

# Early Intervention Services: Parent IFSP Checklist



Every parent should feel empowered throughout the IFSP process. You know your child best and must advocate for his/her needs during this critical time. Be sure to share your concerns, thoughts, hopes, and dreams for your child to your service coordinator. The following is a checklist to guide you through the IFSP process. Make that IFSP the best it can be!

- I understand why my child is eligible for the Infants and Toddlers Program
- I invited family members, friends, and child care providers to my IFSP team meeting
- I know who my service coordinator is and how to contact him/her
- My first IFSP was completed within 45 days after my referral
- I shared information about my family and child, and shared my hopes and dreams
- My first services began within 30 days after my IFSP was completed
- My IFSP team considered my ideas. I was an active and equal member of the IFSP team
- My IFSP recognized my child's unique strengths and developmental needs
- My IFSP shows ways where learning can occur within my family's daily routines
- My IFSP shows my service coordinator and other service providers
- I was comfortable asking questions during my IFSP meeting and during early intervention services
- I received a copy of my child's IFSP both hardcopy and digitally if needed
- I have provided written permission for services to begin
- My early intervention appointments have been scheduled at a mutually agreed upon time and place
- My first IFSP review will be in 6 months, but I may ask for a review at any time

Adapted from: [A Family Guide to Understanding the IFSP](#)