

THE STEPS TO FIRST STEPS

STEP 1: (No Cost to the Family for this Service) Contact your System Point of Entry (SPOE) office to discuss your concern about your child. This is called a referral and starts a 45 calendar day timeline for the system.

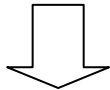


_____ Date of referral – If determined eligible, your child’s Individualized Family Service Plan should be complete 45 days from this date

STEP 2: (No Cost to the Family for this Service) An intake appointment is set up at a mutually convenient time and place to:

- Discuss family concerns for child
- Explain First Steps (FS), its services and processes
- Explain family rights and procedural safeguards for every step of the process (you should receive a copy of your rights at this meeting) [link to rights]
- Collect necessary documentation and complete paperwork to proceed with evaluation and assessment

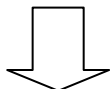
_____ Date and Time of Intake Meeting



_____ Name and Contact Information of Intake Coordinator

STEP 3: (No Cost to the Family for this Service) Appointments are scheduled for the Eligibility Determination team (ED team) to evaluate and assess your child

_____ Evaluation Date



STEP 4: (No Cost to the Family for this Service) Your intake coordinator will contact you to set up meetings at a mutually convenient time and place to

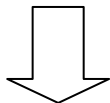
- Discuss Evaluation and determine eligibility
- Develop an Individualized Family Service Plan (IFSP), if eligible and in need of services

_____ Date of Eligibility Determination Meeting

Who Should Attend?

- You, the family, and your invited guests*³
- Intake and/or Service Coordinator
- ED Team member who can explain your child’s evaluation

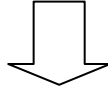
_____ Date of IFSP meeting – sometimes the same day as the Eligibility Meeting, though not required to be (same attendees as above) [Must be held within 45 days of referral (by date of _____)]



STEP 5: (No Cost to the Family for this Service) IFSP meeting is completed and ongoing service coordination begins

- Service Coordinator is single point of contact to coordinate all services, provide financial case management and advocacy support, identify resources in the community, and coordinate transitions
- If you choose services outside of First Steps, you can still retain service coordination and have an IFSP

_____ Name and Contact Info of FS Service Coordinator

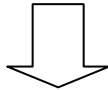


STEP 6: (No Cost to the Family for this Service) IFSP meeting is completed and providers are chosen from the 15 services on the Matrix (<https://www.infirststeps.com/matrix/default.asp>) (number of services vary depending on IFSP)

_____ Name of Provider _____ Specialty

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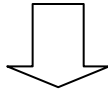
_____ Name of Provider _____ Specialty



STEP 7: (No Cost to the Family for this Service) Signature from physician on IFSP agreeing with services is required before on-going services can begin. (Required within 10 days from IFSP date – service coordinator sends materials to physician and follows up.

_____ Date Physician Signature Required

_____ Date Physician Signature actually signed and returned to SPOE



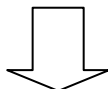
STEP 8: (Possible co-pay for services up to a monthly maximum on a sliding scale based on family income, family size, medical expenses, insurance coverage, and extenuating circumstances (speak to Service Coordinator to determine family co-pays))

After 10-day written notice, on-going services can begin [All services should begin within 30 days of IFSP (date _____)]

_____ Date _____ service began

_____ Date _____ service began

_____ Date _____ service began



LOOKING TO THE FUTURE: (No Cost to the Family for this Service) Families can ask for an IFSP meeting at any time, but meetings must occur at least every six months.

_____ Date by which first 6-Month Review must occur (repeats each year in First Steps)

_____ Date by which first Annual IFSP Meeting must occur (repeats each year in First Steps)

Who Should Attend 6-Month Reviews and Annual IFSP Meetings?

- You, the family, and your invited guests (
- Intake and/or Service Coordinator
- ED Team member who can explain your child's evaluation
- On-going service providers

_____ Date by which Transition Meeting for transition out of First Steps at age 3 must occur if still receiving services in FS (Transition meeting must occur at least 90 days prior to the child's third birthday, but may occur as early as 270 days)

Who Should Attend?

- You, the family, and your invited guests (May Include Other family members, Caregivers, Other service providers in your life (Healthy Families, Early Head Start, Head Start), Other professionals with expertise in your areas of questions and priorities, What about friend or advocate?
- Intake and/or Service Coordinator
- On-going providers
- Local Educational Agency (school district) representative
- Representatives of other programs or services are considering for child
