

Entering Individualized Education Programs (IEP)s and Individual Family Service Plans (IFSP)s

- When a child has been evaluated and it has been determined that the child qualifies for special services, the team designs a plan to help the child through the year. Some children already have an IFSP or IEP when they start. Others will qualify during the program year.



Family Engagement staff are responsible for entering IFSP/IEP information into ChildPlus and keeping that up-to-date throughout the year.

- To add an IEP/IFSP, you need to know the disability category and start/end dates.

To begin entering a new IFSP or IEP, first lookup the child.

You may find them in your list of children, or you can use the lookup field.

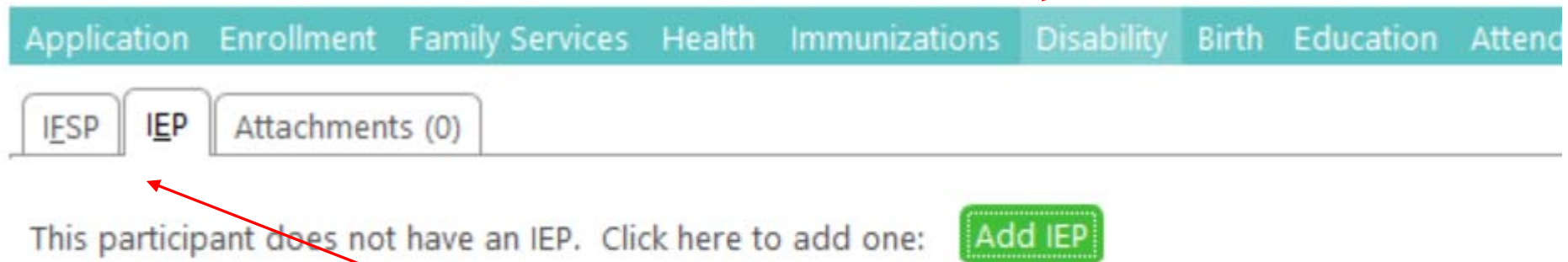
The screenshot shows the ChildPlus interface. At the top, there are navigation tabs: Services, To-Do List, Management, Dashboard, Reports, and Setup. A search bar contains the text 'can par'. Below the search bar is a list of participants with columns for name and date. The participant 'Parker, Candace' with date '4/01/16' is highlighted. To the right of the list is a detailed profile for Candace Parker, including her gender (Female), date of birth (4/01/16), age (3y 5m), and CPID (71333). The profile has several tabs: Application, Enrollment, Family Services, Health, Immunizations, Disability, Transportation, Education, Attendance, and PIR. The 'Disability' tab is currently selected and highlighted. Below the tabs, there are buttons for 'IFSP', 'IEP', 'Additional Info', and 'Attachments (0)'. At the bottom of the profile view, there is a message: 'This participant does not have an IFSP. Click here to add one: Add IFSP Add Activity'. Red arrows point from the text above to the search bar, the highlighted participant in the list, and the 'Disability' tab.

Participants (20)	List <
Andrews, Ayanna	9/01/15
Darling, Navaiah	11/28/14
Garcia Morales, Miguel	2/05/15
Hang, Danny	7/08/15
Harris, Jace	9/27/15
Hunt, Libby	3/06/15
Hussein, Markus	11/08/15
Irving, Kyrie	3/21/16
Jabril, Senait	7/31/15
James, LeBron	3/21/16
Livious, Bob	5/02/15
Nguyen, Tina	11/01/14
Parker, Candace	4/01/16
Peralta, Luis	6/21/15
Prehoda, Brayden	3/08/15
Prehoda, Brooke	2/08/15

You can select the **Disability** tab before you look up your child or after you find them and highlight them in the Participants list.

Adding an IEP/IFSP

Under the ***Disability*** tab:



1. Select the correct tab for the IEP or IFSP
2. Click on the green Add IEP or Add IFSP button

Adding an IEP/IFSP – cont'd

1. Enter the IEP/IFSP start **Date**. Next review date will

2. Select the **Type** of evaluation.

Responsible Staff is not required.

3. If adding an IFSP – select **Part C Agency – Yes**

If adding an IEP – select **LEA – Yes**

4. Select the **Disability** type. The first type selected will show as Primary.

Specific Condition is not required.

5. **Received Services** - Yes

6. If **Notes** are added always start with the 🕒 to date stamp and identify who made the comment.

Save it!