



EI Priority Area 3:

# Individualized Family Service Plan Development (IFSP)

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Early Intervention (EI) services in Oregon are grounded in the development of a high-quality, IFSP that reflects the unique needs, strengths, and priorities of each child and family. In alignment with 34 CFR § 303.342 and Oregon Administrative Rule 581-015-2815, the IFSP serves as a roadmap for planning and delivering services that promote the child’s development in natural environments. The IFSP process is a collaborative effort involving families and professionals from multiple disciplines who come together to make individualized decisions about supports and services. The plan must include timely parent consent, documentation of team participation, and clearly defined services that are responsive to family-identified outcomes. Oregon’s IFSP framework emphasizes family voice, timely communication, and coordinated service delivery to ensure that infants and toddlers with disabilities receive the support they need to thrive.

# Ensuring High-Quality IFSP Development in Early Intervention (EI)

The purpose of this priority area is to ensure that Early Intervention (EI) programs develop Individualized Family Service Plans (IFSPs) that fully meet IDEA requirements and reflect the individual needs of each child and family, as outlined in 34 CFR § 303.342 and related provisions. A well-developed IFSP serves as the foundation for effective service delivery, ensuring that all decisions are made collaboratively and based on accurate information about the child’s development and the family’s concerns and priorities.

The IFSP team—including parents, service coordinators, evaluators, and professionals from multiple disciplines—must work together to design a plan that includes all required components: timely parental consent, a clearly defined service plan with start and end dates, and documentation of family-directed outcomes when appropriate. The process must be individualized, culturally responsive, and aligned with the family's values, routines, and goals.

Ensuring the integrity of IFSP development strengthens the foundation for all other aspects of EI service delivery. This priority area supports program accountability, promotes family engagement, and helps ensure that infants and toddlers with disabilities receive services that are timely, appropriate, and meaningful. It also reinforces the importance of interdisciplinary collaboration, informed decision-making, and full compliance with IDEA and Oregon Administrative Rules.

By using this protocol, the Early Intervention (EI) ODE team will respond to a series of questions to assess whether the program is meeting key requirements related to the development and implementation of the Individualized Family Service Plan (IFSP), as outlined in 34 CFR § 303.342. If noncompliance is identified, it is recommended that the EI program correct these findings as soon as possible. In all cases, noncompliance must be fully corrected within one year of receiving written notification from the Oregon Department of Education (ODE). Additionally, if noncompliance affects a child’s access to timely or appropriate services, or results in a delay that could impact developmental progress, the EI program must address the issue within a shortened timeline in accordance with ODE regulations.

**Record Review Item: EI IFSP –1 34 CFR § 303.342; OAR 581-015-2750**

Record Review Item	Potential Documentation
<p><b>The most recent EI IFSP Meeting Notice:</b></p> <ul style="list-style-type: none"> <li>• <b>Was given sufficiently in advance to ensure the parent had the opportunity to attend;</b></li> <li>• <b>Stated purpose, time and place of meeting, and who will attend;</b></li> <li>• <b>Informed parent they may invite other individuals who they believe have knowledge or special expertise regarding the child;</b></li> <li>• <b>Informed parent of individual to contact before meeting to provide information if they are unable to attend;</b></li> <li>• <b>Included an explanation of how parents can obtain a copy of the procedural safeguards.</b></li> </ul>	<ul style="list-style-type: none"> <li>• IFSP Meeting Invitation/Notice</li> <li>• Prior Written Notice</li> <li>• Meeting notes or IFSP form documenting attendees</li> <li>• Consent for Evaluation Form</li> <li>• Referral Form</li> <li>• Parent communication logs (e.g., email, phone records)</li> </ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"> <li>• The meeting notice was given with reasonable advance notice</li> <li>• The purpose, time, location, and attendees are clearly listed</li> <li>• The notice includes a statement that the parent may invite others to the meeting</li> <li>• A contact person is identified for sharing input if the parent cannot attend</li> <li>• There is an explanation of how to obtain the Procedural Safeguards and assistance in understanding them</li> <li>• IFSP meeting notes or the IFSP itself reflect parent participation or efforts made to include them</li> </ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all of the following are true:

- The IFSP meeting notice was provided in advance with all required information
- The parent was informed of their rights, including inviting others and accessing Procedural Safeguards
- A contact person was listed for parent communication
- Documentation confirms that one or both parents attended or were given a meaningful opportunity to attend

NO

Mark  **NO** if there is evidence that any of the following are true:

- The meeting notice was missing or not given with sufficient advance notice
- The notice lacked purpose, location, time, or list of participants
- The parent was not informed they could invite others to the meeting
- There was no explanation of how to obtain Procedural Safeguards
- The parent's opportunity to participate was not clearly documented

**Record Review Item: EI IFSP -2 34 CFR § 303.404; OAR 581-015-2745**

Record Review Item	Potential Documentation
<p><b>Procedural safeguards were made available to parents upon:</b></p> <ul style="list-style-type: none"><li>• <b>Initial referral for evaluation</b></li><li>• <b>Parent request for evaluation and</b></li><li>• <b>At least once annually thereafter.</b></li></ul>	<ul style="list-style-type: none"><li>• Referral form</li><li>• Referral team notes</li><li>• IFSP meeting notes or signature pages</li><li>• Parent communication logs</li><li>• Copies of Procedural Safeguards given to parents with dated acknowledgments</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• Documentation of when Procedural Safeguards were provided (initial and most recent dates)</li><li>• Confirmation that parents received a copy of Procedural Safeguards:<ul style="list-style-type: none"><li>○ At initial referral</li><li>○ At the most recent annual IFSP meeting, or at least once in the past 12 months</li><li>○ Upon parent request for evaluation</li></ul></li><li>• If the child transferred in with established IDEA eligibility but without documentation of procedural safeguards at initial referral, ensure safeguards were provided after enrollment and are documented</li></ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all applicable statements are true:

- Procedural Safeguards were given to the parent at initial referral for evaluation
- Procedural Safeguards were provided upon parent request for evaluation
- Procedural Safeguards were given at least once in the past 12 months
- For children transferring in, there is documentation that the parent received Procedural Safeguards after enrollment if initial referral documentation is unavailable

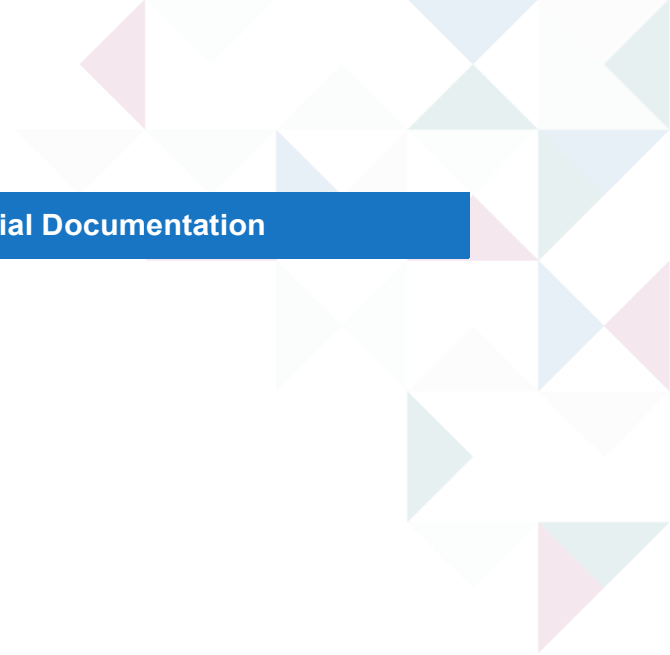
NO

Mark  **NO** if there is evidence that any of the following are true:

- There is no documentation that Procedural Safeguards were provided at referral, upon parent request, or within the past year
- The file lacks any indication that Procedural Safeguards were made available to the parent
- There is no evidence of follow-up when documentation is missing for children who transferred in

**Record Review Item: EI IFSP – 3** 34 CFR § 303.421; OAR 581-015-2745

Record Review Item	Potential Documentation
<p><b>Use the most recent Prior Written Notice (PWN) in the child’s file. Include the date of this notice.</b> <b>The program provided Prior Written Notice within a reasonable time before proposing or refusing to:</b></p> <ol style="list-style-type: none"><li><b>1. Conduct an evaluation or reevaluation</b></li><li><b>2. Initiate or change identification, evaluation, or services</b></li></ol> <p><b>The most recent Prior Written Notice must include:</b></p> <ul style="list-style-type: none"><li><b>• A description of the action proposed or refused</b></li><li><b>• An explanation of why the action was proposed or refused</b></li><li><b>• A description of options considered and reasons rejected</b></li><li><b>• A description of each evaluation procedure, test, record, or report used as a basis</b></li><li><b>• A description of other factors relevant to the proposal or refusal</b></li><li><b>• A statement that parents have protection under Procedural Safeguards</b></li><li><b>• How the parent can obtain a copy of Procedural Safeguards</b></li><li><b>• Sources for assistance in understanding Procedural Safeguards</b></li></ul>	<ul style="list-style-type: none"><li>• Prior Written Notice (PWN) form or letter</li><li>• IFSP meeting notes</li><li>• Documentation of parent notification</li><li>• Interpreter logs or communication logs</li><li>• Copies of translated documents</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• PWN was issued after a proposed decision and before the action was taken</li><li>• All content elements listed above are present and clearly stated</li><li>• Notice was provided in the parent’s preferred language or mode of communication</li><li>• There is documentation of support (e.g., interpreter or verbal explanation) if the parent’s language is not written</li></ul>



Record Review Item	Potential Documentation
<ul style="list-style-type: none"><li>• <b>Written in language understandable to the general public</b></li><li>• <b>Provided in the parent’s native language or other mode of communication unless clearly not feasible</b></li><li>• <b>If the parent’s language is not written, there is evidence that reasonable effort was made to help the parent understand and that those efforts are documented</b></li></ul>	

## Evidence of Compliance

### YES

Mark  **YES** if there is evidence that all of the following are true:

- The most recent PWN includes all required content elements
- The PWN was issued in a timely manner (before implementation of decision)
- The notice was written in accessible language and provided in the parent's native language or mode of communication
- If the native language is not written, documentation shows reasonable efforts were made to support parent understanding

### NO

Mark  **NO** if there is evidence that any of the following are true:

- The PWN is missing required content (e.g., no explanation of decision, no reference to evaluation data)
- The notice was not provided before the decision was implemented
- The notice was not written in a language understandable to the parent, or no effort was made to ensure understanding
- There is no evidence that PWN was given following a proposed or refused action

**Record Review Item: EI IFSP – 4** 34 CFR § 303.24(b), 34 CFR § 303.13(a)(2), (4), 34 CFR § 303.343; OAR 581-015-2825, OAR 581-015-2700(23)

Record Review Item	Potential Documentation
<p><b>Service decisions on the EI IFSP are made by a multidisciplinary team that includes:</b></p> <ul style="list-style-type: none"> <li>• <b>The parent(s)/ legal guardians</b></li> <li>• <b>Two or more individuals from separate disciplines or professions (one of whom must be the service coordinator)</b></li> <li>• <b>An individual involved in the child’s evaluation who is qualified to interpret the developmental or instructional implications of evaluation results</b></li> </ul> <p><b>If the evaluator is not able to attend the meeting, the team must include their input through one of the following methods:</b></p> <ul style="list-style-type: none"> <li>• <b>Participation via telephone or virtual conference</b></li> <li>• <b>A qualified representative attending on their behalf</b></li> <li>• <b>Making pertinent evaluation records available and discussed at the meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• IFSP signature page (including team member names, roles, and signatures)</li> <li>• Prior Written Notice</li> <li>• IFSP meeting invitation</li> <li>• IFSP meeting notes</li> <li>• Evaluation reports</li> <li>• Emails or notes documenting evaluator input if not in attendance</li> </ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"> <li>• Parent or legal guardian participated in both initial and annual IFSP meetings</li> <li>• At least two professionals from different disciplines were involved</li> <li>• A service coordinator participated as a team member</li> <li>• An individual qualified to interpret evaluation results either attended or provided input through an acceptable alternative method</li> <li>• If the evaluator did not attend:             <ul style="list-style-type: none"> <li>○ There is clear documentation of their input (e.g., written summary, email, or representative participation)</li> <li>○ Evaluation results were shared and discussed with the team</li> <li>○ Input is directly tied to service decisions</li> </ul> </li> <li>• Service decisions are clearly based on evaluation data and team discussion, and not predetermined</li> </ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all of the following are true:

- The IFSP team included all required members: parent, service coordinator, at least two professionals from different disciplines, and an evaluator or their input
- Documentation shows meaningful input from a qualified evaluator even if they were not present
- Service decisions are individualized, based on team input and evaluation data, and clearly documented in meeting notes and Prior Written Notice

NO

Mark  **NO** if there is evidence that any of the following are true:

- The required team composition was not met
- There is no documentation of evaluator input when they did not attend the meeting
- Services appear to be predetermined or not based on evaluation data or team discussion
- Meeting notes or Prior Written Notice do not reflect meaningful, individualized service planning

**Record Review Item: EI IFSP – 5 34 CFR § 303.343; OAR 581-015-2810**

Record Review Item	Potential Documentation
<p><b>EI IFSP team members included parent(s) at the 6-month review.</b></p> <p><b>Note: Choose N/A only if this is the initial IFSP and the scheduled date for the 6-month review has not yet occurred.</b></p>	<ul style="list-style-type: none"><li>• IFSP 6-month review page or form</li><li>• Meeting notes or documentation of parent participation</li><li>• Parent communication logs (email, phone calls, documentation of home visit or virtual review)</li><li>• IFSP signature page if the review was conducted as a formal meeting</li><li>• Prior Written Notice (if the review involved major changes)</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• The 6-month review was conducted with parent participation, either in person, by phone, or virtually</li><li>• Review was held at a time and in a manner acceptable to the parent</li><li>• Documentation reflects that parents were included in the discussion, even if no changes were made</li><li>• If there were major revisions to the IFSP, confirm the meeting followed the procedures for a full IFSP meeting (i.e., formal notice, team participation, updated signatures)</li></ul>

## Evidence of Compliance

### YES

Mark  **YES** if there is evidence that all of the following are true:

- Parent(s) participated in the 6-month IFSP review
- The review was conducted in a way acceptable to the parent (e.g., phone, video conference, home visit)
- For reviews involving significant changes, a formal IFSP meeting was held with required team members and appropriate notice

### NO

Mark  **NO** if there is evidence that any of the following are true:

- There is no documentation that the parent participated in the 6-month review
- The review was held without any evidence of parent involvement
- A major revision was made to the IFSP, but no formal meeting with required participants took place

Mark  **N/A** if:

- This is the initial IFSP, and
  - The 6-month review date has not yet occurred at the time of file review
-

**Record Review Item: EI IFSP – 6** 34 CFR § 303.342, 34 CFR § 303.420;  
 OAR 581-015-2830, OAR 581-015-2865

Record Review Item	Potential Documentation
<p><b>Early Intervention (EI) services must not begin until:</b></p> <ul style="list-style-type: none"> <li>• A signed IFSP is in effect</li> <li>• Written parental consent is obtained</li> </ul> <p><b>The child’s IFSP must be implemented on or after the parent’s consent date and no earlier than the IFSP meeting date. Specifically, written parental consent must be obtained:</b></p> <ul style="list-style-type: none"> <li>• Prior to the initial provision of EI services</li> <li>• When services are added between annual IFSPs</li> <li>• Annually thereafter, if required by program policy</li> </ul> <p><b>The IFSP must be in effect before any EI service is delivered. Services must not begin before the IFSP meeting date or before the parent’s signed consent.</b></p>	<ul style="list-style-type: none"> <li>• IFSP signature/participants page with parent signature and date</li> <li>• IFSP Services Page with start dates</li> <li>• ecWeb service logs</li> <li>• Contact logs</li> <li>• Signed IFSP (paper or electronic format)</li> </ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"> <li>• Parent signature and date are documented before services begin</li> <li>• The IFSP meeting date precedes or matches the start date of services</li> <li>• Services do not begin before both the IFSP meeting and written parental consent</li> <li>• For services starting later than the IFSP date, confirm documentation of a planned start date and evidence that services began as scheduled</li> <li>• Verbal consent is not sufficient; written consent must be on file</li> <li>• If consent is dated after services start, this is noncompliance</li> </ul>

## Evidence of Compliance

### YES

Mark  **YES** if there is evidence that all of the following are true:

- Written parent consent was obtained **before** the first service began
- Services did not start **before** the IFSP meeting date
- IFSP implementation followed both consent and meeting date timelines
- For later-starting services, documentation confirms planned start dates and implementation after consent

### NO

Mark  **NO** if there is evidence that any of the following are true:

- EI services began before written consent was obtained
- EI services began before the IFSP meeting occurred
- Consent is missing, dated **after** services started, or was only given verbally
- There is no documentation supporting a delay between IFSP meeting and service initiation

**Record Review Item: EI IFSP – 7 34 CFR § 303.344; OAR 581-015-2815**

Record Review Item	Potential Documentation
<p><b>Family outcomes (with concurrence of family) include:</b></p> <ul style="list-style-type: none"><li>• <b>A statement of family priorities and concerns.</b></li><li>• <b>A statement of family resources available or needed.</b></li><li>• <b>Steps to address family's priorities and concerns.</b></li><li>• <b>Timelines for each step</b></li><li>• <b>Person responsible for steps to address family priorities and concerns (service coordinator, etc.)</b></li></ul>	<ul style="list-style-type: none"><li>• IFSP Family Outcomes section</li><li>• Family-directed assessment or structured family interview</li><li>• Family concerns and priorities documented in IFSP meeting notes</li><li>• Completed family assessment tool</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• Family priorities and concerns are clearly stated in the IFSP</li><li>• Family resources (both available and needed) are included</li><li>• Steps to address family-identified concerns are actionable and individualized</li><li>• Timelines are specific (avoid vague terms like "as needed" or "when requested")</li><li>• Each step includes a clearly identified responsible person (e.g., service coordinator)</li><li>• Family outcomes are based on family participation in the assessment process (tool and/or interview)</li></ul>

## Evidence of Compliance

### YES

Mark  **YES** if there is evidence that all of the following are true:

- The IFSP includes a family-directed statement of priorities, concerns, and resources
- Steps to address family priorities are documented, with specific timelines and responsible parties
- Documentation shows the family participated in an assessment or interview and agreed to the inclusion of family outcomes
- Family outcomes are individualized and reflect information obtained through the family-directed assessment process

### NO

Mark  **NO** if there is evidence that any of the following are true:

- Family priorities and concerns are missing or not clearly stated
- Resources are not documented or are too vague to be useful
- Steps to address concerns lack specific timelines or identified responsible persons
- Family outcomes appear generic or are not based on assessment/interview information
- IFSP does not include documentation showing that the family agreed to include family outcomes