Minnesota Individual Family Service Plan

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The editors available on the Individual Family Service Plan provide all information required by the State of Minnesota. Editors and fields are listed below.

> The current format of this document is the **MN IFSP 2019** format. Plan formats are selected in Plan Types.

Minnesota IFSP Document editors

Included here are instructions on entering data into Campus and references to state-defined guidelines.

Individual Family Service Plan Editors

The following table lists the editors available on the student's Individual Education Plan, the section(s) of the print format that include the entered information, a Description of what the editor is used for and any special considerations and instructions for using the editor.

> Fields that are included in any state reporting extract are required.

Editor Name	Printed Document Section	Description	Special Considerations and Instructions
Education Plan	IFSP Header information	The Education Plan editor provides student summary information and lists the dates of the plan meetings.	This editor must be saved with the required fields before continuing to other areas of the plan. Start Date will autopopulate to match Meeting Date. End Date and Next IFSP Review Date will autopopulate to be one year minus one day from the Start Date.
Student Demographics	Student Information	The Student Demographics editor populates basic information about the student such as demographic information and student and school address.	Clicking **Refresh Student Information** will synchronize the information in the editor with the most recent information about the student, from the Demographics, Households, Enrollments and School tools.
Parent/Guardian Demographics	Parent'/Guardian Information	The Parent/Guardian Demographics Editor populates based on established student/guardian relationships created on the student's Relationships tool or indicated by the guardian checkbox on the Households tool. The editor includes Demographics information for the student's guardian.	Clicking **Refresh Guardian Information** will synchronize information in the editor with the most recent information from the student's guardian's Demographics and Households tools.

Editor Name	Printed Document Section	Description	Special Considerations and Instructions
Enrollment Status	Student Information	The Enrollment Editor provides a snapshot of the student's enrollment data when the plan is generated.	Clicking **Get Special Ed Status from Enrollment** will synchronize the information in the editor with the most recent information from the student's Enrollments tool. District and School information does not populate automatically. When the plan is marked as Complete and is locked, Special Ed Status values will be updated in the enrollment based on the values selected in this editor. When establishing the Plan Type in System Administration, three Enrollment editors are available. Users should chose the editor that best meets their needs. The above logic describes the third editor, which is the most commonly used.
Team Meeting	IFSP Team Members	The Team Meeting editor lists who was in attendance at the last team meeting where decisions were made concerning the student's education plan.	Team members must be added in the Team Members tool before entering participants.

Editor Name	Printed Document Section	Description	Special Considerations and Instructions
Summary of Developmental Areas	Evaluation and Assessment Summary, Summary of All Developmental Areas, Eligibility Determination	The Summary of Developmental Areas lists the details of the student's ability in the areas of Physical Development, Communication, Cognition, Social Emotional and Adaptive.	N/A
Family Assessment	Family Directed Assessment	The Family Assessment editor records the family's description of concerns, priorities, etc. related to enhancing the child's developments.	N/A
Child and Family Outcomes	Child and Family Outcomes	The Child and Family Outcomes lists the desired outcomes for the student.	N/A
Early Intervention	Part C Services Early Intervention	The Early Intervention editor lists the services the student receives and the frequency of those services.	N/A
Needed Medical and Other Services	Medical and Other Services	The Needed Medical and Other Services editor lists the services the student receives and the frequency of those services.	N/A
Part C Transition Planning	Planning for Transition from Part C Services	The Part C Transition Planning editor lists the student's eligibility for Part B services.	N/A

Editor Name	Printed Document Section	Description	Special Considerations and Instructions
Transition Steps and Services	Transition Steps and Services	The Transition Steps and Services editor lists the details of how the transition will occur.	N/A
Signature Page	IFSP Signature Page	The Signature Page editor does not list any fields the user needs to populate.	The print version provides signature lines for the Parent/Guardians, District Representative and a Representative of the IFSP Service Provider.