, and frequency of services can be changed as needed and agreed upon by the IFSP team. The new plan will reflect what the child and family need for the next year or before the child's third birthday.



IFSP MEETING

BEFORE

- Evaluators and providers are required to give a copy of the evaluations or progress reports prior to any meeting to review.
- Write a list of what you feel your child's current abilities, strengths, and areas of difficulty that you can share at the meeting.
- Participate in the family assessment prior to the meeting so family priorities in each area are covered in the IFSP.

DURING

- Be positive!
- Speak up and give input in the meeting; you know your child best.
- Feel free to ask questions if anything is unclear or needs further explanation.
- Thank them, take the opportunity to point out the good you see.
- Share what works for you and your child
- Give input on how your child is currently doing
- Concentrate on your child's strengths
- IFSP must specify who, what, and when services and supports are provided.
- The conference summary should accurately show what took place at the meeting.
- Sign consent before leaving allowing/disallowing for services

AFTER

- You will receive a copy of the IFSP within five (5) business days
- Review the IFSP and address your service coordinator with any changes needed
- Thank them, clarify anything you have questions about, check in on anything that is in the process following the meeting
- Stay in touch – keep an open line of communication
- Share when things are going well with them, not just when there are issues
- Monitor progress reports
- You can request an IFSP meeting at any time



IFSP RESOURCES



KEIS General Brochure

<https://tinyurl.com/dwz422hm>

Enrolling in KEIS

<https://tinyurl.com/54mwxf74>

Process In KEIS Infographic

<https://tinyurl.com/2h4t8sw7>

KEIS Family Rights

<https://tinyurl.com/42fku3ut>

Kentucky Early Intervention Program Policy & Procedure Manual

<https://tinyurl.com/3wf8ku5h>

Process In KEIS Infographic

<https://tinyurl.com/334vkbhx>

Overview of Early Intervention (CPIR)

<https://tinyurl.com/23vk3tt6>

Writing the IFSP for Your Child (CPIR)

<https://tinyurl.com/4hvaxs5j>

Early Childhood Technical Assistance Center (ECTA) <https://ectacenter.org/>

Individualized Family Service Plan (IFSP) <https://tinyurl.com/3pc75vf2>

IDEA Part C: Early Learning and Early Childhood <https://tinyurl.com/mr2728rj>

Kentucky Early Intervention System (KEIS)

<https://tinyurl.com/46uav4rc>

Toll-free (877) 417-8377

Find your Point of Entry (POE)

<https://tinyurl.com/52977x6w>

