

Implementation Schedule

A. Changes effective July 1, 2003:

1. Supervisory consultation will be in effect for all initial IFSPs, six month updates, annual reviews and amendment requests received on or after July 1, 2003.
2. All evaluations for children **referred** on or after July 1, 2003 must conform to the changes indicated in the document **Evaluation Requirements Under The Early Intervention Program**, and must use the new data entry forms. MDEs which do not comply (e.g., no physical exam report included) will be returned to the provider. It is strongly recommended that evaluations for children referred **prior** to July 1, 2003 utilize standardized norm-referenced instruments and include the physical exam report.
3. All requests to add new services to a child's IFSP or to change existing services on an IFSP must follow the new procedures and include the form **Request for a Change in Frequency, Method, or Location of Service Currently on an IFSP**.
4. The revised **IFSP Consent Form** and **IFSP Attestation Page** must be used with all initial IFSPs completed on or after July 1, 2003.
5. As of July 1, 2003, the IFSP meeting will not be held if no knowledgeable evaluation representative, as defined in the revised policy, is available either in person or by pre-arranged telephone conference call.

B. Changes effective August 15, 2003:

1. **Six Month and Annual Provider Progress Reports** must be submitted with all six month updates and annual reviews. The Regional Office will not accept six month updates or annual IFSPs without the new progress reports and revised **IFSP Consent Page**.
2. The new **Third and Ninth Month Provider Progress Report** must be completed for all children as their reports become due and maintained by the service provider in the child's case file.
3. Effective August 15, 2003, all provisions of the **Evaluations Requirements Under the Early Intervention Program** must be adhered to and all new forms must be used. The Regional Office will return to the provider any documents (e.g. MDE, six month updates, annual reviews, amendments) not complying with these requirements.