Importing IFSP Reviews in the Database

February 19, 2018

Revised

**Guidance Document**

* A Guidance Document, *Tips for Entering IFSP Reviews in the Database,* will be posted to the KDHE website. (02/20/18)
* The guidance document and this presentation will show both the IFSP User screens and the Admin/Data Manager user screens.

**Objectives**

* Show Steps to add an IFSP review from the IFSP users side of the database.
* Show Steps to add an IFSP review from the Admin / Data manager user side of the database.
* Review of current guidance regarding practices.

**Background**

* An IFSP Review must be conducted at least every six months.
* An IFSP Review consists of adding the 3 pages marked IFSP Review to either an Initial or Annual IFSP
* An IFSP Review does not “stand alone”.
* Reviews must be documented, either throughout the IFSP or on the **Review Summary Page**.
* In an IFSP review, all pages of the IFSP could be updated.
  + - For example: vision or hearing screening, updated information, or a new hospitalization could be added.
* If updated information is not added to the IFSP page, then it must be noted on the **Review Summary page**.
* A FSC can conduct the review meeting with the family alone, however a review could include other providers as necessary.
* To view a child’s service history:
  + The IFSP user can only see the history by opening each individual IFSP in the child’s IFSP/ECO tab and viewing the services.
  + An admin/data manager user can view the history of services by going to the Services tab on the database side.

**Documentation of IFSP team Involvement**

1. **Actually at meeting**

Table

Description automatically generated

1. **Providers supporting child and giving input**

**How do you know you are using the right login?**

* If the login ends with an “a” then that is an admin/data manager login.

i.e. ks08a

* If the login ends with a number then that is a IFSP Provider login

i.e. ks0801

* No one should be using login’s ending with anything else

i.e. ks08u

**Step 1:** **IFSP users** click on the child’s name to highlight it, and then click the view button.

Graphical user interface, table

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**Step 2: IFSP User**: Find the IFSP in the list to be reviewed. **Select the icon indicated**. Hovering over this icon will produce a pop-up that says **“Create Review”**.

Graphical user interface, application

Description automatically generated

**Step 1:** **Admin/Data manager users** select the child to view, and then click on the IFSP/ECO tab.

Graphical user interface

Description automatically generated

**Step 2: Admin / Data Manger User:** Findthe IFSP in the list to be reviewed. **Select the icon**

**indicated**. Hovering over this icon will produce a pop-up that says **“Create Review”**.

Graphical user interface

Description automatically generated

**DO NOT USE THE NEW ENTRY BUTTON TO CREATE A REVIEW.** Selecting “New Entry” produces a blank document. None of the existing IFSP information will be imported.

**Step 3.** Select the type of entry (Review), then click on the Import Now button.

Graphical user interface, text, application, chat or text message

Description automatically generated

**IFSP User View**

Graphical user interface, text, chat or text message

Description automatically generated

**Admin/Data Manager User View**

**Step 4.** Update any page of the IFSP for which there is new information or update the Review Summary Page, including health information; family resources, priorities, and concerns; and my child’s story.