south dakota
BIRTH TO THREE
The first three years build a lifetime

Online IFSP

Provider Goal Page Training

March 2012

This manual will provide information for completing an IFSP goal page using the Online IFSP system. This manual displays a screen shot of each online IFSP screen, as well as a description about the page and instructions for loading information. At any time, feel free to contact the Birth to 3 Connections office for assistance with the Online IFSP system.

Birth to 3 Connections

SD Department of Education

800 Governors Drive

Pierre, SD 57501

Phone: 605-773-3678

Fax: 605-773-6139

Birth to 3 Website: http://doe.sd.gov/oess/Birthto3.asp

Online IFSP website: https://apps.sd.gov/applications/DP42LaunchPad/Logon.aspx

About the Online IFSP

The Online IFSP was developed to improve the process used to submit and approve Individual Family Service Plans in the South Dakota Birth to 3 Connections Program. The Online IFSP was developed by Debbie Lancaster, Dino Brooks, and Kenny Miller from the SD Bureau of Information and Telecommunications with advisement from Susan Sheppick, Crystal Goeden, Steve Livermont, Janet Penticoff, and April Hodges from Birth to 3 Connections, SD Department of Education.

In order to have access to the Online IFSP system, you must first request a user name and password from the Birth to 3 office at 605-773-3678. Or you may send your request via email to : april.hodges@state.sd.us or crystal.goeden@state.sd.us or steve.livermont@state.sd.us

If you also intend to use online billing, you will need to participate in Online Billing Training. This takes approximately 1 hour and can be conducted over the phone.

Requests for Goal Pages

A service coordinator will send a goal page request from the online IFSP system to the provider. You will receive an email notification similar to this:

From: DE25SPED@system.email
To: Hodges, April
Cc: Hodges, April
Subject: Goals page requested: Pepper, Belle

Service Coordinator: Hodges - SC, April
Child: Pepper, Belle
Goal page requested before: 3/1/12 (Morning)

Please complete a goals page for the indicated child by the date requested.

Thank You

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Logging into the Online IFSP system

1. Go to: https://apps.sd.gov/applications/DP42LaunchPad/Logon.aspx
2. Enter your login and password. (Passwords are case sensitive.)
3. Click Submit

The first time you login to the system, you will be required to change your password. **Record your password and keep it in a safe location. The state office does not keep track of provider passwords**. If you lose your password, it will be reset.

If you experience difficulty logging into the system, please contact the Birth to 3 office at 605-773-3678

Welcome Page

This is the page you will see when you enter the system.

For Provider Goal Pages, click on Service Coord Area.

Menu Items

When you click on Service Coord Area, you are directed to a secondary menu page. The left hand side of the screen is your menu.

To access the Provider Goal Pages, select Providers.

Then click on Provider Goal Pages.

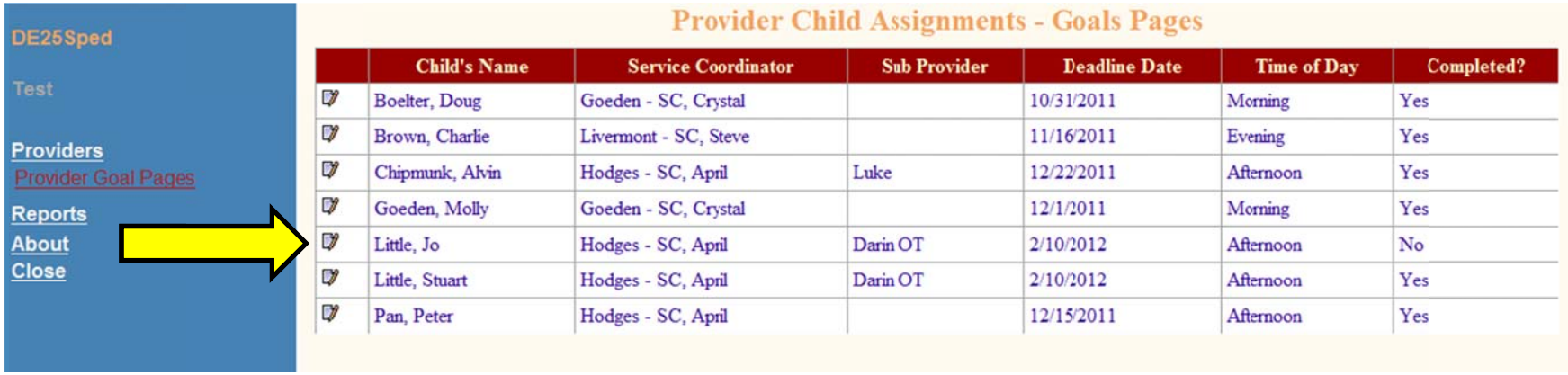
After clicking on Provider Goal Pages, a list of children needing goal pages will appear.

The list displays the following:

1. Child's name
2. Name of the service coordinator who is requesting the goal page
3. For agencies with multiple providers, the name of the sub provider within the agency that needs to complete the goal page will appear. For single provider agencies, this section will be blank.
4. Deadline date – This is the date that the service coordinator intends to retrieve the goal page from the system.
5. Time of day on the deadline date when the goal page will be retrieved by the service coordinator. After this time you will be unable to access the goal page.
6. Whether or not you have already completed the goal page.

Once the service coordinator has downloaded the child's file, the option to complete a goal page for the child will disappear.

Completing a Goal Page



	Child's Name	Service Coordinator	Sub Provider	Deadline Date	Time of Day	Completed?
	Boelter, Doug	Goeden - SC, Crystal		10/31/2011	Morning	Yes
	Brown, Charlie	Livermont - SC, Steve		11/16/2011	Evening	Yes
	Chipmunk, Alvin	Hodges - SC, April	Luke	12/22/2011	Afternoon	Yes
	Goeden, Molly	Goeden - SC, Crystal		12/1/2011	Morning	Yes
	Little, Jo	Hodges - SC, April	Darin OT	2/10/2012	Afternoon	No
	Little, Stuart	Hodges - SC, April	Darin OT	2/10/2012	Afternoon	Yes
	Pan, Peter	Hodges - SC, April		12/15/2011	Afternoon	Yes

To complete a Goal Page, click on the Edit Icon located to the left of the child's name.

You will only complete a Goal Page when a new goal is being written. Review of existing goals will occur at the meeting. The service coordinator will document review activities.

Goal Page

DE25Sped

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CONFIDENTIAL DOCUMENT | INDIVIDUALIZED FAMILY SERVICE PLAN | CONFIDENTIAL DOCUMENT
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Child's Name: Little, Jo

FAMILY'S DESIRED MEASURABLE RESULTS OR OUTCOMES

CHECK THE AREA BEING ADDRESSED IN THIS OUTCOME

- ☐ Knowledge/Skills
- ☐ Appropriate Behaviors to Meet Needs
- ☐ Social Skills

1

WHAT'S HAPPENING NOW? (CURRENT STATUS)

2

WHAT DO YOU WANT TO WORK TOWARD? (RESULTS OR OUTCOME STATEMENT/ANNUAL GOAL)

3

Activities/Strategies/Short term objectives

Things we'll do to achieve this result or outcome:

4

Services: | Resources/People | Where/Location | Status:

Select service | Select status

5

Comments:

Save | Cancel

No activities/strategies/short term objectives have been added

Comments:

DEGREE OF PROGRESS:

Team's Assessment:

- ☐ Situation Changed; no longer needed
- ☐ Implementation begun, outcome partially attained or accomplished
- ☐ Outcome completed, accomplished or attained to the family's satisfaction
- ☐ Re-evaluate for Part C eligibility
- ☐ Re-evaluate for prolonged assistance
- ☐ Re-evaluate for graduation for Birth to 3 Connections

Save | Cancel

The Goal Page looks very similar to the paper copy of the goal page that you are accustomed to.

1. Click on the area addressed in this outcome.
    a. Knowledge and skills = Cognition, Receptive Communication, and/or Expressive Communication
    b. Appropriate Behaviors to Meet Needs = Gross Motor, Fine Motor, and/or Adaptive Behaviors
    c. Social Skills = Social/Emotional Behaviors
2. Describe the child's current abilities.
3. Write the goal. The goal must include the following criteria:
    a. **Relates to child/family:** Statement starts out…"Johnny will be able to…" "Parents will learn…" Avoid "Team wants…"
    b. **Measurable:** "Robin will be able to pick up a spoon and bring it to her mouth in order to feed herself." *Picking up the spoon and bringing it to her mouth* is ***measurable*** because you know exactly what she should be doing. It's clear and visual.
    c. **Family sensitive :** Can the family understand what you just wrote? Avoid using acronyms, abbreviations, jargon or therapy driven words such as "utterances" and "supine position."
    d. **Relates to development of child**
    e. **Not a Service**: Avoid writing a statement like "Johnny **will receive PT** in order to increase his motor skills."
    f. **Functionally stated- process/product**
        Process- "Johnny will be able to sit without support…**Product**- ….in order to play with toys with his friends at daycare."
4. Write the activity. Activities do not need to be measurable, but they must be written in complete sentences.
5. For each activity, indicate the Services, Resources/People, Location, and Status. All new activities will have a status of "New".
6. Repeat steps 4 and 5 until all activities for this goal are entered.
7. Click Save. Once you click Save, the activity information you just entered will appear below the Save and Cancel buttons. You may continue adding activities at this point. Some fields are prepopulated

Tip: This is a formal document. Avoid using acronyms, abbreviations, ditto marks, arrows, etc.

View after activities have been entered

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Child's Name: Little, Jo

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FAMILY'S DESIRED MEASURABLE RESULTS OR OUTCOMES

CHECK THE AREA BEING ADDRESSED IN THIS OUTCOME

- [x] Knowledge/Skills
- [ ] Appropriate Behaviors to Meet Needs
- [ ] Social Skills

WHAT'S HAPPENING NOW? (CURRENT STATUS)

Jo uses grunts and hand gestures to communicate. Jo does not use any other form of verbal communicatioin

WHAT DO YOU WANT TO WORK TOWARD? (RESULTS OR OUTCOME STATEMENT/ANNUAL GOAL)

Jo will speak 10 new words.

Activities/Strategies/Short term objectives

Things we'll do to achieve this result or outcome:

Services:	Resources/People	Where/Location	Status:
Speech/Language Therapy	speech therapist	home	New

Comments:

Save Cancel

	Things we'll do to achieve this result or outcome	Services to consider	Resources/People	Where/Location	Status	Comments	
	Encourage Jo to imitate sounds.	Speech/Language Therapy	speech therapist	home	New		
	Jo will learn 5 new sign language signs.	Speech/Language Therapy	speech therapist	home	New		

Comments:

DEGREE OF PROGRESS

The activities you entered will appear below the Save and Cancel buttons. Once you have completed the information, you are finished. You can exit the system at this point.

Editing and Deleting Activities

	Things we'll do to achieve this result or outcome	Services to consider	Resources/People	Where/Location	Status	Comments	
	Encourage Jo to imitate sounds.	Speech/Language Therapy	speech therapist	home	New		
	Jo will learn 5 new sign language signs.	Speech/Language Therapy	speech therapist	home	New		

1

1. To delete an activity, click on the Delete icon to the right of the activity.
2. To edit an activity, click on the Edit icon located to the left of the activity.

Editing Activities

Activities/Strategies/Short term objectives

Things we'll do to achieve this result or outcome:

Encourage Jo to imitate sounds.

Services:	Resources/People	Where/Location	Status:
Speech/Language Therapy	speech therapist	home	New

Comments:

Save Cancel

	Things we'll do to achieve this result or outcome	Services to consider	Resources/People	Where/Location	Status	Comments	
	Encourage Jo to imitate sounds.	Speech/Language Therapy	speech therapist	home	New		
	Jo will learn 5 new sign language signs.	Speech/Language Therapy	speech therapist	home	New		

Comments:

When you click on the Edit icon, it will return the activity information to the fields above the Save and Cancel buttons. You can then edit the information in these fields. Notice that the box below the Save and Cancel buttons, where the activity was formerly located, is now shaded. This indicates that the activity is being modified in the fields above.

After you finish editing the activity, click Save.

You can now exit the system. The goal page will be retrieved by the service coordinator when he/she is ready to work on the file.