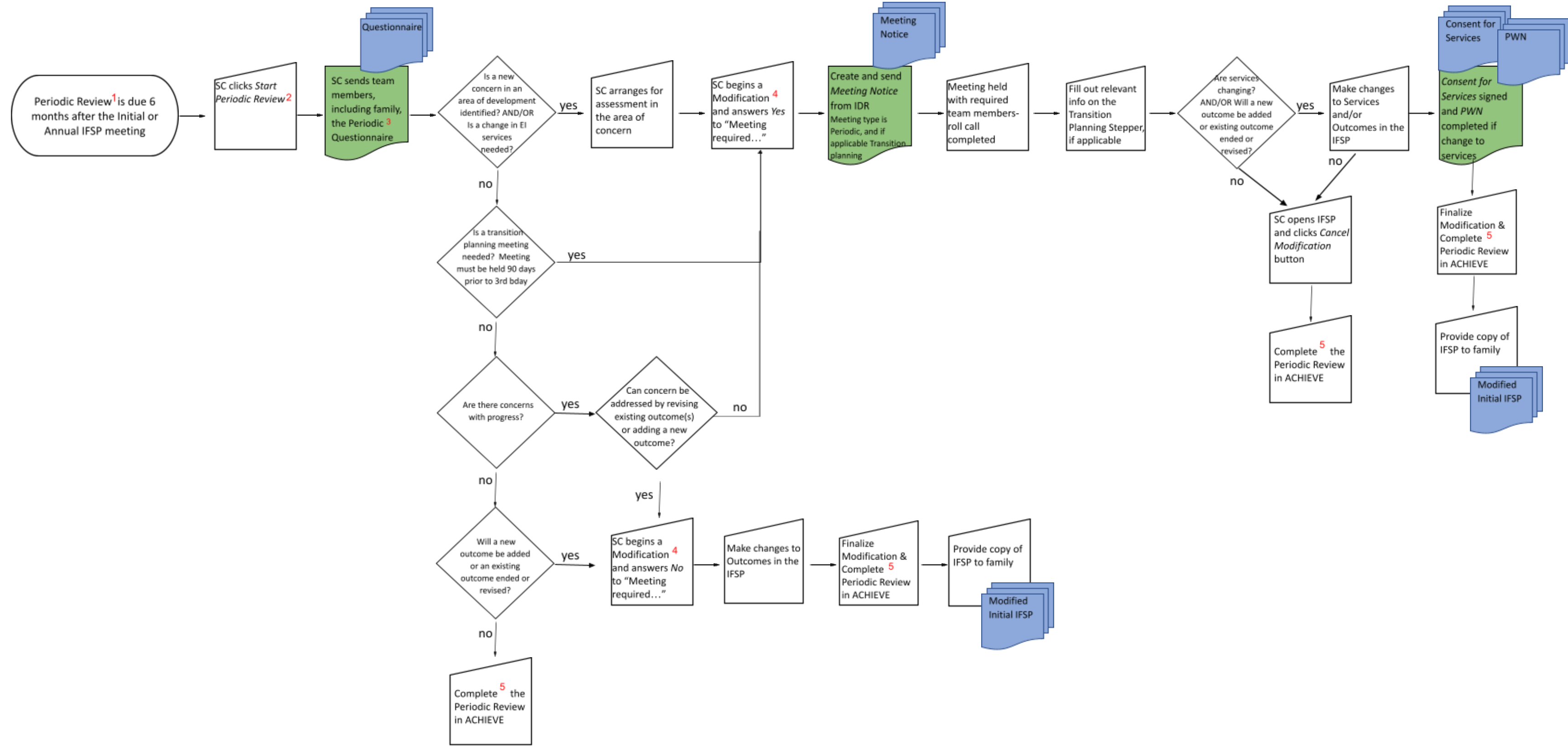


Periodic Review Flowchart




1 A review of the IFSP must be conducted every six months.

If the team wants to add, revise or end an outcome, this can be done anytime between the required six month review. A review and meeting are not needed to edit outcomes. Go to **IFSP Stepper** and click *Modify*, answer *No* when asked if a meeting is needed.

If the team, including family, wants to hold a meeting to discuss the IFSP, or make changes to services between the required six month review, that can be done any time by holding a meeting without a review. Go to **IFSP stepper** and click *Modify*, answer *Yes* when asked if a meeting is needed; then create a Periodic Meeting Notice. In these cases the *Start Periodic Review* is **not** clicked. Holding a Periodic Meeting between a six month review does not change the due date of the review.

2 There are two ways to start a Periodic Review in ACHIEVE:


- 1) Next to child's name on your **Case List** click on the () **Quick Access Menu**, then select *Start Periodic Review*.
- 2) Click on child's name from your **Case List** then click on *Start Periodic Review* from the **Quick Links** on the child's **Learner Management** page.

If you do not have the option to click *Start Periodic Review*, either the child's Initial IFSP is still in draft, or a Periodic Review has already been started and not yet completed.


Once a Periodic Review has been started, there is no way to undo or cancel the starting of a review.

3 SC can begin preparing for the Periodic Review by sending the Periodic Questionnaire; consider sending 30 days prior to the review due date. This will give the team time to complete the questionnaire to determine if a meeting is needed. If a meeting is needed, this allows time to send the IFSP Team a meeting notice.

To send the Questionnaire, do the following:

- 1) Go to the **IFSP Stepper**, expand the Periodic Review in the **IFSP Reviews** table.
- 2) Use the **Quick Access Menu** () next to **Periodic Review Actions**, and select *Send Periodic Review Questionnaire* or you can print the questionnaire by selecting *Print Periodic Review Questionnaire*.

4 Once the Periodic Review has been started, there are several ways to begin a modification:

- 1) On the child's **IFSP Stepper**, expand the Periodic Review that was started on the **IFSP Reviews** table, then use **Quick Access Menu** () next to **Periodic Review Actions** and select *Begin Modifications*.
- 2) On the child's **IFSP Stepper**, expand the Periodic Review that was started on the **IFSP Reviews** table, then click the blue *Add a New Outcome* button next to the **Outcome Status** table.
- 3) On the child's **IFSP Stepper**, expand the Periodic Review that was started on the **IFSP Reviews** table, then expand the **Outcomes Status** table and click on the blue *Open IFSP for Modifications* button.
- 4) Click on the blue *Modify* button in the **IFSP Management** table.

When modifying a child's IFSP during a Periodic Review or anytime between a review, the IFSP team does not need to update the Present Levels of Development (PLOD) section of the IFSP.

If you begin a modification, you can cancel a modification. To cancel a modification, go to the child's **IFSP Stepper**, click the *IFSP View* button and then once in the IFSP, click the *Cancel Modification* button.

Early ACCESS ACHIEVE User Guide

For more detailed information, refer to the *Changes to the IFSP* section in the User Guide which includes images and descriptions for IFSP Modifications and IFSP Periodic Review.

5 To complete the Periodic Review in ACHIEVE do the following:

- 1) Go to the child's **IFSP Stepper** and expand the Periodic Review that was started on the **IFSP Reviews** table.
- 2) Next you will click on the **Outcomes Status** heading and each outcome a child has will be listed. Click on the outcome and then select a status for each outcome. The status options are: Continue as planned, Discontinue this outcome, Outcome met and Revise this outcome.
- 3) Next you will select a statement describing IFSP Modifications. The two options to describe Modifications are: no concerns and no IFSP modifications needed or IFSP modifications complete.
- 4) Complete the **Periodic Review summary** text field.

Once required information has been completed, there is a *Complete Periodic Review* button that will turn blue. Click the button to finish the review.