**Section 500.90 Individualized Family Service Plan Updating**

a) The IFSP shall be reviewed at least every six months, or more frequently if conditions warrant or upon reasonable request of the infant's or toddler's parent. The review may be carried out by a meeting with multidisciplinary team members.

1) The purpose of the review is to determine:

A) The degree to which progress toward achieving the outcomes is being made; and

B) Whether modification or revision of the outcomes, services or supports in the IFSP is necessary.

2) The Service Coordinator shall facilitate the review and implementation of any changes that are agreed upon by consensus of the multidisciplinary team and that are consistent with requirements of Section 500.80(f). Upon informed parental consent, the child's permanent and electronic record shall be updated.

b) Providers shall conduct authorized assessments using a Department approved test instrument as indicated on the IFSP as an ongoing process throughout the period of the child's eligibility and shall provide assessment reports to the Service Coordinator prior to IFSP updates/reviews. A provider may request Department approval of a developmental test by submitting, in writing, documentation that the test meets the following criteria: is listed in the Mental Measurement Yearbook Series; is nationally distributed; is formally validated; is age appropriate; and is individually administered. The Mental Measurement Yearbook Series can be found at the Early Childhood Intervention Clearinghouse, many local libraries and via the Internet.

c) At least once a year, the Service Coordinator shall arrange for an annual IFSP meeting to evaluate and revise, as appropriate, the IFSP for the child and the child's family. The results of any current evaluations and other information available from the assessments of the child and child's family must be used in determining the EI services that are needed and shall be provided. The Service Coordinator shall facilitate development of the annual IFSP by conducting the activities outlined in Section 500.80.

d) The Service Coordinator shall facilitate implementation of the annual IFSP by conducting the activities outlined in Section 500.85.

(Source: Amended at 38 Ill. Reg. 11086, effective May 12, 2014)