This presentation is intended for Early ACCESS service coordinators and providers. The purpose of the presentation is to illustrate how to annually document continuing eligibility in the web IFSP. We will walk through different eligibility scenarios and point out any new fields that are required.

The web IFSP programming changes that you see in this presentation roll live August 20, 2018.

Additional information on annually determining a child’s continuing eligibility can be found in Section 15: Annual IFSP of the Early ACCESS Procedures Manual or you can view the Annual IFSP: Continuing Eligibility PowerPoint presentation that is posted on the Training & Technical Assistance page of the Iowa Family Support Network website.


Or

https://www.iafamilysupportnetwork.org/early-access-iowa/prof-prov/early-access-procedures-manual

Link to Annual IFSP: Continuing Eligibility presentation: https://www.iafamilysupportnetwork.org/early-access-iowa/prof-prov/training-technical-assistance
Before we jump into different eligibility scenarios, let me share the web IFSP changes that will support the practice of annually determining a child’s continuing eligibility for Early ACCESS. The changes are:

• A new Consent for Early ACCESS Evaluation and Assessment with Prior Written Notice form will be added to the Forms tab. This form replaces the Consent for Early ACCESS Evaluation with Prior Written Notice.

• The Consent for Evaluation and Assessment fields on the P-R Screening tab will be required if a child is found not eligible for Early ACCESS during an annual review.

• The Eligibility section on the Meeting Tab will be required to be completed for all Annual IFSP meetings.

• The Consent for Early ACCESS Services fields on the Meeting Tab will be required to be completed for a child who is eligible but parents decline to continue Early ACCESS Services.

I will be illustrating these changes by logging into the web IFSP system throughout the presentation.
The *Consent for Early ACCESS Evaluation and Assessment with Prior Written Notice* form replaces the previous *Consent for Early ACCESS Evaluation with Prior Written Notice* form. The form can be found on the Forms Tab in the web IFSP.

(click) This consent form is signed prior to conducting an initial evaluation and/or initial child and family assessment and must be signed again, if the team needs to conduct an evaluation to determine whether a child continues to be eligible for Early ACCESS.

Since all areas of development must be evaluated to assure there is no delay prior to exiting Early ACCESS, the web IFSP system will only require this form when a child is marked not eligible. The web IFSP system is not able to tell if a new evaluation was conducted to determine continuing eligibility or if the team was able to determine eligibility based on ongoing assessment information.
Whenever the *Consent for Early ACCESS Evaluation and Assessment with Prior Written Notice* form is signed, users must document the date, who signed and where the signed copy is stored.

- Web IFSP system will only require fields for a child found Not Eligible.

The web IFSP system will only require the form be signed when a child is marked not eligible, therefore the system will only require the fields on the P-R Screening tab only when a child is marked not eligible.

However, anytime a team conducts an evaluation to determine eligibility for Early ACCESS the form and these fields on the P-R Screening tab must be completed.
Annually teams will determine if child continues to be eligible for Early ACCESS and will document the decision on the Meeting Tab in the Eligibility section.

(click) Prior to August 20, 2018, the Eligibility Section on the Meeting Tab for an Annual Meeting prepopulated with the information entered at the Initial IFSP.

(click) Beginning August 20, 2018 the Eligibility section will not prepopulate with the eligibility information that was entered at the Initial IFSP, these fields will have to be completed when an Annual meeting is held.
We are now going to look at the different eligibility scenarios.

Please note, I am only sharing new fields that will be required in the web IFSP starting August 20, 2018.

If you would like information on the documentation that is needed, refer to Section 15: Annual IFSP of the Early ACCESS Procedures Manual. The manual lists required forms for the different eligibility scenarios that will be covered during this presentation.

The first scenario we will review is for a child that current assessment information suggests that the child has a 25% delay in at least one area of development, or the child has a diagnosed physical or mental condition. This child continues to be eligible for Early ACCESS.

For children that continue to be eligible there are not many new fields that are required, as the Annual meeting requirements are very similar. The only new required fields are the fields in the Eligibility section on the Meeting Tab.

In this case the team will mark “Yes” when asked “is the child eligible?” on the Meeting tab. Next, the basis for eligibility will need be completed. The basis for eligibility code users select will be either HP: High Probability or TD: 25% delay.

Users will then mark any applicable Special Populations.
I will now log into the web IFSP and show the required fields for the scenario we just discussed.
If current assessment information and additional data do not presently suggest that the child has a 25% delay in at least one area of development, and the child does not have a diagnosed physical or mental condition, you must obtain a consent to evaluate. To obtain consent, the parents will need to sign a Consent for Early ACCESS Evaluation and Assessment with Prior Written Notice form.

Whenever a Consent for Evaluation and Assessment with Prior Written Notice form is signed, users must document the date, who signed and where the signed copy is stored on the P-R Screening tab.

Unfortunately the web IFSP system is not going to require this form or require the P-R Screening fields, since the system is not able to identify if a new evaluation was conducted.

In the web IFSP, the team will mark “Yes” when asked “is the child eligible?” on the Meeting tab. Next, the basis for eligibility will need be completed. The basis for eligibility code users select will be either TD: 25% delay or IC: Informed Clinical Opinion.

Users will then mark any applicable Special Populations.

I am not going to illustrate this scenario in the web system, but wanted to point out that the system will not require the Consent form or the fields on the P-R Screening tab when a child is marked eligible, even though these items are needed.
There may be times when a child continues to be eligible for Early ACCESS but the parents decline to continue services.

In this case, you will be required to complete the Eligibility section and the Consent for Early ACCESS services fields in the Additional Forms Signatures section on the Meeting Tab.

A *Consent for Early ACCESS Services* form must be signed.

The child will then be exited from Early ACCESS. In order to exit the child, submit and implement the plan. Once the plan is implemented, proceed to the Final Exit screen to exit the child.
Let me go to the web IFSP and illustrate required fields when a child is marked eligible but parents decline Early ACCESS services.
If all areas of are evaluated and no delay is present, and data suggests that early intervention supports and services are not required in order for the child to make progress in development, the child is no longer eligible for Early ACCESS services and will be exited.

For children marked not eligible on the Meeting tab, the web IFSP system will require users to document the date, who signed and where the signed copy is stored on the P-R Screening tab.

A *Consent for Early ACCESS Evaluation and Assessment with Prior Written Notice* form must be signed.

In the web IFSP, the team will mark “No” when asked “is the child eligible?”

The child will then be exited from Early ACCESS. In order to exit the child, submit and implement the plan. Once the plan is implemented, proceed to the Final Exit screen to exit the child.
I will now illustrate the required fields when a child has been found not eligible for Early ACCESS services.
If you have questions regarding documenting continuing eligibility annually in the web IFSP system, contact the Early ACCESS Regional Liaison within your Area Education Agency or the Child Health Specialty Clinics Early ACCESS Program Manager.