Coordination of IFSP Outcomes and Services between EI and PIP

This document is a description of data entry requirements for PIP and EI IFSP outcomes and services. This document will first show the requirements from the EI Service Coordinator’s perspective and then mirror the corresponding requirements from the PIP Field Specialist’s perspective.

Note: for the purpose of this document, data entry is at the point where a child has been referred and found eligible for EI, referred to PIP, and a PIP Field Specialist has been assigned.

EI Perspective:

STAGE 1: “Provide IFSP Outcomes”

EI Service Coordinator has started the initial IFSP and has come to “IFSP Outcomes step” in the initial IFSP wizard.

![IFSP wizard screenshot](image)

Action Required:

- The EI Service Coordinator can add EI outcomes.

Notes:

- The EI Service Coordinator will only see PIP outcomes on this IFSP wizard step if a PIP outcome has already been added by the PIP Field Specialist to the IFSP.
The PIP outcomes section shows the date that the child was referred to PIP and whether or not PIP eligibility is known.

The PIP outcomes section shows a notification that an e-mail has been sent to the PIP Field Specialist to prompt them that PIP outcomes can now be added on the IFSP.

For Your Information:

If a PIP Field Specialist has not added an outcome or suggested service at this point, the EI Service Coordinator will be able to move forward and complete the initial IFSP wizard without a PIP service. In this case, an IFSP amendment will be required to add the PIP service once the PIP Field Specialist has completed outcomes and suggested a service.
STAGE 2: The EI Service Coordinator is now at the “Specify Services” step of the initial IFSP wizard and is attempting to add a PIP service when PIP outcomes and suggested services have *not* been added by the PIP Field Specialist.

If a PIP service is added to the IFSP when there has *not* been a PIP outcome and suggested service specified by the PIP Field Specialist, an error message will occur stating:

> If a PIP service is included at this time, at least one PIP outcome and suggested service must be provided by a PIP Field Specialist before you can complete this initial IFSP wizard.

**Actions Required:**

- In order to complete the “Specify Services” step with a PIP service, the EI Service Coordinator should communicate with the PIP Field Specialist to ask that at least one PIP outcome and service suggestion be added.
- When the PIP outcome and suggested service has been entered, the EI Service Coordinator can add the PIP service and complete the IFSP wizard.

**Notes:**

- Even though the PIP Field Specialist may have provided a suggested service, not all of the elements of the service, e.g., frequency, length, intensity, duration, location, and start
date, may have been included. The EI Service Coordinator will need to follow up with the PIP Field Specialist to enter missing information if this is the case.

- If the PIP Field Specialist is not ready to suggest a PIP service (and at least one outcome) at this time, the EI Service Coordinator is able to complete the initial IFSP wizard without PIP services, and add the PIP service via an IFSP amendment.
STAGE 3: The EI Service Coordinator is now at the “Specify Services” step of the initial IFSP wizard and is attempting to finish the IFSP wizard without adding a PIP service when PIP outcomes and suggested services have been added by the PIP Field Specialist.

If a PIP outcome or suggested service has been provided by the PIP Field Specialist, then a PIP service must be added before the IFSP wizard can be finished. The following error will be displayed if you attempt to finish the wizard without adding a PIP service.

A PIP service must be included on the IFSP when PIP outcomes and/or PIP service suggestions have been provided.

Actions Required:

- The EI Service Coordinator will add a PIP service now that PIP outcomes and suggested services have been provided. Now the EI Service Coordinator can complete the “Specify Services” step and proceed to complete the initial IFSP wizard.
USDB Perspective:

PHASE 1: “USDB Dashboard”

The USDB dashboard will provide notification that the EI Service Coordinator has started an initial IFSP wizard, and PIP outcomes and suggested services are awaiting input from the PIP Field Specialist. In addition, BTOTS sends an email to the PIP Field Specialist once the child’s IFSP has been started at the EI program.

Actions Required:

- The PIP Field Specialist should click on child name link to open the child’s folder or the action link to go directly to the USDB pending IFSP wizard.
PHASE 2: “Child Folder”

The “Pending Initial IFSP” or “Pending Annual IFSP” links will be available under the “Child Actions” section of the child folder.

**Actions Required:**

- The PIP Field Specialist will click on the “Pending Initial IFSP” link under the “Child Actions” menu in order to add PIP service suggestions and outcomes.
PHASE 3: “USDB Pending IFSP Wizard”

The EI Service Coordinator has started the initial IFSP wizard, and the PIP Field Specialist is now able to view IFSP details added for the child.

Actions Required:

- The PIP Field Specialist should click on the “Add IFSP Outcomes” link to add at least one PIP outcome to the initial IFSP.
- On an annual IFSP, the PIP Field Specialist will be required to provide PIP outcome ratings for the existing PIP outcomes before continuing on to add new PIP outcomes.

Notes:

- In order for the initial IFSP wizard to include a PIP service, at least one PIP outcome (and at least one PIP service suggestion) must be added by the PIP Field Specialist.
- EI outcomes related to non-PIP services added by the Service Coordinator can be viewed on this screen as well.
PHASE 4: “IFSP PIP Service Suggestions”

Actions Required:

- The PIP Field Specialist will provide PIP service suggestions to the child’s EI Service Coordinator and select “Finish.”
- The PIP Field Specialist must address the following elements in the service suggestion:
  - **Frequency**: Anticipated number of visits in a week or month services are provided.
  - **Length**: Number of minutes per service visit provided.
  - **Intensity**: Individual / Group.
  - **Duration**: Anticipated number of months the service will be provided.
  - **Location**: Home, Community, or Other.
  - **Start Date**: Anticipated date the service will start.

Notes:

- The EI Service Coordinator will now see PIP outcomes and can now add the PIP service to the “Specify Services” step on the IFSP wizard and proceed to complete the initial IFSP wizard.
- The PIP Field Specialist must enter at least one but can enter up to five service suggestions.