Topic	Question	Answer
Adoption	How do we handle adoption with the new IFSP?	There is no change to the adoption procedure. The new Therap profile will be completed on the provider side, as the child is considered a new individual.
AEPS	Why do we need to attach the AEPS Child Report in Therap if it's already in AEPSi? Which Child Report do we need to attach?	The Child Progress Record Report should be attached in a Child Outcomes Case Note to allow for monitoring. Monitors do not have access to AEPSi, so to comply with the FFY2020 Data Guidance, issued in May 2020, this needs to be attached.
AEPS	What date do we use for the date of activity in the Child Outcomes Case Note?	Please list the date that the Child Progress Record Report is shared with the family.
AEPS	Do we need to continue to put the AEPS statement in the IFSP?	No, the Child Outcomes Case Note questionnaire has a check box where you will indicate that the Child Progress Record report has been shared with the family.
Assessment	Can we add commonly used assessments to the assessment drop down? (Ex. Rosetti and OAE)	I can add commonly used assessments to the drop down, but only if the assessments are requested by multiple programs. We do not want to create an exhaustive list of all possible assessments. Please email me with your requests and I will add those that are frequently requested.
Assessment	Is there a specific way that one should add a second evaluator to the child's profile?	Anyone who is a user of Therap should be added to the child's team as a User. Please refer to the Adding Contacts and Services to IFSP document (Page #7) for an explanation of the User type. We are aware of some difficulty with this and are working with Therap for a solution.
Assessment	Under the assessment section of the IFSP. Can we have check boxes like the other areas? If we have more than one assessment date we can add another but right now we have to add each assessment separately.	I will share this comment with Therap to see about an enhancement to the IFSP in the future.

Assessment	Under Assessment Type: Can we choose more than one if we are not adding in a score and the assessment date is the same for all?	I will share this comment with Therap to see about an enhancement to the IFSP in the future.
Attachments	Where do we attach documents to the IFSP?	Documents are able to be attached to the IFSP in the functional skills section. Please attach the Evaluation/Assessment Reports, Progress Toward Outcomes (for an Annual IFSP), Risk Assessment (RMAP) and signed ISP. For any other documents (ex. signed PWN, AEPSi Child Report), these should be attached in Case Notes. Please refer to the Case Notes Quick Guide for Case Notes that have specific attachment requirements. If the attachment is not included, you may add it in a General Case Note or the Case Note that is most appropriate. A request has been made to Therap to allow attachments at the end of the IFSP before or after it has been approved. Once that has been put in place, additional information will be provided.
Authorizations	Do we continue with ID authorizations on the state side for all plans, even the ones established on the provider side?	Yes, all ID Authorizations are completed on the state side at this time.
Browser	Can we use any browser to access the IFSP?	The provider side IFSP in Therap works best in Chrome or Firefox. Using Internet Explorer has resulted in issues where people cannot see certain parts of the IFSP.
Case Notes	In Case Notes, what does person contacted mean? What do we fill out for this?	You may fill the individual you contacted, if you made contact with someone. This is not a required field in any of the Case Notes, but may be helpful if you're documenting attempted contacts with a family.

Case Notes	Case Notes- we are having to double enter data that is already in our documentation. Is there a way to simplify this?	We will look at Case Notes to determine which ones can be changed to decrease duplication of documentation.
Change Requests	When do we need to use a change request to update the IFSP?	When an IFSP is due for a review or a transition meeting, or if there are any changes that need to be made between annual plans, you need to use a change request.
Consultations	Do we add consultations to the state side IFSP under services?	No, you will continue to add consultations in the outcomes on the state side IFSPs.
Contacts	Can ID providers add an already created Shared Contact to an individual?	Yes. The Adding Services and Contacts Quick Guide has been updated to reflect this. Previously we thought that the PEIP would not have sufficient permissions to do this step, but it turns out that they do.
Date of Transition	On annual plans, what if the eval and the prior notices were done before 01/04, what side should the plan be done?	If any documentation was started for a plan prior to 1/4/21 on the state side, the annual IFSP needs to be completed on the state side. When the next annual plan is due, this will be created, including any supporting documentation, on the provider side.
Denied Eligibility	For any eligibility denials, do we add the IFSP on the provider side and ID authorization on the state side to be able to pay for the evaluation?	Yes, you will create all new plans after 1/4/21 on the provider side. If the child is not eligible, you will continue to create the ID Authorization on the state side.
Emergency Contacts	Emergency contacts would be the same people as identified in the RMAP~ do we need to have them entered as contacts?	There is no requirement to add emergency contacts from the RMAP to the child's contacts.

Family Assessment Section	Under Summary of Family Concerns, Priorities, and Resources, I am wondering if the "Priorities" question is to list the same or similar information that is found in the previous questions in this questionnaire?	Please refer to the IFSP Content Training Slides (Slide #19) for an explanation of how to answer each of the questions in the questionnaire.
First Partial Month Services	How do we document the first partial month services in the IFSP?	You will continue to document the first partial month of services using "other" funding and the dates. If only an evaluation/IFSP is being completed, you will only enter Infant Development (ID) as your service with other funding and the total number of services (ex. 1 evaluation, 1 IFSP = 2 services). If the ID program will also be completing home visits or consultations during the first partial month, you will need to enter those with "other" funding for the first partial month as well.
IFSP- Annual and Initial	Who should initiate an initial IFSP? Who should initiate an annual IFSP?	The initial IFSP will be initiated by the DDPM. The Annual IFSP can be started by the PEIP.
IFSP- Draft Vs. Pending Provider Response	Is there a difference between an IFSP in Draft status and Pending Provider Response status?	No, they have the same content. The DDPM should be creating an initial IFSP and sending it over to the PEIP to put it in Pending Provider Response status. This will help to prevent the saving issue when two people are in the plan at the same time. An annual IFSP can be created by the PEIP.
IFSP Participants	Under the IFSP Participants, can we choose more than one if participants are present for the IFSP the same way, Ex: all on video conference?	I will share this comment with Therap to see about an enhancement to the IFSP in the future.
IFSP- Pending Provider Response	How long does it take for the IFSP to be sent to the PEIP from the DDPM?	The IFSP should show up immediately under "Pending Provider Response." If you are not able to see it, you may need to refresh your browser.

IHS Hours	The Service Grid for In Home Support says we don't have to add hours into the service amount on the ISP, but there is an asterisk in the new IFSP service screen. Do we need to add hours?	Please add hours for the time being. We have asked Therap to remove the required fields for any services that are not Part C Required or Funded. When this change has been made, it will be communicated to the field.
Navigation	When you choose "back" rather than bringing you back to the IFSP main page it brings you all the way out to the IFSP Draft List.	I will share this comment with Therap to see about an enhancement to the IFSP in the future.
Priorities/Outcomes	In the priority section do we number them, do we list them, or just summarize the parents' priorities?	Please refer to the IFSP Content Training Slides (Slide #20) for an explanation of how to complete each of the fields in the Outcomes section. Please number the priorities in the Family Assessment section.
Service Coordination	How should Service Coordination be listed on the new IFSP?	Please list the "length of session" as 4 hours and then list the "frequency" as 4 sessions per year.
Services	When setting up consult & HV services on the ISP in the provider side as their individual services, how do we project the amount and frequency of those when we will only be planning for 6 months? do we just shorten the dates on the service to be 6 months?	All services should be written into the IFSP for an entire year. If there is a change made to services at any time (following a review), the IFSP will need to be updated. You will terminate the service and enter the service again with the new frequency. **How services are documented (ex. frequency, amount) should be decided on at the IFSP meeting by the team. This is the family's guide to their services, and should be clear to the family and team as to what to expect.**

Services	Are DDPMs able to complete the "Services" section without having to go through the entire IFSP process (i.e., we went all the way through the IFSP and got stuck at the Services section and could not move on)?	After completing the first two pages of the IFSP (Demographic Information and IFSP Information), you can select "preview" at the bottom of the page. From there, you will be able to choose the Services section, complete the section, and select "save" at the bottom of the section. Selecting "preview" again will bring you to the page where you can send the IFSP to the provider.
Services	Are DDPMs only required to complete the fields in the services section with asterisks by them?	Please refer to the Service Grid found in the P:Drive for the requirements for each service. The asterisks do not correspond with what is required. We are working with Therap on making this consistent.
Transition	When do we select the "Include Transition Plan" box on the IFSP?	If the timing is such that you know if the family is going to opt-out or have an LEA Notification sent, you may select the "Include Transition Plan" box on the IFSP. If you do not know, but need to include a transition outcome, do not select this box. You will still be able to check the "Transition Outcome" box in the outcomes section of the IFSP.