



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

Date: October 2020

To: Early Intervention Provider Agencies

From: Laurie Thomas, Administrator
Early Support for Infants and Toddlers (ESIT)
360-725-3516 laurie.thomas@dcyf.wa.gov

Re: Documentation of Planned Services on the Individualized Family Service Plan (IFSP)

This memo serves to clarify appropriate documentation of planned frequency and duration of services on the IFSP. Each IFSP serves as a legal document outlining functional outcomes and services needed to achieve those outcomes.

CFR 303.344 (d)(1) states that “The IFSP must include a statement of the specific early intervention services...that are necessary to meet the unique needs of the child and the family to achieve the [IFSP] outcomes, including length, duration, frequency, intensity and method of delivering the early interventions services.”

The Early Intervention Provider Agency (EIPA) is responsible for providing services as outlined on the IFSP at the frequency documented on the plan, regardless of agency closures or staffing shortages. Frequency of services listed on the IFSP must be based on the team’s determination of the *actual* level of support deemed necessary to achieve IFSP outcomes. It is never acceptable to document a lower frequency of services on the IFSP as a means of ensuring compliance.

A clear process for making adjustments to the IFSP is described in CFR 303.342 (b)(i) “A review of the IFSP for a child and the child’s family must be conducted every six months, or more frequently if conditions warrant, or if the family requests such a review. The purpose of the periodic review is to determine...whether modification or revision of the results, outcomes or early intervention services identified in the IFSP is necessary.”

There are two options for documenting missed visits.

1. **Exceptional Family Circumstances** which include events that prevent the family from participating in timely early intervention services.
2. **Late Other** which include events (excluding exceptional family circumstances) which prevent the early intervention program from completing required events on time.

If the provider needs to cancel a session listed on the IFSP, a replacement visit must be offered. Both the replacement times offered, and the family’s response must be documented. For more detail and guidance see the [Late Services – Provision and Documentation](#) practice guide on the [ESIT website](#).

We recognize the challenges inherent in meeting this requirement and are here to support your successful compliance. County Lead Agency (CLA) and the ESIT State Leadership Team are available to assist with problem solving or addressing any questions you might have. If you are in need of support, please contact your CLA representative or ESIT Regional Program Consultant.

Cc: King, Pierce, Snohomish and Spokane County Lead Agencies