Tips for Completing IFSPs in TRAC-IT

1. Reflecting Routines in TRAC-IT:
	1. Information entered into TRAC-It about the child’s daily activities and routines at the intake visit is populated into the routines section of the IFSP.
	2. This information is editable and should be updated with changes if appropriate at the ASP meeting.
	3. New fields for easiest/most enjoyable times and hardest/most challenging times.
		1. Not a new requirement but a new way of documenting this information.
2. Entering Assessment for Service Planning (ASP) Information Prior to IFSP
	1. In order to access the IFSP fields, including the assessment section, you must schedule the IFSP. If the actual date is not known, you can use a placeholder date to access the IFSP task.
	2. You can enter ASP information prior to this scheduled date, hit save and come back and complete the IFSP on the scheduled date.
	3. If, however, the date the IFSP was scheduled does not turn out to be the date of the meeting, users will need to use a workaround since they are not able to edit the IFSP meeting date right now. Click “No Show” and a new Schedule IFSP task is generated and that is where you can edit the IFSP meeting date.  When you do this, it creates a communication log that the Support Desk can delete if you would like.  There already is an enhancement request logged with SSG to make this rescheduling process more streamlined and eliminate the need for a workaround. Even with the workaround, the ASP information that was saved will still be available in the IFSP task.
3. Child Outcome Summary Statements:
	1. Dropdown limits wording. Full wording being added to print template.
	2. Outcome Rating Statement #6 no longer has blank for areas of concern, document concerns in narrative.
4. Service Coordination Outcomes and Goals:
	1. Target dates can no longer be ongoing. The date should be one year out or the third birthday if less than one year.
	2. To individualize the service coordination goal for providing supports identified by your family to include resources for…
		1. Click on the green arrow by the goal.
		2. Click on Edit
		3. Type the resources in the short-term goal box
		4. Click save
5. IFSP Addendum:
	1. Populates from the assign services task.
	2. Currently service coordination does not appear on the addendum.
		1. The task will be updated to include service coordination.
	3. If completing the IFSP in TRAC-IT, use a paper addendum for children that are service coordination only.
6. Changing from Temporary to Permanent Service Coordinator:
	1. Leave the temporary service coordinator as the assigned service coordinator going into the IFSP meeting. This person will appear as an attendee on the IFSP.
	2. On the IFSP task itself, list the permanent service coordinator in the Select Service Coordinator field. The name in this box will be the one listed as the service coordinator on page 1 of the IFSP print template.
7. Declining Services:
	1. Not a separate form in TRAC-IT.
		1. Declining eligibility determination - Document in the consent section of the eligibility determination task.
		2. Declining to proceed to IFSP - Document in a contact note.
		3. Declining all services:
			1. Check Declining Early Intervention Services box on the IFSP task page.
			2. Document the family’s decision and signature on form that populates.
		4. Declining some but not all services - Document in a contact note.
		5. Declining after signing the IFSP - Hold IFSP Review to document decision and end date service.
		6. If a family signs a paper declining services form to end a service listed on an IFSP, you may wait until the next IFSP Review to record the end date of the declined service(s) in TRAC-IT rather than holding an immediate IFSP Review.
8. Updating Services:
	1. During an IFSP Review or Annual, when you go to the service plan, click on the service you need to revise, click Edit in the top left corner of the service window that opens, enter the new frequency/length/other change, and click Save.
	2. TRAC-IT will still store the original service with its associated IFSP and will store the updated service with the IFSP Review or Annual IFSP you are completing.
9. Assistive Technology Devices:
	1. Leave this unassigned in the assigning services task.
10. Transition:
	1. Two separate transition tasks in TRAC-IT:
		1. Transition Plan
		2. TPC
	2. Transition Plan and Schedule TPC tasks populate after initial IFSP is scheduled.
	3. Option to check transition discussed for initial IFSP, reviews and annuals.
		1. Choose the option “transition planning was discussed” if you had any discussion about transition, including that quick overview that happens at the initial IFSP meeting.
	4. The transition section of the IFSP does not populate in the print template under IFSP in the child’s enrollment. To access the print template for the transition plan, you go to the task summary.
		1. From the task summary, click the green arrow on the right then click on transition print template.
	5. If a transition plan is completed, you can update it by choosing update transition plan from the create task list.
	6. Now there is one narrative box for all three community options.
	7. The child will populate to the state office’s DOE Notification Extract when they reach the notification "no earlier than date" if:
		1. You have marked them as potentially eligible for Part B
		2. There is no date in the Opt Out field or if there is a date in the Opt Out field, there is also a date in the Opt In field

You must have clicked Save after entering this information (but do not have to click Complete) in order for the child to populate to our report for referral to DOE.

1. Consent to Determine Eligibility:
	1. Consent to determine eligibility must be completed each time eligibility is determined. This includes annual eligibility determinations.
		1. Consent is combined with eligibility determination task in TRAC-IT.