

# **Child Plan Detail (EO)**

**About the Child Plan Detail Screen for *Early On*®**

The screenshot displays the MI-CIS Child Plan Detail screen. The left sidebar contains navigation options such as Data Manager, Child Search, and Reports. The main content area shows a table of child records with columns for MI-CIS ID#, Local ID#, Child's Name, DOB, Mos--Age--Yrs, Brth Ord, Gender, and Phone. Below the table is the 'Child Plan Detail' form. The form includes sections for 'Type' (IEP or IFSP), 'Purpose' (Initial IFSP), 'Plan Date', and 'The child was determined to be' (Eligible or Ineligible). It also features a 'Plan Due Date' field set to 3/3/2007. A section titled 'Plan created in' shows a list of plans, with 'Early On - Muskegon Area ISD / Muskegon Area ISD (1/1/2007 - Current)' selected. Below this, there are fields for 'Primary Diagnosis/Condition' and 'Secondary Diagnosis/Condition', both with radio buttons for 'Established Condition' and 'Developmental Delay'. A 'Comments' field is located at the bottom of the form.

Information regarding IFSPs for *Early On* eligible children is entered on the Child Plan Detail screen. The screen for a NEW plan is accessed by clicking on the “PLANS” button located at the top of the child’s record, or may be selected on the “Recent Child List” screen when the desired child record is selected. Then select NEW to enter the new plan.

To view an IFSP that has already been entered, click on the “PLANS” button, and select the desired plan given in the Plans list.

Note: Fields shown in red MUST be entered before the child or student record can be saved.

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Child Plan Detail (*Early On*)

Field: **Developmental Delay**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management

Definition:

**Developmental Delay** is a mandated eligibility category under Part C of IDEA. Children who are developmentally delayed are those from birth through age two years whose development is delayed in one or more of the following areas:

Codes:

**Cognitive Development:** Delay in cognitive development

**Physical Development:** Delay in physical development, including vision and hearing

**Adaptive/Self Help:** Delay in adaptive development

**Communication:** Delay in the development of communication skills

**Social/Emotional:** Delay in social or emotional development

Developmental Delay is determined by informed clinical judgment of a multidisciplinary assessment team which includes parent(s).

MICIS Entry:

Select the primary category of eligibility criteria, and then the condition which further defines the category. If a secondary eligibility category is identified through evaluation and assessment, it should be recorded under "Secondary Diagnosis/Condition."

Field: **Established Condition**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management

Definition:

**Established Condition** is a mandated eligibility category under Part C of IDEA. Children with an Established Condition for delay have a diagnosed physical or mental condition that has a high probability of resulting in developmental delay. The phrase "a diagnosed physical or mental condition that has a high probability of resulting in developmental delay," applies to a condition if it **typically results in developmental delay**. Examples of these conditions include:

Codes:

**Chromosomal/Genetic:** chromosomal or genetic abnormalities such as Trisomy 21 (Down Syndrome), Trisomy 18, and Fragile X Syndrome.

**Neurological Disorder:** disorders reflecting disturbance of the development of the nervous system, including neuromuscular disorders, cerebrovascular diseases, degenerative diseases, malignancies, head and spinal cord trauma, and seizure disorders

**Congenital Malformation:** malformations which are cardiovascular, orofacial, or genitourinary in nature, musculoskeletal or pulmonary/respiratory malformations, or malformations of the central nervous system.

**Inborn Error of Metabolism:** abnormalities of amino acid, carbohydrate, lipid, and purine/pyridimine metabolisms; abnormalities of the pituitary, the parathyroid, and of adreno-cortical function, and mucopolysaccharidoses.

**Sensory Disorder:** severe sensory impairments, including hearing and vision.

**Atypical Development Disorder:** severe attachment disorders such as autism spectrum disorders, reactive attachment disorder (e.g., non-organic failure to thrive, child abuse/neglect, etc.)

**Severe Toxic Exposure:** disorders secondary to exposure to toxic substances, either pre or post natal, including fetal alcohol syndrome, cocaine and other drugs, and exposure to lead or mercury.

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**Chronic Illness:** a chronic medical illness including those children who are determined to be medically fragile (children with complex health care needs, children who are technology-dependent, children with central hypoventilation or renal insufficiency), or children with medical illnesses such as bronchopulmonary dysplasia, cancer, chronic hepatitis, cystic fibrosis, diabetes, heart problems, or renal failure.

**Severe Infectious disease:** an infectious disease which is congenital infections such as cytomegalovirus, herpes, HIV, rubella, syphilis, toxoplasmosis, and acquired infections such as bacterial meningitis, encephalitis, poliomyelitis, and viral meningitis.

### MICIS Entry:

Select the primary category of eligibility criteria, and then the condition which further defines the category. If a secondary eligibility category is identified through evaluation and assessment, it should be recorded under "Secondary Diagnosis/Condition."

Field: **First IFSP Meeting Date**

Screen: Child Plan Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required  
Used by grantees for SPP/APR reporting.

Definition:

**Initial IFSP meeting** is defined as a discussion between the service coordinator; the parent/parents of the child; other family members, as requested; an advocate or person outside of the family, if the parent requests that the person participate; a person or persons directly involved in conducting the evaluations and assessments; and, as appropriate, persons who will be providing services to the child or the family. If a person or persons directly involved in conducting evaluations and assessments and/or persons who will be providing services to the child or family are unable to attend the initial IFSP meeting, arrangements must be made for the person's involvement through other means, including participating in a telephone conference call, having a knowledgeable authorized representative attend the meeting or making pertinent records available at the meeting.

The meeting shall address: (1) the child's present level of physical development (including vision, hearing, and health status), cognitive development, communication development, social and emotional development, and adaptive development; (2) the family's resources, priorities and concerns related to their child's development; (3) major outcomes expected to be achieved for the child and family that can be identified at the initial IFSP meeting; (4) early intervention services and supports that can be identified at the initial IFSP meeting necessary to meet the unique needs of the child and family in achieving the identified expected outcomes along with the service dates and duration; (5) other services the child may be receiving, as appropriate; (6) service coordinator's name; and (7) a plan for the child's transition from Part C services to other programs.

**The initial IFSP meeting must be held within 45 calendar days of referral.**

MICIS Entry:

Enter the date of the Initial IFSP meeting. This is frequently the same date as the completed Plan Date, however, it may be prior to the final parental signature on the IFSP document. A "Reason for Not Meeting Timeline" is required when this date is after the 45 day due date. The field is displayed when an Initial IFSP "Purpose" is selected.

Child Plan Detail (*Early On*)

Field : **First IFSP Meeting Due Date**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management  
Used by grantees for SPP/APR reporting.

Definition:  
The initial IFSP meeting must be held within 45 calendar days of referral

MICIS Entry:  
This is a display only field which is calculated from the date of referral on the Referral Detail Screen. The field is displayed when an Initial IFSP "Purpose" is selected.

Child Plan Detail (*Early On*)

Field: **Plan Date**

Screen: Child Plan Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required  
Used by grantees for SPP/APR reporting.

Definition:

The date the IFSP was completed.

MICIS Entry:

Enter the date the IFSP was completed. On an **Initial** IFSP, this date must be prior to 60 days after the referral date, given the Initial IFSP Meeting was held within 45 days of the referral entered on the Referral/Transfer In Detail Screen. If the Initial IFSP Plan date is held after the 60 days allowed for completion, a “Reason for Not Meeting Timeline” is required.

Child Plan Detail (*Early On*)

Field: **Plan Due Date**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management  
Used by grantees for SPP/APR reporting.

Definition:

The date the Initial IFSP must be completed, given the Initial IFSP meeting is held within 45 day of referral. The due date is 60 days from the referral.

MICIS Entry:

This is a display only field which is calculated from the date of referral on the Referral Detail Screen. The field is displayed when an Initial IFSP "Purpose" is selected.

Child Plan Detail (*Early On*)

Field: **Plan Duration**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management

Definition:

The length of time the IFSP is valid for *if less than 12 months (365 days)*.

MICIS Entry:

Do not enter duration unless the IFSP is written specifically to limit the time which the plan will be in effect (less than one year).

Child Plan Detail (*Early On*)

Field: **Primary Diagnosis/Condition Was Determined To Be**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management  
Used by grantees for SPP/APR reporting.

Definition:

The **Primary** eligibility category for services under Part C. Children may be classified as having a Developmental Delay or an Established Condition.

(*Early On*® Michigan requires the performance of a timely, comprehensive, multidisciplinary evaluation of each child, birth through age two, referred for evaluation, including assessment activities related to the child and the child's family A child's eligibility for early intervention services may be based upon the informed clinical opinion of a multidisciplinary team of parents and professionals.)

MICIS Entry:

Select the Primary category of eligibility (Developmental Delay or Established Condition). Areas of the primary category may be selected from the drop down. (See definitions for Developmental Delay and Established Condition)

## Child Plan Detail (*Early On*)

### Field: **Purpose**

Screen: Child Plan Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required  
Used by grantees for SPP/APR reporting and surveys

Definition:

The type or purpose of the IFSP or meeting.

Codes:

**Annual IFSP:** An annual meeting to evaluate the IFSP. A meeting must be conducted on at least an annual basis to evaluate the IFSP for the child and the child's family, and as appropriate to *revise its provisions*. (Sec. 303.342 I) (Re-determination of eligibility and services)

**IFSP Review:** Periodic review. A review of the IFSP for a child and the child's family must be conducted every six months or more frequently if conditions warrant, or if the family requests such a review. The purpose of the review is to determine the degree to which *progress* is being made and to determine whether modifications or revisions are necessary. (Sec.303.342 (b)) (Review of progress)

**Initial Eligibility IFSP:** Meeting to develop an initial IFSP. For a child who has been evaluated for the first time and determined to be eligible, a meeting to develop the initial IFSP must be conducted within the 45-day time period. (Sec.303.342 (a))

**Interim IFSP:** Section 303.345 Provision of services before evaluation and assessment are completed: Early intervention services for an eligible child and the child's family may commence before the completion of the evaluation and assessment in Sec. 303.322, if the following conditions are met:

(a) Parental consent is obtained.

(b) An interim IFSP is developed that includes--

(1) The name of the service coordinator who will be responsible, consistent with Sec. 303.344(g), for implementation of the interim IFSP and coordination with other agencies and persons; and

(2) The early intervention services that have been determined to be needed immediately by the child and the child's family.

(c) The evaluation and assessment are completed within the time period required in Sec. 303.322(e).

Note: This section is intended to accomplish two specific purposes:  
(1) To facilitate the provision of services in the event that a child has obvious immediate needs that are identified, even at the time of referral (e.g., a physician recommends that a child with cerebral palsy begin receiving physical therapy as soon as possible), and  
(2) to ensure that the requirements for the timely evaluation and assessment are not circumvented.

**Transition IFSP:** The Individuals with Disabilities Education Act (IDEA) Part C requires that all infants and toddlers have transition services when leaving *Early On*. This process allows Part C eligible children to have a smooth transition to either Part B services, if eligible, and/or community based services.

Procedures for the transition planning conference and requirements of the transition plan:

- For all children who are Part C eligible:
  1. A transition plan must be written up to nine months or at least 90 calendar days before the child's third birthday, and
  2. The transition plan must include steps and services to be taken to support the transition of the child to:
    - A. preschool services under Part B IDEA, to the extent that those services are appropriate; or
    - B. other services that may be available, if appropriate.

- For a child who may be Part B eligible:

Convene a planning conference, that may occur up to nine months or at least 90 calendar days before the child is eligible for preschool;

1. At the planning conference, review the child's program options for the period from the child's third birthday through the remainder of the school year;
2. Discuss future placement and related matters to transition;
3. Discuss procedures to prepare the child for changes in service delivery;
4. Obtain written consent from parent, in order to transmit documents to the local education agency;
5. Send written notification to the local education agency (LEA);
6. Establish a written transition plan (may be part of the Individualized Family Service Plan (IFSP) or attached to the IFSP); and
7. The transition plan must include: providers, times and locations of all necessary evaluations for the IEP, financial responsibilities for early intervention services for all appropriate agencies, and provisions and conditions for the transfer or other disposition of the Part C record.

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- For a child who is not Part B eligible:
  1. Make reasonable efforts to convene a planning conference—must have consent of parent, which may occur up to nine months or at least 90 calendar days before the child's third birthday;
  2. Discuss with, and train, parents regarding future placements and other matters related to the child's transition;
  3. Discuss procedures to prepare the child for changes in service delivery; and
  4. Establish a written transition plan (may be part of the IFSP or attached to the IFSP).

### MICIS Entry:

Select the appropriate purpose of the meeting from the drop down. When an Initial IFSP is selected, additional fields required for documentation of compliance with the 45 day timeline are displayed.

Child Plan Detail (*Early On*)

Field: **Reason For Not Meeting Timeline**

Screen: Child Plan Detail (*Early On*)

Use: Used by grantees for SPP/APR reporting.

Definition:

For circumstances when an Initial IFSP meeting is not held within the 45 day timeline, the Initial IFSP meeting IS held within the 45 day timeline but the Initial IFSP Plan is NOT held within the 60 day timeline, or NIETHER the meeting or the completed plan are held within the required timelines, a Reason for Not meeting Timeline is required. Reasons provided are:

- Child Unavailable
- External reports not received
- Family Issue
- Natural Disaster
- Other
- Personnel unavailable

MICIS Entry:

This field is displayed when an Initial IFSP is selected as a plan "Purpose", and is required when appropriate timelines are not met.

Child Plan Detail (*Early On*)

Field: **Secondary Diagnosis/Condition Was Determined To Be**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management

Definition:

An eligibility category for services under Part C which is in addition to the Primary Diagnosis/Condition. Children may be classified as having a Developmental Delay or an Established Condition.

(*Early On*<sup>®</sup> Michigan requires the performance of a timely, comprehensive, multidisciplinary evaluation of each child, birth through age two, referred for evaluation, including assessment activities related to the child and the child's family. A child's eligibility for early intervention services may be based upon the informed clinical opinion of a multidisciplinary team of parents and professionals.)

MICIS Entry:

Select a Secondary category of eligibility (Developmental Delay or Established Condition) when an additional category is determined. Areas of the primary category may be selected from the drop down. (See definitions for Developmental Delay and Established Condition)

Child Plan Detail (*Early On*)

Field: **The Child Was Determined To Be**

Screen: Child Plan Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required  
Used by grantees for SPP/APR reporting.

Definition: Results of the IFSP regarding the determination of eligibility for Part C of IDEA services, based on evaluation, assessment, and parental consent.

**Eligible:** The child has met the criteria for eligibility and services under Part C of IDEA as determined by the IFSP, and the parent/s agree with the determination and service plan.

**Ineligible:** The child does **not** meet the criteria for eligibility and services under Part C of IDEA, as determined by the IFSP.

**Eligible but Refused:** The child has met the criteria for eligibility and services under Part C of IDEA, but the parent/s do not agree with the determination or implementation of the IFSP. (*The child remains Ineligible for service under Part C unless the parent agrees to the IFSP.*)

MICIS Entry:

Select “Eligible” or “Ineligible” as determined by the IFSP. In cases where the child meets the criteria for eligibility under Part C, but the parent/s do not want services, select Ineligible, and then flag “Eligible but Refused”. Selection of “Eligible” changes the child status to “Active (Services in Process)”. Selection of “Ineligible” changes the child status to “Inactive (Exit services)” for a previously “Active” child or “Ineligible” for a child who has not previously been in service.

Child Plan Detail (*Early On*)

Field: **Type**

Screen: Child Plan Detail (*Early On*)

Use: Local Data Management

Definition:

This field specifies whether the plan is an IFSP (*Early On*) or an IEP (Special Ed.).

MICIS Entry:

For children who are eligible for services under both Part C and Special Education, two radial buttons are displayed. Selection of the "Type" determines the contents of the plan "Purpose" drop down. For children who are only eligible for Part C, the "Type" of IFSP is selected and no IEP "Type" is displayed.