



# Early Intervention Services: The Parts of an IFSP

The IFSP, or Individualized Family Service Plan, is a legal document written by parents and your local Maryland Infants and Toddlers Program (MITP). It is an agreement between you and your IFSP team about the information about your child's development, what is important to your family, your child's strengths and needs, and the outcomes you and the IFSP team want to have. This fact sheet shares the different sections of an IFSP.

Remember, you are an important part in the making of an IFSP! You know your child best and must share everything you know about your child in order for her/him to grow and succeed!

IFSP Child and Family Information	<ul style="list-style-type: none"><li>• Includes contact information for your service coordinator who will be that person you keep in contact with</li></ul>
Health Information	<ul style="list-style-type: none"><li>• Share any information and health concerns you or your child's doctor has about your child's development and care</li></ul>
Developmental Evaluation	<ul style="list-style-type: none"><li>• This determines eligibility for the MITP</li><li>• Your service coordinator may use your outside evaluations and enter it here, or MITP may do their own evaluations to see how your child plays and learns, uses language, expresses emotions, feeds and dresses self, and uses his hands and moves his body.</li><li>• The evaluation must be done in the child's native language whenever possible</li></ul>
My Child and Family Story	<ul style="list-style-type: none"><li>• Because early intervention services are supposed to support your child's success in daily routines in the home and community, it is important to first know how your child acts in these routines.</li></ul>
Present Levels of Functional Development	<ul style="list-style-type: none"><li>• Now you will think about how your child acts in each of these areas using his/her unique strengths and needs. Think about what you see your child doing every day, what you want to see him/her doing, and what supports you need to do those things.</li></ul>

Child Outcomes Summary (COS)	<ul style="list-style-type: none"> <li>The COS needs to be done by the IFSP team to understand how your child will meet three outcomes. For example, how will your child know how to act with other kids her age?</li> </ul>
Child and Family Outcomes	<ul style="list-style-type: none"> <li>This section helps the team know what daily activities are important to your family. These activities are child centered, or are what your child needs in order to learn and grow.</li> </ul>
Summary of Early Intervention Services	<ul style="list-style-type: none"> <li>This section lists who does what and for how long. Each person is responsible for doing a specific service with your child. These services help your child reach the outcomes listed above.</li> </ul>
Transition Planning	<ul style="list-style-type: none"> <li>Transitions can happen before age three, at age three, or after age three depending on the needs. Children transition around their third birthday to an IEP or extended IFSP. The transition planning meeting with your team has to happen no less than 90 days and not more than nine months before the third birthday.</li> </ul>
Families Have a Choice	<ul style="list-style-type: none"> <li>In Maryland, you have a choice to continue to receive early intervention services in an extended IFSP or to start preschool special education services in an IEP.</li> </ul>
Authorizations	<ul style="list-style-type: none"> <li>A way to provide informed, written consent at every meeting and every time the IFSP is changed. Be sure to gather any notices and documents from your service coordinator and read them carefully.</li> </ul>
Prior Written Notice	<ul style="list-style-type: none"> <li>This document gets printed every time a decision is made, refused, about to start, or about to change in the early intervention service. Parents should be fully informed on what is going on and what services are being done, changed, or refused</li> </ul>

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

[Maryland Infants and Toddlers Program Individualized Family Service Plan \(IFSP\) Process and Document Guide](#)