### Outcome:
Annual IFSPs will be written prior to expiration

### So that:
There is not a gap in the delivery of early intervention services.

### Explanation of Data:
Quarterly Data (17/19, 89.5%):

Families do experience situations that come up unexpectedly which compromise the timeline; in addition, some families exhibit a culture of noncompliance, therefore SCs must ensure there is plenty of time allowed for rescheduling of IFSP meetings. In addition, some families do not experience these 2 instances:
- Family no showed the SC twice and called to reschedule on day 8 after a 10 day closure notice was mailed to the family.
- Family no showed SC then it took SC 2 phone calls to successfully reach family and get meeting rescheduled.

### Strategies (Who is responsible/timeline/evaluation):
If families experience situations, whether beyond their control or not, which necessitate rescheduling then SCs must ensure there is plenty of time allowed for rescheduling of IFSP meetings.
1) At the April staff meeting, the Management Team will provide reminders to Service Coordinators on the pre-Annual planning process and timelines for preparation and writing of the Annual IFSP.
2) The Management Team will set a clear timeline for scheduling of the Annual IFSP meeting (ex. no later than “X” number of days prior to expiration) within the First Steps of Southern & West Central Indiana Policy Manual. This Manual will be updated no later than June 15th with a July 1st implementation date.
3) At the July staff meeting, the Management Team will provide training to Service Coordinators on the newly revised pre-Annual planning process and timelines for preparation and writing of the Annual IFSP.

### Evaluation:
Service Coordinators will not experience late meetings.

### List barriers to accomplishing strategies and how to address them:
Annual Assessments that may be completed outside of the newly set timeline will hinder SCs in meeting their deadline. SCs will provide Request for Assessment forms to the Scheduler timely in order to allow ample time for completion of assessment. SCs will also discuss with families the importance of keeping all scheduled appointments.

### Resources needed:
- [ ] State Clarification
- [ ] IIDC
- [ ] Training
- [ ] Mentoring
- [ ] Other: ________________________________

### Explain:
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<thead>
<tr>
<th>Stakeholder Collaboration:</th>
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<td>The Fiscal Agent Management Team met on 4-9-14 to review and incorporate QR team feedback. All agreed that SCs are good about informing Managers in advance when issues arise that may impact timely completion of plans. Managers and SCs discuss options based upon each family’s unique circumstance.</td>
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