

Instructions for Electronic Version of IFSP 2017 (eIFSP 2017)

- This form requires Adobe Acrobat Reader Version 9 or higher. Go to Adobe.com if you do not have the latest version.
- Click the 'Instructions' button in the top right corner for information about the different buttons and text boxes.

Creating a Program Document:

- Follow these steps to have an eIFSP file that has your program specific information saved in the 'Program's Information section'
 - Start with a blank document.
 - Enter your program specific information into the desired fields.
 - Save this version of the eIFSP on your computer under a new file name.
NOTE: DO NOT use the 'Save As' option under 'File' to do this. USE 'File and Save' or the 'Save' button embedded in the form.
 - Open this file every time you want to create a new document.
 - When you save a child's eIFSP, you can rename the file so that the program IFSP will remain on your computer.

Important Information on Saving Documents:

- To save an IFSP: Use **Save** NOT Save as. Save as will not let you go back and edit the document.
- Click **File and Save** or click on the **Save button** embedded in the document. This will allow you to rename the document as you wish and keep the original form.
 - If you want to save periodically while typing, click **File and Save**. Using the **Save button** will prompt you to name or rename the document.
 - Tip- Set a naming standard at your program for IFSP files. e.g. IFSP-ABC EI program-Jane Doe- 3.1.2018

Getting Started: Using the eIFSP for an initial IFSP

- When you first open the eIFSP, the only pages that appear are the Cover Page and the Report Complete page.
- Adding pages to a new eIFSP:
 - Check all pages needed by clicking the boxes at the bottom of the front page.
 - If you click Individualized Family Service Plan, the main pages of the IFSP will appear.
 - You can add pages for additional outcomes or a Service Delivery Page for SSP Autism on the bottom of those specific pages.
 - If you want to write a single page, you can click just that page.
 - If you only click Service Delivery Page, the Consent for Change in Services Page will automatically be selected.
- Session Date: This is the date you wrote the IFSP. The date entered here will be on the header for all pages, along with the child's name and DOB.

Completing the eIFSP - Timestamp and lock a document:

- When you are done entering the information in the eIFSP, you can lock the document. Lock and timestamp the document by filling out your name and title and clicking Report Complete on the last page.
- You must enter the Session Date before locking a document. If you have not entered a session date, you will be prompted to do so.
- You can unlock a document in two ways: clicking the 'Unlock Report and Clear Date Stamp' button on the front page or unclicking 'Report Complete' on the last page. You may then make additional edits before relocking the document.

Editing an existing eIFSP Document

- To edit or update an existing eIFSP, open the document, make your changes, and save with a new name. This will keep all versions of the document on your computer.
 - Note: You must save under a new file name. If you try to save with same name and replace the existing file, it won't save any changes.
- Note: The Session Date entered on the Front Page will be on the header for all pages and should match the content of the page. For example:
 - Adding a new page such as a new outcome or a new consent for change form:
 - Open the eIFSP and at the bottom of the Front Page, click only the new page you want to add. You can then update the Session Date to reflect the activity done on only that page.
 - Editing content on an existing page such as progress on an outcome, adding a new IFSP team member on the Front Page, or a new service on the Service Delivery Page:
 - The dates for these activities have a designated space on those pages: the date you reviewed an outcome, the start and end date for a service, etc. Therefore you do not need to change the Session Date. You can open the document, make your changes, save and print.

Tips for the Electronic IFSP

- DPH ID- Enter as 8 digits without the dashes. E.g. Enter 99123451 for child 99-12345-1. The dashes will automatically appear.
- Dates- Enter all dates as MM/DD/YYYY or click on the date in the pop up calendar.
- City/Town- Type first and then scroll through the list of cities and towns.
- Text boxes will expand as you type into them and go onto a new page if necessary
- The delete a row button is for deleting errors in the form and not for deleting outcomes or services once you are finished.
- Signatures and Initials
 - Signatures- Have parents sign printed copy for consent to services and access to insurance

- Initials- Have parent initial printed copy for Family Rights
- If you want to clear a document, there are three options at the bottom of the front page:
 - Clear all except program information, client information, and IFSP team members
 - Clear all except program information
 - Clear all information
 - *If the document is locked, you must unlock it before clearing data, to be able to relock it after you are finished.
 - *Even if you clear information from a document, it will prompt you to rename and save the document, keeping the file you opened as it was.

Tips for completing eIFSP Service Delivery Page for SSP Autism

The eIFSP can be prepopulated as follows:

Child Name; DOB; Session Date

Prepopulate from Dropdown list:

<u>EI Service/Method</u>	AND	<u>Provided By</u>
EIBI Direct Service (all IFSPs)		**Specialty Service Provider **(Type in name of SSP agency)
BCBA Supervision (all ABA services)		**BCBA, LABA
BCBA Direct Service (ABA services-if appropriate)		**BCBA, LABA
EIBI Supervision (all DIR/Floortime services)		**Specialty Service Provider
Supervisor Direct service (DIR/Floortime if approp.)		**Specialty Service Provider

**To type in name of SSP agency, first select provider discipline from Provided By dropdown list. Insert cursor at the beginning of the text box, just before *Specialty*, type in SSP name. The text box only allows for so many characters, so after typing the SSP agency, the entire line may not be visible, for example, "Beacon ABA Specialty Serv" may be all you see after typing.

Prepopulate Intensity for all services – Individual

Type the following statement in the text box just underneath the service delivery grid:

"Specialty Service Provider treatment planning, review and assessment are provided as clinically appropriate."

Print out the SSP Service Delivery Page and bring to the IFSP meeting.

For all IFSPs:

Complete the page by writing the name of the SSP agency in the top section next to Service Delivery Plan, or for electronic IFSPs the SSP agency name can be typed into the text box in the Provided By space of the Service Delivery page grid.