

Component Description

The Initial IFSP component is used to collect data about children from birth to age 3 who are receiving early intervention services which may or may not include special education services. An Individual Family Service Program (IFSP) is developed by parents and early intervention service providers to meet the special needs of young children, birth to age 3. The IFSP includes family support services, nutrition services and case management. The Initial IFSP Component must be reported when a child has been determined to be eligible for early intervention services.

Document Contents

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| Schema | Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2) |
| List of Values | Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3) |
| Staging Area Business Rule Validations | Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4) |
| Version History | Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5) |
| User Guide | Contains references and support for using this document (Excel Sheet 6) |

Collection Matrix

| Collection Name | Component Status |
|-----------------------------------|------------------|
| CEPI Internal Request for UIC | Not Allowed |
| Early Childhood EOP | Not Allowed |
| Early Childhood Fall | Not Allowed |
| Early Childhood Spring | Not Allowed |
| Early Roster | Not Allowed |
| EOY 2019 General Collection | Optional |
| Fall 2018 General Collection | Optional |
| General Teacher Student Data Link | Not Allowed |
| IHE Request for UIC | Not Allowed |
| Migrant Teacher Student Data Link | Not Allowed |
| Request for UIC | Not Allowed |
| Request for UIC | Not Allowed |

InitialFSP

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|--------------------------------|----------|
| Spring 2019 General Collection | Optional |
| Student Record Maintenance | Optional |

Schema

| Characteristic Name | Characteristic Description | Data Type | Min Length | Max Length | Min Value | Max Value | Decimal Positions | Is Multi Valued? | Required? |
|---------------------|--|-----------------------------------|------------|------------|-----------|-----------|-------------------|------------------|-----------|
| ReferralDate | The date the agency responsible for completing the evaluation, assessment and determination of eligibility for services under Part C of IDEA, were first made aware of the conern that a child may be eligible for services. | Date (only) | | | 1/1/1753 | | | False | True |
| ReferralAgency | The type of agency that notified the responsible agency the child may potentially be eligible for Part C services. | List of Values (choose from list) | | | | | | False | False |
| IFSPTimeliness | Indicate if the intial IFSP was completed within the required timeframe under Part C regulations. | List of Values (choose from list) | | | | | | False | True |
| ResultOfInitialIFSP | Indicate the results of the initial referral and service plan for Part C. | List of Values (choose from list) | | | | | | False | True |
| Initial IFSP Date | The date of the child's initial Individualized Family Service Plan (IFSP). | Date (only) | | | 1/1/1753 | | | False | True |

List of Values

| ReferralAgency | |
|----------------|---------------------------|
| Code | Description |
| DHS | Human Services |
| ED | Education |
| FAM | Family member/Parent |
| HO | Hospital/Medical facility |
| MH | Mental Health |
| OTH | Other |
| PH | Public Health |
| PHY | Physician |
| UKN | Unknown |

| IFSPTimeliness | |
|----------------|---|
| Code | Description |
| 01 | Timely |
| 05 | Untimely: Personnel Availability |
| 06 | Untimely: Personnel Lack of Training or Knowledge of Timeliness or Requirements |
| 07 | Untimely: Other Personnel Reason |
| 08 | Untimely with Acceptable Reason: Child or parent unavailable due to illness, hospitalization, or death |
| 09 | Untimely with Acceptable Reason: Child or parent unavailable due to family schedule |
| 10 | Untimely with Acceptable Reason: Child or parent unavailable due to parent cancelled appointment or was a no show |
| 11 | Untimely with Acceptable Reason: Unable to contact family |
| 12 | Untimely with Acceptable Reason: Family Moved |
| 14 | Untimely with Acceptable Reason: Other child or parent reason |

| ResultOfInitialIFSP | |
|---------------------|---|
| Code | Description |
| 01 | Eligible for both Part C and Special Ed |
| 02 | Eligible for both Part C and Special Ed - Special Ed services refused |
| 03 | Eligible for Part C only |
| 04 | Eligible for Special Ed – declined Part C |

| Characteristic Name | Rule Number | Data Validation | Severity | Error/Warning Message |
|---------------------|-------------|--|----------|--|
| | 270.1 | If the {InitialIFSP} component is submitted {SubmittingEntity}.[SubmittingEntityCode] must have an entity type in EEM of "ISD" | 1 | This component can only be submitted by an entity with an EEM entity type of ISD. |
| | 270.2 | If the {InitialIFSP} component is submitted the {EarlyOn} component must be submitted | 2 | When a record includes the Initial IFSP component the Early On component is also required. |
| IFSPTimeliness | 270.503.1 | If the difference between [InitialIFSPDate] and [ReferralDate] is >45 calendar days [IFSPTimeliness] cannot = "01" | 1 | If the Initial IFSP Date is more than 45 calendar days past the Referral Date then IFSP Timeliness cannot be reported as Timely. |
| InitialIFSPDate | 270.541.1 | [InitialIFSPDate] must be >= {PersonalCore}.[DateOfBirth] | 1 | The Initial IFSP Date must be on or after the child's birthdate. |
| | 270.541.2 | [InitialIFSPDate] must be >= [ReferralDate] | 1 | The Initial IFSP Date must be on or after the Referral Date. |
| | 270.541.3 | [InitialIFSPDate] must be <= AsOfDate | 1 | The Initial IFSP Date must be on or before the collection count date in the Fall and/or Spring General Collections. In the EOY General Collection it must be on or before June 30. |
| | 270.541.4 | [InitialIFSPDate] must be <= {EarlyOn}.[CurrentIFSPDate] | 1 | The Initial IFSP Date must be on or before the Current IFSP Date. |
| ReferralDate | 270.501.1 | [ReferralDate] must be => {PersonalCore}.[DateOfBirth] | 1 | The Referral Date cannot be prior to the child's birthdate. |
| | 270.501.2 | [ReferralDate] must be <= As of Date | 1 | The Referral Date must be on or before the collection count date. |
| | 270.501.3 | The child's age must be <= 3 years as of the [ReferralDate] | 1 | Children older than 3 years of age are not eligible for Part C services. |
| | 270.501.4 | [ReferralDate] must be <= the system date | 1 | The Referral Date cannot be a future date |

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|---------------------|-----------|---|---|--|
| ResultOfInitialIFSP | 270.504.1 | If [ResultOfInitialIFSP] = "01" or "04" the {SpecialEducation} component must be submitted | 2 | The Special Education Component should be reported if special education services have started. |
|---------------------|-----------|---|---|--|

Version History

No updates have been made to this component.

User Guide

Collection Matrix

Component Status

Defines which collections the component may be submitted. The possible values are:

| <u>Name</u> | <u>Description</u> |
|-------------|--|
| Required | This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload. |
| Optional | This component is optional in this collection, but may be conditionally required due to validation rules. |
| Not Allowed | This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload. |

Schema

Characteristic Name

The name of the characteristic. This matches the name in the schema.

Characteristic Description

A description of the characteristic and why the data is needed.

Data Type

The system data type. The possible values are:

| <u>Name</u> | <u>Classification</u> |
|---|-----------------------|
| Addresses (numbers, letters, #) | string |
| Date (only) | date |
| Date (year and month only) (YYYYMM) | string |
| Decimal Number | decimal |
| List of Values (choose from list) | string |
| Names (letters, apostrophe, commas, hyphens, periods) | string |
| Numeric Text (0-6) (can have leading zeros) | string |
| Numeric Text (can have leading zeros) | string |
| Text (free form) | string |
| Text (numbers and letters) | string |

| | |
|--------------------------------------|---------|
| Whole Number (integer) | int |
| Yes / No (or True False, or Boolean) | boolean |

Min Length

For characteristics of a "text" data type classification, this specifies the minimum character length

Max Length

For characteristics of a "text" data type classification, this specifies the maximum character length

Min Value

For characteristics of a "number" data type classification, this specifies the minimum character length

Max Value

For characteristics of a "number" data type classification, this specifies the maximum character length

Decimal Positions

For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decmial point.

Is Multi Valued?

TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

Required?

Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

Validation Rules

Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
 - For single-certified collections, it is the State-defined certification as of date for the collection
 - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

Version History

Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

| Collection | Type | Start Date | End Date |
|-----------------------------|------------|----------------------------|------------------------|
| General collections | date | Certification As of Date | |
| Early Childhood collections | date range | Collection Open Date | Collection Close Date |
| Student Record Maintenance | date | As of Date (SRM component) | |
| Teacher Student Data Link * | date range | 7/1/{AcademicYear start} | 8/31/{School Year End} |
| | date range | 7/1/{School Year Start} | 8/31/{School Year End} |
| Early Roster | date range | 7/1/{School Year Start} | 6/30/{School Year End} |
| all other collections | date | Today's Date | |

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.