

ISSUE CLARIFICATION



NUMBER: 02-0502-041

DATE: June 1, 2002

TOPIC: Clarification of service delivery as stated within the Individualized Family Service Plan (IFSP)

RELEVANT SECTIONS OF THE MANUAL:

Section 9. Individualized Family Service Plan

Section 4. Early Intervention Services

AUDIENCE: Service Providers
Service Coordinators
SPOE Staff

ISSUE FOR CLARIFICATION:

The Bureau of Child Development is establishing protocols relating to the delivery of services as written into the IFSP. These protocols will encompass guidelines for data entry as well as delivery of service, including the rescheduling of missed appointments.

CLARIFICATION:

Federal regulations require that the IFSP include a statement of the specific early intervention services necessary to meet the unique needs of the child and the family to achieve the outcomes identified. This statement must include the provider, intensity, frequency, duration, location, and method, related to each service. Furthermore, federal regulations require that early intervention services be provided in conformity with the IFSP.

In compliance with state and federal regulations, the BCD is requiring that Service Coordinators clearly document the early intervention services agreed to by the multidisciplinary team, in a manner that accurately records the service(s) to be delivered. This description must reflect the service delivery approach. Only descriptions that truly reflect the manner in which services are to be delivered will be acceptable. Therefore, if a service is to be delivered weekly, it is not acceptable to write any frequency greater than weekly into the IFSP. Frequencies such as monthly, quarterly, per quarter and yearly may only be documented when the recommendation for service delivery is truly based on those timelines. In addition, SPOE staff are required to return to the ongoing service coordinator those IFSPs that do not reflect accurate service delivery patterns prior to data entry.

As written into the Central Reimbursement Provider Agreement, providers are obligated to deliver services as written into the IFSP, as agreed to by the multidisciplinary team. It is not within the right of the provider to alter the delivery pattern of services, outside of what is authorized. Therefore, it is not allowable for providers to provide “make-up sessions” for those services missed. When appropriate, providers MAY reschedule services within the same calendar week. If a family or provider frequently misses therapy sessions, and the team believes that there is regression in the child’s development, or that an increase in service is necessary, the TEAM may make such recommendation. The recommendation may then be written into the IFSP as a modification. As with any change in the IFSP, the recommendation must be approved by the IFSP team and receive written approval by the primary care physician prior to implementation or data entry.

Providers who provide “make-up” session(s) or inappropriately provide services in excess of the intensity or frequency listed on the IFSP, may be required to repay for those services that fall outside of the approved service delivery pattern. Continued abuse of this policy may lead to disenrollment from the early intervention system.

Please retain this Clarification in your Implementation/Practice Manual in the designated Section. If you have questions about this document, please contact your First Steps County Consultant.