**Frequently-Asked Questions
IFSP Form (EI-04) and
Prior Written Notice of Determination of Ineligibility (EI-09)**

Please note: many of these questions are answered in greater detail in the IFSP guidance document. When these questions were asked initially, the guidance document was not yet available. You can access it here:

https://ohioearlyintervention.org/guidance-documents-and-memos/guidance-documents

Questions about Technology/Using the Form
Q: Where do you want the overflow page in the IFSP (after the appropriate page, before, etc.)
A: Locate the page wherever it makes most sense for the family.

Q: Can an example be given of when/how we would use the overflow page?
A: One example is for Section 3. If there is insufficient room in the team's summary, the team could use the overflow page. However, there should be sufficient room most of the time to avoid using the overflow pages.

Q: Where will we access the Overflow pages?
A: They are posted on the website along with the IFSP Form.

Q: Do we paste all of the information on the Overflow page? Or just the information that does not fit?
A: You will paste all information for the applicable section on the Overflow page and enter "see attached" in the applicable text box.

Q: May we convert these forms (specifically, EI-04 the IFSP) to a fillable-word doc at the local level, to get room that is needed when completing it?
A: This is fine, but the form content may not be altered in any way (no deletions or additions).

Q: Is the binder available yet? Where can we access it?
A: It is posted in the Forms section of the EI website.

Q: Are we getting a new case note page? It still has the HMG logo.
A: An updated case note page is now posted.

Q: Will there be fully completed examples of the new IFSP for us to review?
A: Yes. There are examples in the IFSP guidance document.

General IFSP Questions

Q: When doing periodic reviews and entering new updated information, does this require a clean copy?
A: You should create a new document for any updated information.

Q: Must agencies maintain the original hard copy of the IFSP or is the electronic copy sufficient?
A: An electronic or hard copy is fine.

Q: Must the service provider be present at the initial IFSP or IFSP update?
A: The service provider must participate if they will be providing services on the IFSP, but they do not need to participate in person (e.g., they could participate via technology or through a representative). 5123-10-02(J)(8).

Q: Changing frequency: This requires PWN, correct?
A: Yes, if you change frequency (either increase or decrease), PWN is required.

Q: Is participation by phone considered the same as by technology?
A: Yes

Q: So, someone with an Early Childhood degree AND a DS certificate can go by themselves to conduct an eval?
A: Multi-disciplinary is contingent on licensure/credential, rather than educational degree. A person must hold a license or credential in more than one area, as listed in 5123-10-2 Appendix B, to conduct an evaluation by themselves.

Q: Would the date on the TPC be 90 days out from third birthday?
A: Please see the IFSP guidance document, p9.

Q: When doing an annual, do we complete a new IFSP or do we keep the current document and add to it?
A: Use a new IFSP.

Correcting Errors

Q: After correcting errors, do we keep the incorrect page or replace with the new?
A: You should keep the page with the error in the child's file so you have full documentation.

Q: Do we change frequency in the grid by crossing out and writing in or go to a new page with same Outcome number, just different frequency?
A: You should create a new page so families have a clean copy.

Section 1
Q: Do we put name of foster parent or kinship caregiver that the child is living with in the Parent name section, even though they are not parent?
A: Foster parents and kinship caregivers can meet the definition of "parent" in EI, so you should list whoever the current parent is for EI purposes in the parent name section of the IFSP.

Q: We have families where dad will identify child one way and mom identify the child with another ethnicity (Mexican American vs Hispanic American) both of which are in our drop down. Do we keep it general or get as specific as possible? Also, under race people will identify as Hispanic or Latinx. We've been identifying this group as "other" since what the family identifies as is not an option for us. This is an area that I think I could increase my cultural competence. I think it would be a nice community of practice kind of webinar as our community sees more Latinx people utilizing our EI and other health district services.
A: EISCs need to choose whichever federal category best matches the child. This may entail a discussion a with the family, although it can also be based on the EISC's observation.

Q: Clarifying - If the child is in foster care in X school district, but the journal entry says Y district...which one do we use?
A: You will record the school district where the *child* resides (lives).

Q: Does this also apply when we do know where the bio parent is from or where custody was removed from?
A: Yes.

Q: Does ODE know that we will be using the Child's School District?
A: O.R.C. 3313.64(B)(2)(a) allows a child in the custody of a governmental agency (such as Children Services or Jobs & Family Services) or a non-parent to attend the district where *the child* resides.

O.R.C. 3313.64(B)(2)(c) Allows a child who requires special education *and* who does not reside in the district where the child's biological parent resides to attend the district where *the child* resides - regardless of custody.

Q: Isn't the purpose of the school district of residence of parent to indicate who we need to coordinate the TPC with?
A: The purpose of the TPC is for the LEA to determine whether or not the LEA will move forward with determining Part B eligibility, explain parent rights, The LEA will determine which school district is responsible for paying for Part B services if the child is determined eligible for Part B services.

Q: Can you identify where the new info about school district is located?
A: It will be located in the IFSP Guidance document on page 7.

Q: How do we fill out section 1 if the child is in foster care? Or if the foster parent is identified as the parent to consent for services? Whoever is determined the EI parent shall be listed in section 1.

Section 2
Q: Do we need to complete section 2 and have parent signature when Service Coordinator is changing agency of employment for Early Intervention??
A: When a change needs to occur in Section 2, the change should be explained to the family, and an updated page 2 sent to all IFSP team members, including the parent. The change and follow-up is documented in EISC case notes. The EISC places the updated page on top of the current page in the file.

Q: Who do you list for supervisor if you are the supervisor?
A: If an EI service coordination supervisor also carries a caseload, he or she records the name of his/her immediate supervisor in section 2 of the IFSP.

Q: If a new EISC is assigned and PWN is sent, does a new page need completed?
A: Form EI-11, PWN is not required when a personnel change occurs, such as a new EI SC being assigned. The change should be explained to the family, and an updated page 2 sent to all IFSP team members, including the parent. The change and follow- up is documented in EI SC case notes. The EI Sc places the updated page on top of the current page in the file.

Section 3A
Q: Clarifying - this first box should be checked for kiddos qualified though Evals and ICO and the second for Diagnosis on or off the list?
A: Correct! Only one or the other will be completed.

Section 3 B

Q: Is this page only completed for Eligibility? I feel that 3BII, III and IV would need to be completed for all children not just children that need eligibility.
A. Section 3B is only completed when an evaluation is conducted. See pages 13-14 of the IFSP Guidance Document.

Section 3C
Q: Family concerns, priorities and what we would like the EI team to help us most with could get repetitive. Is that acceptable and can you give examples of what should go in each box?
A: There may be overlap but using a tool that goes beyond a list of family routines will result in rich information about concerns, priorities and what the family wants help with from the team. The RBI and HELP, used with the Ecomap, are approved by the department as FDA tools. If using a county-developed tool, you must submit it to the department for approval by Dec 2019. An example of this section of the IFSP is being prepared and will be part of our guidance.

Q: Family priorities: Is this for EI and NON EI services? or just services not provided by EI.
A: Anything learned through the FDA process and interview.

Q: Other Information: Examples please. And can this be left blank if a family states they have nothing to add here?
A: Please fill in "N/A" if there is nothing else to add here.

Q: Where would we add the important medical information for a child with a medical diagnosis who is not evaluated, only assessed?
A: This information is included in section 3D. See page 18 of the IFSP guidance document for additional details.

Section 3D
Q: What is an example of what goes in 3D?
A: Please see the IFSP Guidance Document for sample IFSPs.

Section 3E
Q: Our team has a difference of opinion on what information should be documented under child's strengths and child's needs. We would like to see a few examples of what you would like documented under child strengths.
A: An example is part of our guidance.

Q: Child's needs: Is this what the child needs to do (next steps) or what supports the child needs to reach the goals? An example and more information would be helpful for each area of COS.

A: The section captures the results of the child assessment process. The team documents what was learned about the child's functioning based on observations, interviews, record reviews and testing (formal and informal). The information addresses how the child's delay or disability affects interacting with others, participating in activities and getting their needs met.   The information here "paints a picture" of how the child is using skills to participate in his or her everyday life.   An example is being prepared and will be included in guidance.

Q: If the COS happens at the initial IFSP, how should the multidisciplinary team contribute to the discussion?
A: There are multiple ways – teaming, following the E and A.

Q: Is the parent still involved in COS conversation?
A. Yes. See pages 18-21 of the IFSP Guidance Document for additional information.

Q: Who does the multidisciplinary team include and who does the evaluation team include for filling out 3E and EI-09? Does this include the EISC if the EISC did not complete the Bayley or Battelle?
A: The child assessment information is recorded in section 3E. The two qualified personnel (or one individual holding two separate qualified licensure/certifications) that conducted the child assessment are responsible for recording assessment information in section 3E.

Q: Is there only one COS chosen unlike past where there were 3 that we looked at for all areas of development?
A: You must select a COS statement for all three global outcomes. There is a separate page for each global outcome.

Q: If the multidisciplinary staff or evaluator with two different disciplines is not present at the IFSP meeting how is the COS information provided to be included in the COS discussion with family and SC that they are not at?
A: The SC shares information and recommendations from evaluators during the IFSP meeting, serving as the representative for the evaluator.

Q: Why does the COS no longer specifically address mobility/getting around?
A: It does- each global outcome is listed on a separate IFSP page.

Section 4
Q: For "this child outcome addresses:", there are three options for COS statements, and two separate options (family information and transition). Must one of the COS statements be checked, or simply one of the five total

statements? i.e.: if an outcome addresses transition, must it also address a COS statement?
A: You will choose EITHER child (and one of the three developmental categories) OR family. Then, for either child or family, IF the outcome is ALSO about transition, check the transition box. The transition box may also be left blank when N/A. For the three global outcomes, choose the ONE category that MOST closely aligns with the focus of the child outcome.

Q: To clarify, when we start a new annual IFSP, do we start over with outcome 1?
A: No. Outcome numbers are not reused.

Q: Would the outcome numbers continue to be numbered consecutively even when the child transfers to/from another county?
A: Yes.

Q: Family outcome: Please define when these boxes should be checked (family-based outcome vs. child-based outcome) and can both boxes be checked?
A: Choose EITHER child or family outcome. If the outcome is focused on the FAMILY as the learner, it is a family-focused outcome. If focused on the CHILD as the learner, it is a child-focused outcome. If a transition outcome is involved, it can be checked for either a child or family outcome.

Q: What's happening now? We would like to see support and examples of how to keep this strengths based while showing what is truly happening in the family's lives.
A: We are preparing examples and will include them in guidance.

Q: Is the what's happening now section directly related to the current outcome?
A: This section should briefly summarize the child's present level of development in relation not the outcome, including a description of the child's independence and engagement. See page 24 of Ohio's IFSP guidance Document for additional information.

Q: Supports that we currently have available.... A few well written examples would be great for us to review and look back on.
A: We are preparing examples and will include them in guidance.

Q: Where is the grid?
A: It is on page 9 in Section 4 of the IFSP.

Q: Grid: the only thing that came up during discussion about this grid is that sometimes we may change the frequency or "how often" of an outcome. Do we change the outcome number as well?

A: Answer: When frequency is changed, do not add a new outcome. Number each outcome starting with the number one. Add a separate page for each outcome developed. The number assigned to an outcome will follow it continuously until it is completed or discontinued. Do not reuse numbers throughout a child's journey in EI.

Q: For page 9, the grid, is that page to list all services for all outcomes, or will we print multiples of page 9, each addressing a separate outcome?
A: See pages 26-28 of Ohio's IFSP Guidance Document for instructions on completing the service grid.

Q: For each EI service that will not be provided in our child's natural environment…. Can we review the definition of natural environment; this includes parks and locations other than the home correct?
A: As stated in the IFSP Form training, Home means the "HOME of the parent other caregiver where the child typically resides or spends time." Community captures other natural environments where typically-developing infants and toddlers spend time. The federal definition of natural environments is "environments that are natural or typical for a same-aged infant or toddler without a disability."

Q: Examples of a non-natural environment?
A: Outpatient therapy.

Q: On the grid, are we putting only EI services, or do we now need to put things like outpatient therapies if they are attending or planning to?
A: Only services that the team has determined to be necessary to meet IFSP outcomes shall be included on the grid.

Q: Any EI service that is needed, but not yet coordinated: Services listed here should only go on the grid after the service/provider has been identified correct?
A: Correct. Services are not placed on the grid until it can be filled out completely.

Q: If there are two outcomes with the same service, but different "how often" for each…can they go on the same line of the grid? If communication outcome needs 12 visits and feeding only needs 6 visits with the same service would they be on the same line of the grid?
A: They would be listed on separate lines of the grid.

Q: Where do you put the date of when the outcome was written?
A: The date an outcome is written can be recorded in the outcome number box. The date of the IFSP is documented in Section 1 of the IFSP – top portion.

Q: If child qualifies in 3 sections - do we need to write 3 separate outcomes?

A: Outcomes are developed based upon family priorities. There will most likely not be a one- to one correspondence between the three global outcomes and the specific outcomes developed by the IFSP team.

Q: Is there a place for frequency and duration regarding the outcomes?
A: Yes, page 9 of the IFSP.

Q: If you can't cross things out on IFSP then how do you change the frequency - do you make a whole new page but use the same number?
A: See page 5 of Ohio's IFSP Guidance document for instructions for making changes on the IFSP document.

Q: If we put more than one location, how is that recorded in EIDS?
A: You would list the location in which the higher number of visits would occur.

Q: How do we reflect if the service is being provided within a group?
A: When services are being provided within a group, we would typically see this documented within the strategies section.

Q: Do you have to do a grid/goal for each provider?
A: No. IFSP teams develop outcomes based upon family priorities. The team then determines what service(s) are needed to meet those outcomes. An outcome may have more than one provider addressing it. See page

Q: I see two spaces for dates of review on bottom of outcome pages. What if we do more reviews than this? would we use a new outcome page and number it the same or the next number?
A**:** Yes, a new page would be needed. But remember, at IFSP reviews, it is expected that outcomes, strategies, and/or services change based upon ongoing assessment and progress towards outcome achievement. The outcome page is designed to document all types of revision that are made at multiple reviews.

Section 5
Q: How do we fill out the signature page when the participants are participating via technology?
A: The EISC (or authorized representative of a provider) may fill out all the participant information (name/role/agency, participation method, date) except the signature for IFSP participants not present at the IFSP meeting. A signature is not required for participants who are not present AND who will not be providing an EI service (e.g. a family member).

When IFSP meeting participants are providers *who have agreed to provide an IFSP EI service,* the IFSP will be sent to the provider for an electronic signature (or the provider

may print the signature page, sign, and scan to return as quickly as possible to the EISC). As the EISC may receive multiple pages from multiple providers with signatures, the EISC will complete on the original IFSP in the signature column, "signature on file." The EISC will maintain all signatures for the IFSP in the child's record.

Q: I understand that for initial and annual IFSPS a face to face meeting and signature is necessary with parent, but what about for periodic reviews by phone?
A: See page 30 of the IFSP guidance document.

Q: So, to clarify, when we do an IFSP on 2/15/19 and a review on 8/14/19, we are still dating the parent signature as 2/15/19??
A: Each IFSP meeting requires a new signature page. The date the meeting was held is recorded next to each participant's signature.

Q: Please clarify/re-state: if I review/update an IFSP with a parent via technology (not an initial or annual), on 7/10/19, then send the signature page to the parent, and they sign it on 7/15/19, and I receive it on 7/17/19, the IFSP date is 7/15/19: is that correct? What date would I sign as the EISC?
A: The date that the parent records next to his/her name is the date of the meeting. The EI SC records the same date next to their signature and also records this date in the data system. In your example, yes, 7/15/19.

Q: What if it's the LEA participating via phone? Do they need to sign too?
A: A signature is not required for participants who will not be providing a service. The EI SC may fill out the participant information (except signature).

Q: The provider signature will be after the parent has signed and so will that provider's signature be dated potentially after the parent's signatures?
A: The provider's signature shall match the date of the meeting in which her or she participated.

Q: To confirm, all providers of services must participate during the IFSP somehow?
A: See OAC 5123-10-02(J) for meeting participant requirements.

Q: What date does the parent use then if during an IFSP review and it's via phone and the page is sent after the phone call?
A: See guidance document page 30.

Q: We have been doing updates with parents via phone/tech; will parents or family members be able to electronically sign?
A: See guidance document page 30.

Q: We have been guided before that there should not be more than one signature page...please clarify that we can have more than one page
A: See IFSP guidance document page 30-31.

Q: If they participate via providing written info then what date do you use?
A: The date the meeting was held/date the family signed the IFSP.

Q: If a provider is unable to participate in any way but has agreed to be the provider then what date do we put?
A: The provider must participate and sign if her or she have agreed to provide a needed service.

Q: So, there will be one page of signatures or stating signature on file and the other pages will be kept on file?
A: Correct.

Q: So, no electronic signatures? I know doctor offices and other practices have this as an option?
A: Electronic signatures are still permitted.

Q: If a provider participates via technology, the EISC writes their name and participation method and leaves signature blank. Are you saying the provider still must sign the IFSP later if not physically present at the IFSP?
A: See pages 30-31 of the IFSP guidance document for clarification.

Q: If the provider was present in any way do they sign and date for the day they sign the IFSP or the date of the IFSP meeting when the parent has signed the IFSP?
A: See pages 30-31 of the IFSP guidance document for clarification.

Q: "Present via technology" is no longer sufficient for EI Hearing Services that participate via technology? We will now need to sign and send back to SC?
A: See pages 30-31 of the IFSP guidance document for clarification.

Q: If a specialist (hearing or vision services) is listed as a strategy but is not the PSP or SSP, do they need to sign the signature page?
A: A service should not be listed as a strategy.

Q: Sometimes, at an initial IFSP a member of the multidisciplinary team attends the IFSP, but they will NOT be the PSP or SSP. In this case, we have the representative (multidisciplinary team member) sign the IFSP and

provide a copy to the PSP. Should we have the PSP sign the IFSP? If so, is the date used the date of the IFSP or the date the service provider reviewed the IFSP? Is this when "signature on file" is used?
A: See pages 30-31 of the IFSP guidance document.

Q: What if they didn't participate in the IFSP meeting but contributed to the IFSP written?
 A. See pages 30-31 of the IFSP guidance document.

Q: Is there a timeline that signatures need to be obtained by??
A: Per page 29 of the IFSP guidance document, the date of the IFSP is the date the parent signs the IFSP giving consent to implement the services – once the parent has signed the IFSP, the 10-day timeline begins.

Q: Typically, TRS starts from the day the signature is obtained. How will this work with multiple signature pages?
A: TRS starts the date of the parent signature.

Q: Are we still doing projected start date as tentative scheduled first visit of the PSP? And end date 6 months out if it is written for 180 days?
A: See page 28 of the IFSP guidance document.

Q: Do we still have to send out IFSP within 10 days?
A: Yes, see 5123-10-02(K)(10)

Q: If services are contracted can the representative from the agency holding the contract sign for all providers as providing services?
A: A representative from the provider agency who is authorized to commit the agency to provide the services listed on the IFSP can sign the IFSP.

EI-09
Q: EI-09: Is the TEAM filling this out or do EISCs just use the BATTELLE report to fill this out?
A: The Evaluation team completes the evaluation summary portion of form EI-09, as well as the Ideas and Suggestions box and the Community Supports and Resources box.

Q: We only need two disciplines – but there are three places for the assessment team's information. Do we add EISC info here? I assume not…
A: We have included spaces for multiple team members. If there is only one person with two licenses or two qualified persons conducting the evaluation, use only one or two lines. The third line is for additional people if needed.

Q: I have always sent the Narrative (section 5) of the IFSP to parents of children who are ineligible, so they have a narrative write-up of the evaluation and assessments. It appears this is no longer necessary because the PWN allows for the narrative write-up. Please confirm.
A: You are correct that the PWN of ineligibility has all the required information embedded in the form.

Q: If a child does not qualify do we put N/A thru the whole section 3?
A: See below.

Q: What do we do in case of ICO - do we fill out the EI-04 or EI-09?
A: Documentation of the use of ICO for eligibility in the absence of a qualifying score is placed in section 3B. See page 13 of the IFSP guidance document for additional information.

Q: Which part of the IFSP gets completed for ineligibility?
A: EI-09 is completed in place of the IFSP. EI-10 is also completed.

Q: Are EI 09 and EI 10 considered part of the IFSP?
A: No. They are separate forms.

Q: When a child is determined ineligible, do we need to complete/include any IFSP sections or just EI-09 and EI-10?
A: EI-09 and EI-10.

Q: What pages would be completed, if any of the page of EI-04 when a child is eligible but doesn't have a need for services?
A: If a child is found eligible and program planning reveals no need for services prior to the IFSP development, the evaluation/assessment process is summarized on section 3 of the IFSP. The EI service coordinator shall document the team's decision in case notes and provide the family with Form EI-10 Prior Written Notice of Exiting along with a copy of the EI Parent Rights brochure. The family is exited no sooner than 10 calendar days from the date on the EI-10.

Q: How long do we have to send EI-09 after the child is determined ineligible?
A: (02)(H) does not mention a timeframe.