

# FORM EI-13: INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) MEETING NOTICE GUIDANCE RESOURCE

## Form Overview

The purpose of the form is to provide notice to the parents and all participants of an upcoming IFSP meeting in enough time to ensure that they can attend. It is the responsibility of the early intervention service coordinator (EISC) to complete this form. This form is completed and provided to participants prior to all IFSP meetings, including those where a transition planning conference will be conducted. Participants may include evaluators, assessors, service providers, and whoever else the parents choose to participate in the meeting, such as childcare providers and extended family members.

EISCs have conversations with parents to determine dates and times that are convenient for holding an IFSP meeting, as well as to explain the purpose of the meeting. During the conversation, it is also explained which team members will be invited to participate, and the parents are asked who, if anyone, they would like to invite to attend and participate in the IFSP meeting. Following the conversation, the Individualized Family Service Plan Meeting Notice is sent to the parent(s) and other identified participants. This form can be mailed, emailed, or physically handed to the participants identified on the form. This form must be provided to the parents and other participants early enough to ensure they will be able to attend the IFSP meeting.

All conversations and actions taken related to scheduling IFSP meetings must be documented in the EISC's case notes.

## EISC Explanation of Form to Parents

*“This form summarizes what we discussed about scheduling the upcoming IFSP meeting. The date and time are noted, as well as all the participants who we identified should attend. In addition to providing you with a copy, I will send copies of the form to the participants listed. Please let me know as soon as you are able if this date and time no longer works for you.”*

## Rule References

OAC 5123-10-02(J)(5)