

IFSP DEVELOPMENT TIME AT-A-GLANCE

Completed by credentialed, enrolled Early Intervention (EI) providers adhering to the [IDHS EI Provider Handbook \(pdf\)](#)

Note that IFSP Development Time must be supported with detailed case notes. See additional information on IFSP Development Time in [Chapter 23: Glossary and Abbreviations of the Provider Handbook](#) and the [revised policy on the use of IFSP Development for Phone Consultation](#) (May 12, 2023).

IFSP Development Activities	What it DOES look like...	What it does NOT look like...
<p>Team Consultation (Provider-to-Provider)</p> <p>*All consultation should revolve around the child’s and family’s needs, IFSP functional outcomes, health, services, development, transition, progress, etc.</p>	<p>Consulting with EI Providers that are identified on the IFSP regarding the child’s progress, outcomes, etc.</p> <p>Team members may also include:</p> <ul style="list-style-type: none"> ⊕ CFC Parent Liaison ⊕ CFC Social Emotional Consultant ⊕ LIC Coordinator ⊕ Family’s CFC Service Coordinator ⊕ Child’s Physician ⊕ Early Childhood Professionals, Home Visiting, DCFS, Child Care, etc. ⊕ Assistive Technology Vendor (consultation on the fit of a device) <p>Note: Detailed documentation of the discussion is required.</p> <p>This time may be bundled together (see note at end)</p>	<ul style="list-style-type: none"> ⊗ Talking on the telephone about scheduling ⊗ Leaving voicemails ⊗ Speaking to interpreters ⊗ Staff supervision time ⊗ Routine preparation time (review of record notes, creation of learning materials, etc.) ⊗ Consulting with EI Providers not identified on the IFSP, without specific consent, or not described within 3.12.7.d.
<p>Phone Consultation with Families</p> <p>including family-initiated calls for clarification/questions</p>	<p>Conducting phone consultation with families in extenuating circumstances when an in-person or Live Video Visit cannot occur.</p> <p>This may be used to:</p> <ul style="list-style-type: none"> ⊕ Review strategies previously provided ⊕ Assess progress and identify barriers or challenges with implementing the strategies ⊕ Respond to family-initiated calls for clarification, questions, or immediate needs related to strategies between regularly scheduled visits <p>Note: Detailed documentation of the consultation is required.</p>	<ul style="list-style-type: none"> ⊗ Billing for phone consultation for scheduling/canceling visits ⊗ Text messaging the family as a form of phone consultation ⊗ Using phone consultation as the primary method of service for extended periods ⊗ Credentialed (not enrolled) associate-level providers billing for phone consultation time

IFSP Development Activities	What it DOES look like...	What it does NOT look like...
<p style="text-align: center;">Meeting Attendance</p>	<p>Attendance at:</p> <ul style="list-style-type: none"> ⊕ Initial and Annual IFSP meeting as a member of the team (in person or by telephone) ⊕ IFSP 6-month review meetings ⊕ Transition meetings ⊕ IEP meeting if before the child's 3rd birthday ⊕ Additional meetings as needed <p>Note: Attendance at the entire meeting is required; partial meeting attendance cannot be authorized or billed.</p>	<ul style="list-style-type: none"> ⊗ Billing for full IFSP meeting time, when only called in for a portion of the meeting time ⊗ Billing at an offsite rate for participating by telephone, which is considered onsite ⊗ Attendance of Associate-Level EI Providers in meetings without Supervisor's presence. <i>This does not apply to SLP Assistants in their Clinical Fellowship Year (CFY).</i> ⊗ Attendance at school eligibility meeting ⊗ Attendance at child's IEP after his or her 3rd birthday
<p style="text-align: center;">Report Writing</p>	<p>Creation of the:</p> <ul style="list-style-type: none"> ⊕ Six-month Review Report ⊕ Discharge Report ⊕ Developmental Justification to Change Frequency, Location and/ or Intensity Worksheet ⊕ Assistive Technology Letter of Developmental Necessity (completed by Audiologist, OT, PT or SLP) 	<ul style="list-style-type: none"> ⊗ Rounding time, meaning billing for 60 minutes when it took 50 minutes to write any report ⊗ Billing for writing reports not related to EI services ⊗ Revisions of reports due to EI Provider errors ⊗ Private Insurance verifications or recertifications, as required

IFSP development must always be completed by the credentialed and enrolled EI Provider. Phone Consultation for provider to family may be used to discuss progress, review strategies, or address challenges related to implementing strategies.

Bundling of IFSP Time:

Providers are required to maintain **daily documentation** for all IFSP Development time based upon date of service and type of service. For IFSP development time only, an EI Provider can bundle multiple dates of service together to equal a 15- minute unit. **Bill using the last date** added to the bundle as the date of service. All dates of service bundled into a single date of service for payment must all fall within the 90-day billing time frame. ([Provider Handbook Chapter 23: Glossary and Abbreviations](#))