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State of Indiana

*Division of Disability and Rehabilitative Services*

*First Steps*

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To: First Steps System Points of Entry (SPOEs) and First Steps Provider Agencies

From: Maggie McCall, First Steps Quality Assurance Manager

Subject: Confirmation of Start of IFSP Services

This memo is to provide clarification on the purpose and process for completing the confirmation of start of services.

Please contact Maggie McCall, First Steps Quality Assurance Manager, with questions:

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**Clarification on Documentation for the Confirmation of Start of IFSP Services**

Federal law denotes “the projected date for the initiation of each early intervention service...must be as soon as possible after the parent consents to the service” (34 CFR 303.344 (f)(1)). Indiana has defined “as soon as possible” to be within 30 days of the parent signature on the initial IFSP, or anticipated start dates as signed by the parent on the annual IFSP or Service Change Page.

The percent of infants and toddlers with IFSPs receiving early intervention services on their IFSPs in a timely manner is federal indicator 1 on the State Performance Plan/Annual Performance Report (SPP/APR) submitted to the Office of Special Education Programs (OSEP). The federal target for this indicator is 100%.

The Confirmation of Start of Individualized Family Service Plan (IFSP) Services (state form 55678) was created to document the timeliness of services as part of the child’s early intervention record to assist in reporting indicator 1 to OSEP.

State form 55678 must be completed by the service coordinator with information provided by the ongoing provider(s) at the initial and annual IFSP, as well as, any time there is a new service added to the IFSP. The form must be filed as part of the child’s early intervention record.

