



Children with Summer Birthdays and Part B IFSP meetings
Questions and Answers
April 1, 2009

Children with Summer Birthdays and Part B IFSP meetings

Data entry of Part B IFSPs

1. Basic Rules:

- A Part B IFSP meeting can only be entered in WebSPOE as an initial or annual meeting. **NOTE:** If an Annual IFSP meeting was recently held, WebSPOE now allows the Service Coordinator to enter and finalize the Part B IFSP meeting without the requirement of a 6-month IFSP meeting.
- A Part B IFSP can only be entered if the child is over 2 ½ years AND the child's third birthday falls between April 1 and September 8.
- Part B eligibility must be determined prior to finalizing a Part B IFSP meeting.

2. Data Entry Instructions for Part B IFSPs:

- Schedule the Part B IFSP meeting. The date of the meeting does **NOT** have to be the child's third birthday.
- On *Meeting Planner*, select both Part B and Transition as secondary meeting types.
- On *IFSP Specifications*, select Part B as the IFSP type. This will automatically extend the IFSP period to September 8.
- Select "Part B Eligibility Determined."
- Continue with meeting activities as usual. **NOTE:** *If the district begins school earlier than September 8, adjust the end date for Authorizations to match the district start date.*

Question 1: Must the Part B IFSP meeting be conducted in person?

This decision is dependent upon the last IFSP meeting held. The Part B IFSP meeting may be an Initial, Annual, 6-month review or inter-periodic review. For example, if it is time for a 6-month review, the Service Coordinator conducts the meeting according to the IFSP Meeting Memo guidelines at: <http://www.dese.mo.gov/divspeced/FirstSteps/documents/IFSPmemo08.pdf>.

Question 2: What is the data entry requirement in WebSPOE for a Part B IFSP?

The meeting must be entered as an Initial or Annual IFSP meeting in WebSPOE because IFSP dates and service authorizations must extend past the third birthday. Therefore, the Service Coordinator is required to enter or update the IFSP accordingly. For example, IFSP outcomes will need to be reviewed and IFSP service authorizations will need to be entered with new Start and End dates.

Question 3: Must the child's Release of Information or Insurance Consent forms be updated?

The Service Coordinator must check the expiration date on all forms. If the forms expire on the child's third birthday, then new forms will need to be signed at the Part B IFSP meeting.