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Q & A: Individualized Family Service Plan (IFSP): Statement on Reporting Progress

The Minnesota Department of Education (MDE) Division of Compliance and Assistance has developed this document to address questions raised by parents and school districts regarding Individualized Family Service Plan (IFSP)s and progress reporting statements.

Question 1: What must an IFSP state with respect to measuring a child's progress?

Answer: An IFSP must include a statement of the measurable results and major outcomes expected to be achieved for the family and child and the criteria, procedures, and timelines used to determine both the degree to which progress is being made and whether changes to the outcomes or services are necessary. See 34 C.F.R. § 303.344(c); Minn. Stat. § 125A.32(b)(3).

Question 2: When documenting the procedure for measuring progress toward achieving the stated outcomes in the IFSP may the IFSP state that progress will be measured by parent report?

Answer: Neither federal nor state law specifies who should report on a child's progress toward the outcomes stated in that child's IFSP. Because IFSPs can be implemented in a variety of settings which directly involve the child's parent, including the family's home, and because federal and state laws governing IFSPs encourage family involvement, it is reasonable to expect that progress toward one or more of the stated objectives could be measured by parent report. Whether or not it is appropriate for a specific objective to be measured by parent report will depend on the unique combination of factors specific to the situation, including the nature of the objective and the setting in which the child will display progress toward that objective. The team writing the IFSP, which includes the parents, is generally in the best position to determine how the child's progress towards each outcome should be measured. See *generally* 34 C.F.R. 303.344; Minn. Stat. § 125A.32.

Authority: 34 C.F.R. § 303.344; Minn. Stat. §125A.32.

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