



Insert Local Program Information Here

A program certified by the Massachusetts Department of Public Health

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

An Individualized Family Service Plan Meeting is scheduled for:

Date

Time

Location

Please call the office if you need to reschedule this appointment.

Individualized Family Service Plan Meeting Invitation

An Individualized Family Service Plan (IFSP) is the written plan for providing Early Intervention services to an eligible child and to the child's family.

During an IFSP meeting, parents, Early Intervention staff, and any other people parents wish to invite meet to develop, update or make changes to the plan. You are an important member of the IFSP team. The IFSP team will review information, decide on outcomes to work on, and plan the service, supports and strategies to achieve those outcomes. An IFSP meeting is a time to talk about what is working well or what may need to change.

A parent may ask for an IFSP meeting at any time and invite anyone to participate. A parent may invite family, friends, an advocate, or other EI staff who provide IFSP services. If there is a member of the IFSP team who would like to participate but who can't attend, the EI program can have them participate by conference call, by having their representative participate or by including their records as part of the meeting. The IFSP meeting is scheduled at a convenient time and location for the family, during the program's regular business hours. Parents also have the right to ask that the meeting happen in their native language unless clearly not feasible to do so.

Required IFSP Meeting Participants must include :

Name Service Coordinator/Discipline/phone/extension

Name Parent

Other IFSP Meeting Participants :

Name Discipline/Role

Name Discipline/Role

Name Discipline/Role

Name Discipline/Role

The EI program must give a parent(s) and invited participants this form at least three (3) days before an IFSP meeting unless a parent agrees to a different timeline. A parent may provide consent to any changes made to the IFSP during the IFSP Meeting, think about proposed changes before providing consent or refuse to provide consent to a change that has been proposed. A parent may give consent for some services and not others and may revoke their consent after providing it. Any service for which a parent has provided consent must be provided within 30 days unless a different timeline has been specified.

The cost of IFSP Meetings and IFSP reviews are covered by your insurance, Mass Health or the Department of Public Health.

Date mailed or delivered:

Staff initials: