

Iowa's IFSP & IEP Web System

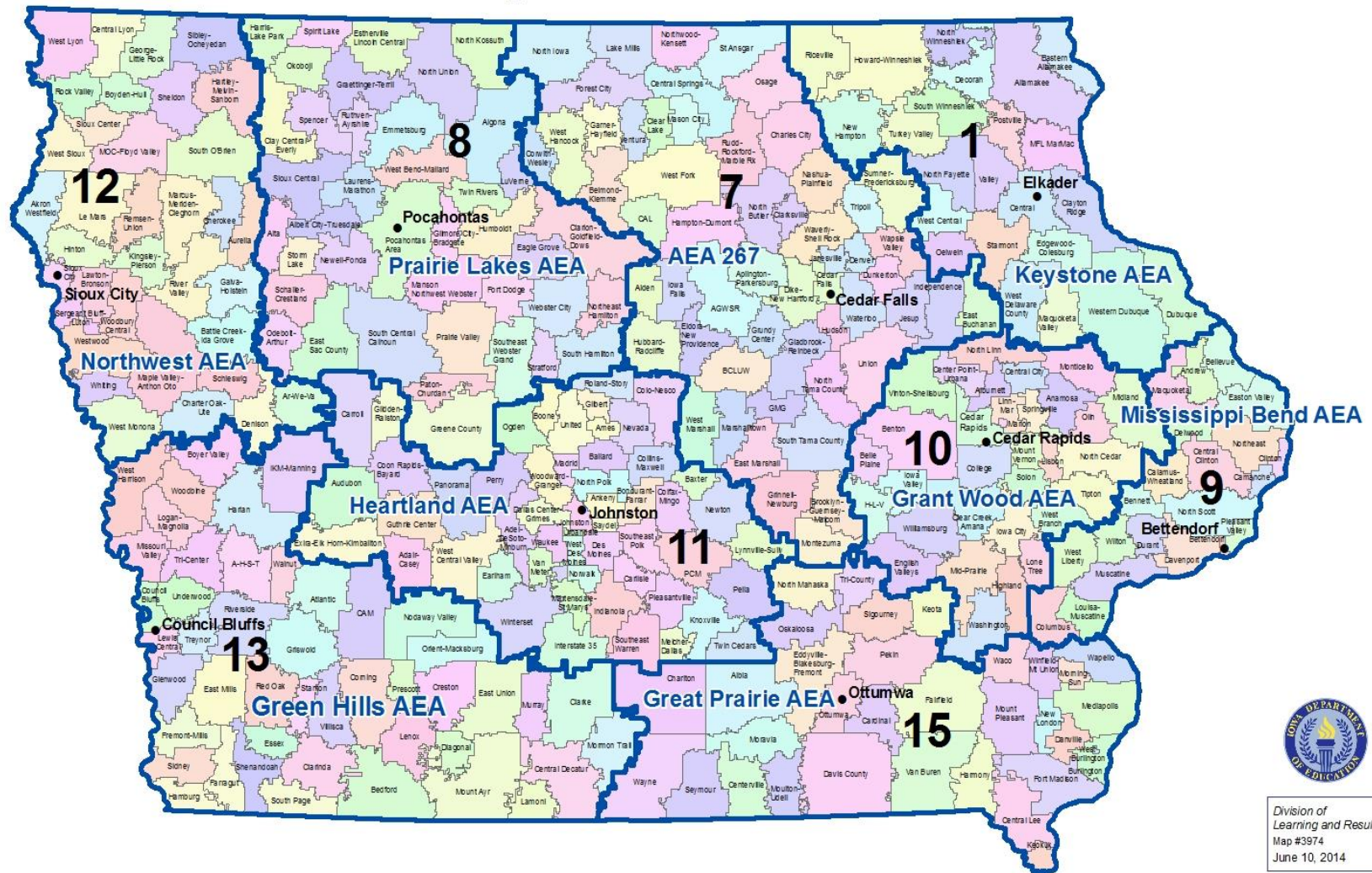
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Education, Part B 619

*Improving Data, Improving Outcomes Conference
September 2014*



Brief Description: Iowa's System

Iowa Area Education Agencies and School Districts 2014-15



Brief Description: History of IFSP

- 2006 Specifications and Programming of Web IFSP
- 2008-2010 Alpha and Beta Testing Completed
- 9 Regional Grantees and 3 Signatory Agencies Staff Trained
- July 1, 2010 System Online
- By October 1, 2010 All Children and New Referrals in Web IFSP
- October 2010 Programming Change Due to Compliance
- 2012 Federal Part C Regulations Released
- July 1, 2013 Changes to Web IFSP Released



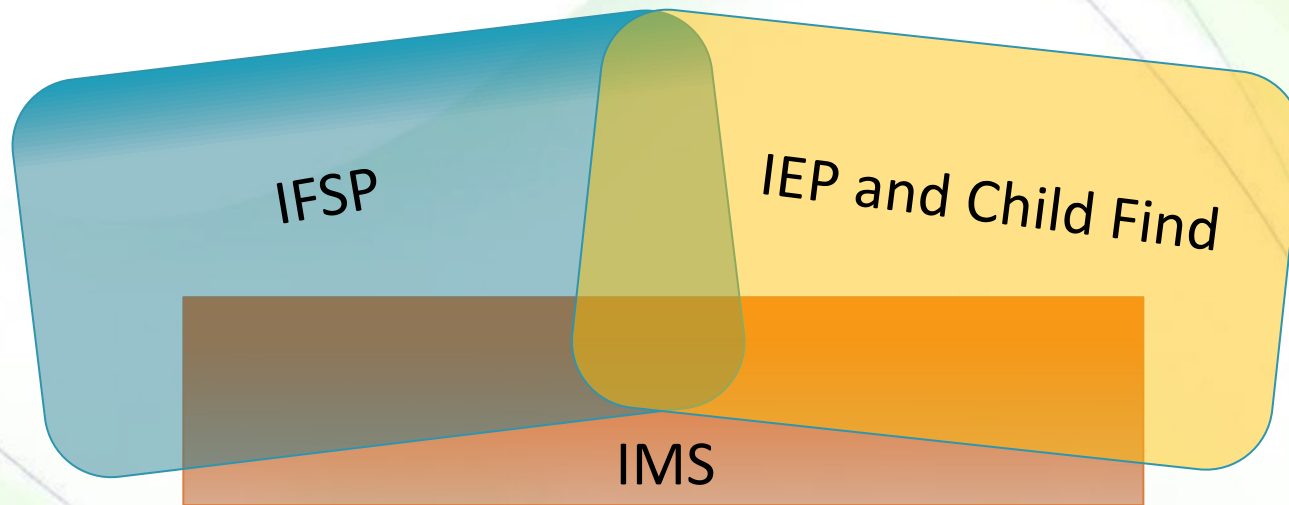
Brief Description: History of IEP

- 1990 - 1992 – Iowa Dept. of Ed created State IEP Committee
 - Informational Resources
 - Professional Development Materials
 - State Model IEP
 - ✓ Paper or Computer-Based System (Not Web)
 - ✓ 12 of 15 AEAs used State Model
- 1991 – Operations Governance Committee established
- 2002 – All AEAs agreed to use common IEP statewide
 - Work began on a web-based application
- 2005 – Web-based IEP statewide
- 2007 – All AEAs agreed to work on common statewide special education procedures and documentation manual
- 2009 – Statewide Special Education Procedures and IEP Documentation manual



Brief Description: Current System

Integrated System



Iowa IDEA Users

- Administrative Support
- IFSP Service Coordinators
- IFSP and IEP Service Providers
- Web IFSP and Web IEP Administrators
- Area Education Agency Regional Administration (*Part C Grantees or Intermediate Education Agencies*)
- State-Level IFSP and IEP Consultants



Iowa IDEA Log In & Usability

The screenshot displays the Iowa IDEA web application interface. The browser window shows the URL <https://www.iowaidea.org/IDEA2/>. The page features a navigation bar with links for [Iowa IDEA](#), [Acknowledgments](#), and [IowaIDEAInfo](#). The main content area is divided into two sections. On the left, the 'IDEA Master Login' section includes a login form with fields for 'Username:' and 'Password:', a 'Log In' button, and a link for '(Forget your password?)'. Below the login form, there are links for 'Login Screen Navigation Video' and 'Introduction to Iowa IDEA'. On the right, the 'System Messages' section displays a message from Michelle Tressel, dated 3/19/2013, with a last login time of 6:57 PM and a time out of 10:41:42 AM. The message includes links for 'System', 'Bug Report', 'IowaIDEA.org', 'My Preferences', and 'Log Off'. The main content area also features a 'Welcome to the Iowa IDEA - Michelle Tressel' message. Below this, there are two sections: 'My Applications' and 'My Preferences'. The 'My Applications' section lists three applications: IEP, IFSP, and IMS, which are circled in green. The 'My Preferences' section lists five options: 'Change my Password', 'Update my Email Address', 'Update my Personal Information', 'Update my Secret Question', and 'Set my Default Application'.

IDEA Master Login


Username:

Password:

(Forget your password?)

[Login Screen Navigation Video](#)
Demonstration of logging in, resetting your password, acknowledgments, and system messages

[Introduction to Iowa IDEA](#)
Description of Iowa IDEA 2013 applications including brief overview of login and my preferences



System Messages

Date: 07/01/2013

Importance: High

System: IDEA

Subject: Welcome to the Iowa IDEA - Michelle Tressel

IowaIDEA

Michelle Tressel () ~ Grant Wood AEA-North (last login: 3/19/2013 at 6:57 PM | Time Out: 10:41:42 AM)

[System](#) | [Bug Report](#) | [IowaIDEA.org](#) | [My Preferences](#) | [Log Off](#)

[IEP](#) | [IFSP](#) | [IMS](#)

Welcome to the Iowa IDEA - Michelle Tressel

- My Applications
 - [IEP](#)
 - [IFSP](#)
 - [IMS](#)
- My Preferences
 - [Change my Password](#)
 - [Update my Email Address](#)
 - [Update my Personal Information](#)
 - [Update my Secret Question](#)
 - [Set my Default Application](#)



Iowa IDEA

Web IMS

IEP | IFSP | **IMS**

General
Home
Student
Lookup
IEP Requests
Count
Validate Plans
Reports
Comments
Utilities
Project Requests
Lookup Manager
Mass Roster Changes
Reports
Transferred Students

IMS - Student Lookup

Name

Last Name First Name DOB IM

Student Demographics

SID:

AKA Last Name: AKA First Name:

Nickname:

Age: ☐ Medicaid: Gender:

Served Status: Placement Status: Current:

On the Spectrum: Program: WE:

District: Buil:

Elements of Iowa's web IFSP

- Intake (begins 45 day timeline)
- Family/Child Information
 - Provider
 - Insurance
 - Statements (family assessment)
- Post Referral Screening
 - Parental Rights
 - Consent for Screening
 - Consent for Evaluation
 - Prior Written Notice
- Evaluation/Assessment
 - All areas of development, plus health, hearing, vision, & nutrition
- Forms Tab
 - Meeting Notice
 - Prior Written Notice
 - ECO- Child Outcomes Summary
 - Exchanges and Releases of Information



Elements of Iowa's web IFSP

- Meeting
 - Eligibility
 - Meeting Participants
 - Parental Rights
 - Consent for Services
 - Consent to Bill Insurance
- Outcomes
- Services
 - Location, Method, Duration, Frequency, Projected Start Date
 - Provider Log Notes
- Transition
 - Part B Consideration
 - Family Involvement
 - Strategies to Prepare Child

Intake (C-5 & C-6)

Web IFSP - Individual Family Service Plan

New Intake Search

Insert the student's information to check for duplication

Last Name: Suffix:
First Name: MI:
Nickname:
Birthdate:

New Intake

Intake/Referral Date: 45 Day Tickler Date:

Referral INFO

Agency:

Address:

City: IA State: Zip:

Phone: Fax: Email:

Referral Name:

Contact (Display Email):

Source/Category:

If parent referral, how heard about EA:

Assigned Signatory or Grantee Agency:

Reason for referral to Early ACCESS:

Screening completed: ☐ Yes ☐ No ☐ Unknown

View of web IFSP

IFSP Overview - Family - Adult Information

Family

P-R Screening

Eval/Assess

Forms

Meeting

Outcomes

Services

Transition

Child Info:

First: MI: Last: OB:

Child Info

Family Info

Providers

Insurance

Statements

Adult(s) Child Lives With ?

Adult 1:

Name:

First Last

Address:

City State Zip

Relationship:

Contact:

Home Work Cell Email

Adult 2:

Name:

First Last

Address:

City State Zip

Relationship:

Contact:

Home Work Cell


Adult Notes:

Other(s) in home (max. 6)

Name:

Relationship:

Age:

The logo for Iowa IDEA, featuring the word "Iowa" in white above the word "IDEA" in white, both inside a blue silhouette of the state of Iowa.

Timely Services (C-1)

Services are considered timely if provided within 30 days of the consent for the service

Service: Physical Therapy

Provider: [Redacted] Justification if not natural environment: [Redacted]

Location: IT3 Home

Method: Individual

Frequency: 1 sessions per Year

With whom: Child/Adult

Intensity: 60 minutes per session

Expected Duration: 6 months

Projected Start: 11/13/2012

Original Consent Signed: 11/12/2012

First Delivery

Contacts/attempts PRIOR to First Delivery: [Redacted]

Print on PWN? Log

Date: 01/11/2012 Time In: 01:00 PM Time Out: 01:45 PM				
IFSP Outcome:	Place of Service:	Mode of Contact:	Name/Role:	Notes:
2 - #1 Communication	Home	Home visit	[Redacted]	**First Delivery** worked on turn taking and vocal imitation while playing with cars back and forth 5 turns. tired to imitate 1-2-3

Service: Speech Language

Provider: Michelle Hicks

Location: IT3 Home

Method: Individual With whom: Child/Adult

Expected Duration: 6 months Intensity: 45 min per session

Frequency: 1 sessions per Month

End Date: [Redacted]

End Reason: [Redacted]

Justification if not natural environment: [Redacted]

Original Consent Signed: 03/12/2012

Projected Start: 03/30/2012

First Service Date: 04/03/2012

Contacts/attempts PRIOR to First Delivery: [Redacted]

Print on PWN? Log Change Provider



Setting Data (C-2)

Family P-R Screening Eval/Assess Forms Meeting Outcomes **Services** Transition

Child Info:
First: [REDACTED] MI: [REDACTED] Last: [REDACTED] DOB: [REDACTED]

Add Service
Select a service to add: AR - Autism Resource Add Service

Service: Service Coordination ?

Provider: Rana Thomsen

Location: IT3 Home

Method: Individual With whom: Child/Adult

Expected Duration: 6 months Minutes: 180

Frequency: 1 six month period

Justification if not natural environment:

Original Consent Signed: 03/12/2012

Projected Start: 03/21/2012

Contacts/attempts PRIOR to First Delivery:

Demo Adults Race/Eth Plan Services Comments ECO History

Plan View plan starting: IFSP: 08/29/2013 (IMP) Related Comments

Meeting Type: Periodic Meeting Date: 08/29/2013

Basis for Eligibility: TD Part C - 25% Delay Start Date: 03/21/2012

Overall Primary Setting: IT3 Home

Signature, Relationship 1: Date:

Consented to Services: Yes Services Excluded:

Full Time/Part Time: Full Rec Program Weight Served F

IMS screen

ECO Data (C-3)

Family P-R Screening Eval/Assess **Forms** Meeting Outcomes Services Transition

Child Info:
First: [REDACTED] Mi: [REDACTED] Last: [REDACTED] DOB: [REDACTED]

Early Childhood Outcomes (ECO)

Tools: (Click links below for ECO help documents)
Outcome Rating Definitions and Descriptions
Decision Tree

Positive Social-Emotional Skills
Comparison to peers or standards rating: [REDACTED] Progress: [REDACTED]

Acquisition and Use of Knowledge & Skills
Comparison to peers or standards rating: [REDACTED] Progress: [REDACTED]

Use of Appropriate Behaviors
Comparison to peers or standards rating: [REDACTED] Progress: [REDACTED]

Demo Adults Race/Eth Plan Services **Comments** **ECO** History

Results (ECO) Related Comments Save Cancel

View ECO starting: Early Childhood Outcomes (04/17/2012)

Positive Social-Emotional Skills
Comparison to peers or standards rating: 6 - Between Completely and Somewhat Progress: Not Applicable

Acquisition and Use of Knowledge & Skills
Comparison to peers or standards rating: 5 - Somewhat Progress: Not Applicable

Use of Appropriate Behaviors
Comparison to peers or standards rating: 6 - Between Completely and Somewhat Progress: Not Applicable

IMS screen



45 Day Timeline (C-7)

Intake/referral entered, 45 day timeline begins.
Meeting tab is where providers enter date of meeting

Family P-R Screening Eval/Assess Forms **Meeting** Outcomes Services Transition

Child Info:
First: [redacted] MI: [redacted] Last: [redacted] DOB: [redacted]

Meeting Type: Periodic

Date of Meeting: 08/29/2013

Plan End Date: 02/27/2014

Is child eligible?

Is this also a Transition Planning Meeting?
*The student's age on the meeting date is 2 years, 3 months or more.
Yes ☒ No ☐

Missed
45 day

Family (9) P-R Screening (0) Eval/Assess (4) Forms (0) **Meeting (6)** Outcomes (1) Services (23) Transition

Child Info:
First: [redacted] MI: [redacted] Last: [redacted] DOB: [redacted]

Meeting Type: Initial

Date of Meeting: 08/04/2014

Plan End Date: 02/03/2015

45 Day Timeline

IFSP Due Date: 05/11/2014 Timelines Met: Yes ☐ No ☒

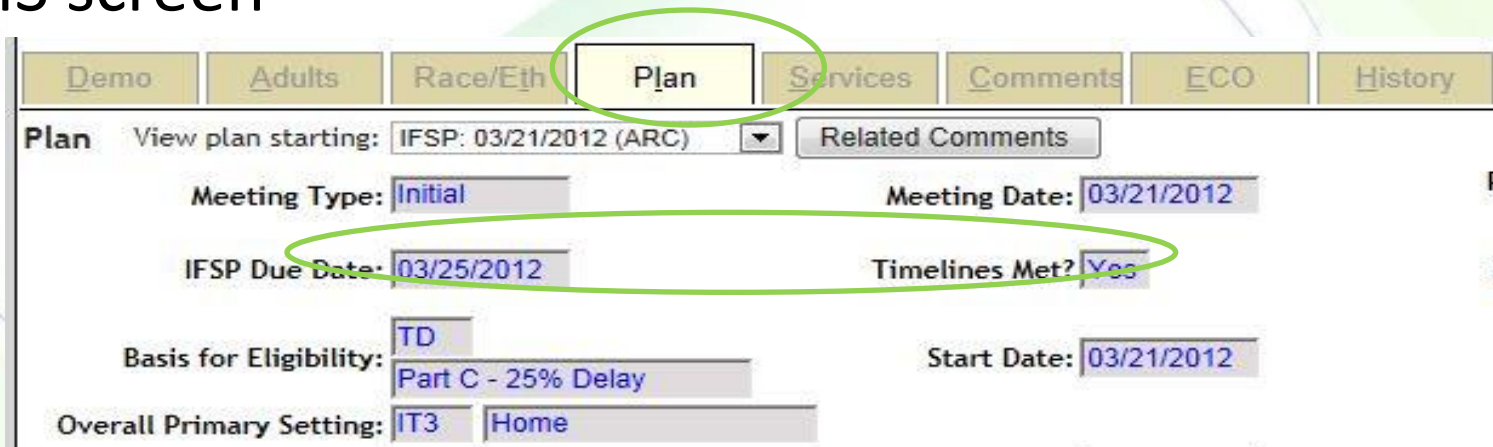
Reason meeting not held in 45 Days: [redacted]

Reason not met narrative: [redacted]

45 Day Timeline (C-7)

Intake/referral entered, 45 day timeline begins.
Meeting tab is where providers enter date of meeting

IMS screen



The screenshot shows the 'Plan' tab selected in the IMS system. The 'Plan' tab is circled in green. Below the tabs, the 'View plan starting:' dropdown is set to 'IFSP: 03/21/2012 (ARC)'. The 'Meeting Type' is 'Initial' and the 'Meeting Date' is '03/21/2012'. The 'IFSP Due Date' is '03/25/2012' and 'Timelines Met?' is 'Yes'. The 'Basis for Eligibility' is 'TD' and 'Part C - 25% Delay'. The 'Start Date' is '03/21/2012'. The 'Overall Primary Setting' is 'IT3' and 'Home'.

Tab	Value
Demo	
Adults	
Race/Eth	
Plan	Selected
Services	
Comments	
ECO	
History	

Plan View plan starting: IFSP: 03/21/2012 (ARC) Related Comments

Meeting Type: Initial Meeting Date: 03/21/2012

IFSP Due Date: 03/25/2012 Timelines Met? Yes

Basis for Eligibility: TD Part C - 25% Delay Start Date: 03/21/2012

Overall Primary Setting: IT3 Home

Transition from C to B

Where web IFSP integrates with web IEP- children referred from Part C to Part B and child find begins

— Part B Consideration —

☒ Child will be referred for Part B eligibility determination

Date AEA notified:

Child Find

☐ Parent declined consideration for Part B eligibility determination

☐ Not applicable (Data indicate child not potentially Part B eligible)

Watch training video regarding transition:

<https://aea111.eduvision.tv/ajax/./Default.aspx?q=xIMDqFli0dm3Lzk2HS3rvvg%3d%3d>

Elements of IEP

Tabs:

Family and Student Information
Meeting Information and Attendance
IEP Considerations
Goals
Services and Activities
Additional Information
Evaluation/Re-Evaluation

Forms:

Agreement to Excuse; ECO; Meeting Notices;
Behavior Intervention Plans; Summary;
Eligibility Determination



Eligibility Determination (B11 and B12 Data)

IEP Overview - Eligibility Determination Worksheet

Family | CF | Forms

Child Info:

First: _____ MI: _____ Last: _____ Train _____ DOB: 01/01/2007

ID: [REDACTED]

CF Overview | Dis Suspected | Participants | EDW

Eligibility Determination Worksheet
For a School-Aged Student or Preschool Child who is not Transitioning from Early ACCESS Services

Consent for Evaluation Provided to Parent(s): 02/05/2013

After signed Consent received:

Date Consent for Evaluation Signed: 02/05/2013

Consent received: 02/05/2013

Consent and Meetings

Eligibility Meeting Due: H 04/06/2013

Meeting Held: Yes Date: 02/05/2013 Reason: _____

Initial IEP Teacher (Page A): _____

IEP Meeting Date (Page A): _____

Eligibility

Student is eligible: Yes Result: Student will receive services

Determination Timeline

Eligibility meeting held within 60 days of signed consent: Yes

If eligibility not held within 60 calendar days of receipt of signed consent:

Reason For Delay: _____

Meeting Not Held Reason: _____

If eligibility meeting not held prior to child's 3rd birthday:

Reason For Delay: _____


If implementation for the Initial IEP does not occur by the child's 3rd birthday:

Reason For Delay: _____



Elements of IEP

Family and Student Tab


 IEP Overview - Family - Student Information

Family CF Forms


Student Information:
First: MI: Last: DOB:
ID:



Student Adult


Student Information
Student:
First (no nicknames) M.I. Last (legal) Suffix Nickname


Birthdate: 


Gender: ☒ M ☐ F


Grade: 

Attending:  
District Building

Resident: 
District

Domicile: 
District


Language spoken in home:  Other Language:

Ethnicity: Is the student Hispanic or Latino? ☐ Yes, Hispanic/Latino  ☒ No, not Hispanic/Latino

Who made this determination? ☒ The student or parent(s)

Elements of IEP

Web IEP – Meeting Information

 IEP Overview - Page A - Meeting Information

Family (0) CF (0) **A (0)** B (0) Goals (0) F (0) G (0) H (0) I (0) R (0) Forms (0) RSD (0)

Child Info:
First: MI: Last: DOB:
ID:

Meeting(0) Attendees(0)

IEP Information

Grade: **L**

Teacher/Svc Prov: **B**

Type: **Reevaluation** ☐ 45 Day Out

Meeting Date:

Duration:
From To

Reevaluation is due: 04/25/2015

Procedural safeguards: **B** **L**
Reviewed By Method


Rights will transfer at: 11/05/2020

Notification:
Student Parent

Outside Written Input: Date:

Elements of IEP

Web IEP - Attendees

 IEP Overview - Page A - IEP Meeting Participants

Family (0) CF (0) **A (5)** B (9) Goals (0) F (0) G (0) H (0) I (0) R (0) Forms (0) RSD (0)

Child Info:
First: MI: Last: DOB: 1
ID:

Meeting(3) **Attendees(2)**

Participants

Name	Role
<input type="text"/>	<input type="checkbox"/> Parent <input type="text"/> 1 <input type="text"/> 2 <input type="checkbox"/> Student
	<input type="checkbox"/> LEA Rep/Designee <input type="checkbox"/> Gen Ed Tchr
	<input type="checkbox"/> Sp Ed Tchr <input type="checkbox"/> Other <input type="text"/>
<input type="button" value="Add"/>	

Elements of IEP

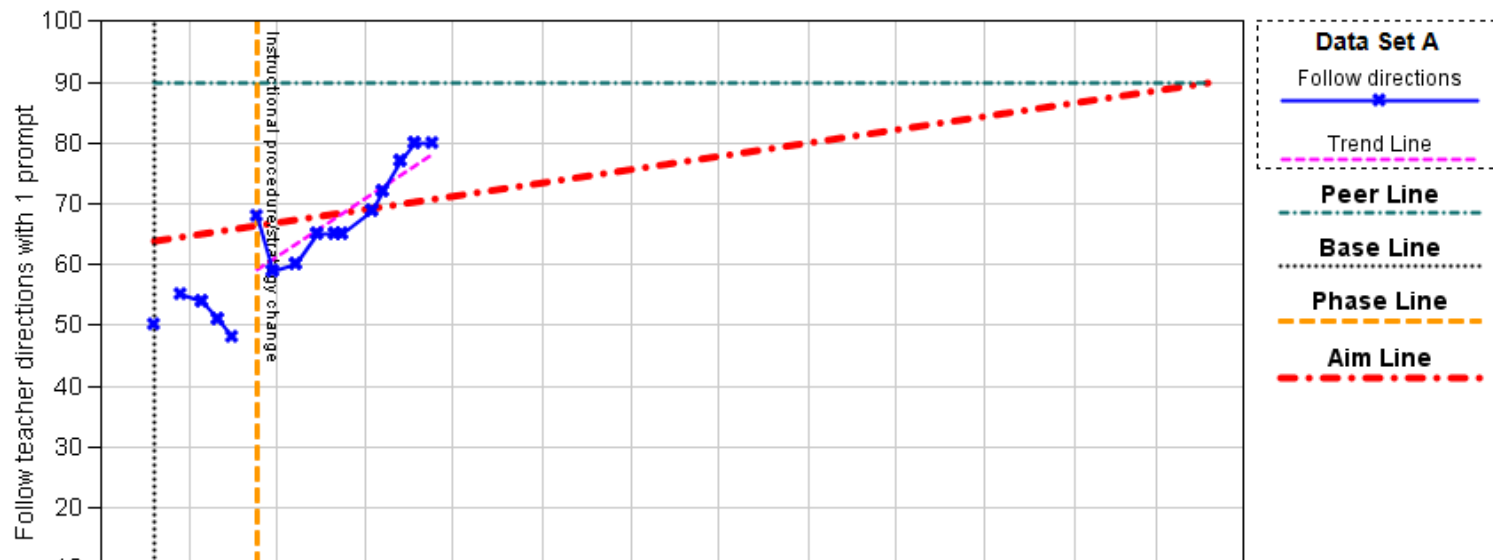
Web IEP – Goals and Graphing Capability

There are four consecutive scores above the Aim Line. Consider an Amendment to increase the goal.

Samuel Mouse

Meeting Date: 03/20/2013

Goal #1 (Graph #1): In one year with daily review of how to follow directions, (name) will follow classroom directions with 1 additional teacher prompt 80% of the time as charted on a daily behavior chart.



Elements of IEP

Web IEP – Services and Activities

IEP Overview - Page F (Services)

Family (0)

CF (0)

A (0)

B (0)

Goals (0)

F (0)

G (0)

H (0)

I (0)

Forms (0)

RSD (0)

Child Info:

First: Four MI: Last: Train DOB: 03/03/2010 ID: [REDACTED]

Services (0)

Activities (0)

Future (0)

Add Service **H**

Select service: AP - Adapted Physical Education Consultation Add

Support Services: SD

Total minutes removed from Gen. Ed. per month: 2000

Min. in Sch Day: 405 ☐ Edit Min. in Sch Day **H**

LRE: Removal from Gen. Ed. 25 % plus Time in Gen. Ed. 75 % = 100%

EC Worksheet EC Code: A2 EC hours/week: 8.33 Regular EC program min./month 0 Special Ed. program min./month 2000

Service: Specially Designed Instruction (SDI)

Status: PPSP

☒ Include on PWN **H**

X

Start : 02/20/2013

Provider : LEA Teacher **B** **C**

Total : 2000 minutes per: Month Direct removal from Gen. Ed. setting? Yes Min./Month removed: 2000

Description: This is a test

Total min./month: 2000 Sp. Ed. min./month: 2000 Gen. Ed. min./month: 0

Change Provider

End Service

Elements of IEP

Web IEP – EC Settings (B6 and 618 Data)

Services: SS ~~Time removed from Gen. Ed. per month: 120~~

Min. in Sch Day: 200 ☐ Edit Min. in Sch Day ~~LRE: Removal from Gen. Ed. 3% plus Time in Gen. Ed. 97% = 100%~~

EC Worksheet ☐ ? EC Code: B2 Regular EC program min./month 0 Special Ed. program min./month 120

Service: Speech Language (SSN) Status: VL SP

Start: 10/24/2012

Provider: Cindy Denk

Total: 120 min

Description: Miles w group s

Total min./month: 120

Early Childhood Worksheet

Does this child attend a Regular Early Childhood Program, including kindergarten? ☒ Y ☐ N

Note: A Regular Early Childhood Program is defined as a program, including kindergarten, with at least 50% peers NOT on an IEP.

If the child is attending a regular early childhood program, the Early Childhood Setting Code is determined by the number of hours per week a child participates in a regular early childhood program and the setting where the majority of special education services are provided.

MINUTES PER Week the child attends the Regular Early Childhood Program, <u>including kindergarten</u> *(cannot exceed 2,400 minutes per week; 480 minutes per day)	450
TOTAL HOURS PER WEEK in a Regular Early Childhood Program *(cannot exceed 40 hours)	8.00

Elements of IEP: ECO Data (B7)

Forms

ECO Summary

Early Childhood Outcomes (ECO)

Tools: (Click links below for ECO help documents)

Outcome Rating Definitions and Descriptions
Decision Tree

- ☐ This is the final ECO Summary. This child will no longer be receiving ECSE Services (the child is transitioning to Kindergarten, has exited special education and no longer receives any special education services, or is moving out of state).

Positive Social-Emotional Skills

Comparison to peers or standards rating: Progress:

Supporting Evidence for Outcome Rating and Progress in Positive Social-Emotional Skills:

Date of Assessment	Method Used (Check all that apply)	Sources of Information (Describe for each check)	Summary of Relevant (Include present I
		Print IDR	performance

Decision Tree for ECO Summary Rating Discussions

Does the child ever function in ways that would be considered age-appropriate with regard to this outcome?

(consider rating 1-3) Yes (consider rating 4-7)

any immediate foundational skills outcome upon which to build age-appropriate functioning across settings and situations?

Is the child's functioning age appropriate in all or almost all situations?

Iowa IDEA Features

(#) behind each tab

Indicates how many fields still need to be completed on a tab



The screenshot displays a software interface with a horizontal tabbed menu. The tabs are labeled as follows: 'Family (9)', 'P-R Screening (0)', 'Eval/Assess (4)', 'Forms (0)', 'Meeting (6)', 'Outcomes (1)', 'Services (23)', and 'Transition'. The 'Family (9)' tab is highlighted in blue, while the others are grey. Below the tabs, the 'Child Info:' section is visible, followed by a large empty white area for data entry.

Tab Label	Count
Family	9
P-R Screening	0
Eval/Assess	4
Forms	0
Meeting	6
Outcomes	1
Services	23
Transition	

Iowa IDEA Features

Incomplete Data Report

Print Menu Print Menu Help Available Blank

IFSP Main Forms

Form	Blank
<input type="checkbox"/> Intake	<input type="checkbox"/>
<input type="checkbox"/> Family Statements	<input type="checkbox"/>
<input type="checkbox"/> Outcomes	<input type="checkbox"/>
<input type="checkbox"/> Service Notes/Log	<input type="checkbox"/>
<input checked="" type="checkbox"/> Transition Plan	<input type="checkbox"/>

IFSP Additional Forms

Form	Blank
<input type="checkbox"/> Consent for Evaluation	<input type="checkbox"/>
<input type="checkbox"/> Early Childhood Outcomes	<input type="checkbox"/>
<input type="checkbox"/> Health Release	<input type="checkbox"/>
<input type="checkbox"/> Meeting Notice	<input type="checkbox"/>
<input type="checkbox"/> Post-Referral Screening Consent	<input type="checkbox"/>

Options

Show Queue IDR IMS Summary

Reset Cancel

Incomplete Data Report

Incomplete Data Report for

Meeting Date: 02/16/2014

Page	Field
Early Intervention Services	Service SC: Location
Early Intervention Services	Service SC: With Whom
Early Intervention Services	Service SC: Method
Early Intervention Services	Service SC: Intensity/Minutes
Early Intervention Services	Consent Signed signature date must be completed.
Early Intervention Services	Service SI: Location
Early Intervention Services	Service SI: With Whom
Early Intervention Services	Service SI: Method

Iowa IDEA Features

Bug Reports

Ability to submit screenshots and descriptions of system issue for TA



Bug Report

Queue (20) Report

Bug Report Form

Important: Please ensure all relevant information is filled out & be as detailed as possible about the issue. If the problem involves a duplicate student, please create a PDF of all plans *before* submitting your bug, in order to expedite the process.

Full Name: Meghan Wolfe

User (Login) Name: mwolfe

AEA: DP

Sub-System: IFSP

Type:

- ☒ Bug
- ☐ Suggestion/Aesthetic
- ☐ Data-Related

Screen or Process Attempted:

County Used: Adair

District Used: Nodaway Valley

Child/Student: First: Last:

DOB: 01/15/2014

CHID: 08-CLD4011514P0

Explanation of the Problem (**Do NOT copy and paste from Word**):

Screenshot From Your Computer: Browse...

****Please save your screenshot as an image; do not copy and paste into Word to upload.****



Iowa IDEA Features

“H” (help) button

Placed throughout application are help buttons, these take users to Procedure manual and/or online videos

The screenshot displays the Iowa IDEA web application interface. The main window is titled "IFSP Overview - Transition Planning" and features a navigation bar with tabs: Family, P-R Screening, Eval/Assess, Forms, Meeting, Outcomes, Services, and Transition. The "Transition" tab is currently selected. Below the navigation bar, there is a "Child Info:" section with fields for First, MI, Last, and DOB. A green circle highlights a small blue square button with a white question mark icon located in the bottom right corner of the main window.

Two help windows are overlaid on the main window. The top window is titled "Help" and has two tabs: "Procedures" and "E-Help". The "Procedures" tab is selected, showing the "Implementation of EI services" section. This section includes a list of services (C1, Timely Services) and a note about the initial IFSP meeting date. The bottom window is also titled "Help" and has an "E-Help" tab selected. This window displays a video titled "Navigating IFSP- Transition Tab" which reviews the different fields on the Transition Tab in the web IFSP.

IFSP Overview - Transition Planning

Family P-R Screening Eval/Assess Forms Meeting Outcomes Services **Transition**

Child Info:
First: _____ MI: _____ Last: _____ DOB: 05

Help

Procedures **E-Help**

Implementation of EI services

Service providers implement their services as outlined on the Early Intervention Services page (frequency, intensity, duration, natural environment, etc). The first service delivery date must be within 30 days after the Consent for Services is signed.

Note: The initial IFSP meeting date cannot serve as the projected start date or actual first service delivery date for providers, unless their first delivery service log note clearly documents a separate visit providing service to the child and/or family occurred *following* the initial IFSP meeting. The initial IFSP meeting does, however, serve as the start date for service coordination only.

Help

E-Help

Navigating IFSP- Transition Tab: This video will review the different fields on the Transition Tab in the web IFSP. This includes transition from Part C to Part B.

Iowa IDEA Features

- Outputs; IEP: Nightly Exports; IFSP: Agency Data
- Student/Child List Sort
- Enhanced Passwords
 - Utilities
 - Child Find Admin Tool
 - Recycle Bin
 - Student List Sort
 - Review 1, Review 2, Ready to Validate



Practice and Supports

Resources

- AEA Part C Procedures Manual
- Special Education Procedures Manual
- Information on Updates & Releases
- Data Entry Personnel meetings
- Oversight Governance Committee
- Operations Work Group minutes

Lessons Learned and Next Steps

Lessons Learned

- Have providers involved in programming and testing
- Statewide training
- Identify data and reports
- Don't program off paper templates
- Plan funds and time for revisions
- Have check boxes and/or lists

Next Step.... Planning for future

- IFSP/IEP Task Teams
 - Practitioners
 - Data managers and programmers



Iowa IDEA

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