

MONTHLY CONTACT



Monthly contacts with the family help you to monitor IFSP implementation, address questions/concerns, and anticipate future needs. Be sure to document conversations in case notes.



FINANCES



- If applicable, remind family about family fee.
- Review family fee fact sheet.
- Answer any questions about family fee statements or EOBs
- Check for changes to family size/income.



INSURANCE



- Ask if family has any questions about insurance use/EOBs
- Check for changes to insurance (particularly important in Dec/Jan and June/July)



MEETINGS



- Discuss schedule for upcoming meetings, e.g. IFSP reviews, transition.
- Help parent prepare for meeting.
- Discuss who needs to be invited.



INITIAL IFSP



- Ensure family received their IFSP.
- Verify family priorities and concerns have been addressed.
- Ask if authorized services have begun.



FAMILY LIFE



- Check for changes in family's life, e.g. birth of new child, upcoming medical visits/hospitalizations, new job, new home, extended vacation.
- See if family needs help accessing community resources.



OUTCOMES



- Ask how visits are going.
- Ask about progress towards outcomes.
- Ask if strategies are useful/being implemented.
- Confirm providers are communicating with the family.



TRANSITION



- Remind family that services end at age 3.
- Discuss LEA and community transition options.
- Determine what family has done and what supports they need.

