**IFSP Procedure**

XXX Training/ Onboarding:

* Watch UEN Canvas BWEI IFSP training
	+ 7 principles
	+ Foundational Pillars (family centered, children’s learning, natural environments, adult learning, quality teaming)
* Review examples and non-examples from Up to 3 (Sue and Marla create and include in this template
* Review Service coordination Toolkit case study <http://kskits.dept.ku.edu/Toolkit_eCourse/Lesson_5_Dev_Eval_IFSP/Lesson_5_Dev_Eval_IFSP_print.html>
* Watch Btots training: in handbook
	+ Review Up to 3 IFSP Policy in handbook
	+ Review IDEA role of Service coordinator
	+ List any PowerPoint or handouts
* View several of the video clips xxxxxx
* Identify if group training may be available.
* Read xxx handouts or articles. Keep for reference.
* Read the contents of the entire IFSP folder in Up to 3 Handbook. Read entire IFSP instruction sheet in the folder. Always seek feedback, mentoring and/or coaching from a peer service coordinator.
* Practice:
* Practice entering information from a completed IFSP into the btots practice site (mdsc.btots.com.) password trainmonyr ex trainoct20
* Practice leading a mock IFSP while entering information in btots practice website
* Video yourself completing an IFSP with a family and rate yourself on the practice checklist
* Submit a video to program consultant for review.

Get Started

1. Make
2.
3. Recap
4. Next steps

Checklists: Virginia : file:///C:/Users/marla/Downloads/checklist6\_ifsp\_implementation.pdf

Indiana file:///C:/Users/marla/AppData/Local/Temp/51919.pdf

**XXX Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Interviewer: Date:  | Never | Some-times | ½ of the time | Often | Always |
| 1.
 |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
| 10.  |  |  |  |  |  |
| 11.  |  |  |  |  |  |
| 12.  |  |  |  |  |  |
| 13.  |  |  |  |  |  |
| 14.  |  |  |  |  |  |
| 15.  |  |  |  |  |  |
| 16.  |  |  |  |  |  |
| 17.  |  |  |  |  |  |
| 18.  |  |  |  |  |  |
| 19.  |  |  |  |  |  |
| 20.  |  |  |  |  |  |
| 21.  |  |  |  |  |  |
| 22.  |  |  |  |  |  |
| 23.  |  |  |  |  |  |
| 24.  |  |  |  |  |  |
| 25.  |  |  |  |  |  |
| 26.  |  |  |  |  |  |
| 27.  |  |  |  |  |  |
| 28.  |  |  |  |  |  |
| 29.  |  |  |  |  |  |
| 30.  |  |  |  |  |  |

Personal Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_