

## Definitions

### IFSP: Individualized Family Service Plan

An IFSP is the plan written by a team, including the parents, for a child eligible for TEIS. A family may invite family members, friends, and/or advocates to the meeting. Outcomes, measurable goals expected to be achieved for the child and family, are written and monitored in the months ahead. Supports and/or services are identified at this meeting. It is the responsibility of the lead agency (Department of Education) to determine the appropriate provider of a particular early intervention service, including any method.

**Service Coordinator:** A service coordinator is an early intervention professional employed by the State of Tennessee assigned to a family to coordinate their early intervention experience with TEIS.

### TEIDS: Tennessee's Early Intervention Data System

All TEIS records are maintained electronically on a web-based system called TEIDS. Only staff and providers working with your child and family or in a leadership position may access your records.

**TEIS: Tennessee's Early Intervention System** is a voluntary education program. The program is governed by Part C of the Individual's with Disabilities Education Act (IDEA). Every state has a Part C program and establishes its own eligibility rules. Please refer to the **TEIS Questions & Answers** brochure for additional information.

**Transition:** 3 to 9 months before a child's third birthday, every family will have time with their service coordinator to discuss options for when their child turns 3 years of age and exits TEIS. This is also the time for families to participate in a meeting with their local education agency (LEA) if they are interested in pursuing the possibility of special education services. A meeting with the LEA must take place 90 days before the child's third birthday.



**TEIS Central Directory/Tennessee Disability Pathfinder** are working together to help you identify services.

**Online:** Statewide database of agency information at [www.familypathfinder.org](http://www.familypathfinder.org) (Search for Services)

**Print:** 2007-2008 Directory of Disability Services & Supports at [tn.pathfinder@vanderbilt.edu](mailto:tn.pathfinder@vanderbilt.edu)

**Phone:** Statewide helpline (English & Español)  
615-322-8529 or 800-640-4636

Pathfinder is a statewide disability information resource, a joint project of the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities and the Tennessee Council on Developmental Disabilities.



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Tennessee's Early Intervention System  
Growing Together... Little by Little

Growing  
Together...  
Little by  
Little

*What to expect if your child  
is eligible for Tennessee's Early  
Intervention System*

*Early Intervention is crucial for  
providing a good education to children  
with special needs.*



1-800-852-7157  
[www.TN.Gov/education/teis](http://www.TN.Gov/education/teis)

# Traveling through Tennessee's Early Intervention System



**START**

## Step 1

A parent, doctor, or anyone concerned about a child's development calls TEIS to make a referral. The family is provided a Q & A brochure.

## Step 2

The family is called by a Service Coordinator

## Step 3

**Intake Meeting.**  
The Family is introduced to Part C in Tennessee as well as voluntarily participating in a developmental screening or discussion regarding an eligible diagnosis. During the intake meeting, if the family chooses to continue, the following will be discussed:

- \*Principles of Early Intervention
- \*Rights of Infants and Toddlers
- \*TEIS Central Directory (Pathfinder)
- \*The important role of parents and caregivers
- \*TEIS as payor of last resort
- \*Eligibility and IFSP process



## Step 7

Initial IFSP Meeting

## Step 6

If eligible, a family assessment/ Routines Based Interview will be completed with the family prior to the IFSP.

## Step 6

If not eligible, a family may re-fer at a later time.

## Step 5

Determining eligibility using diagnosis or results of Developmental Evaluation and required medical information.

## Step 4

Developmental Evaluation, Hearing Screening and Vision Screening

- \*Authorization for Release or Use of Information form
- \*Social security number and other information
- \*Plan of Action form
- \*Targeted Case Management, insurance and/or other coverage

## Step 8- Optional

A family may make a written request for an IFSP review if they have concerns regarding their supports, services, or outcomes.

## Step 9

The IFSP is reviewed at 6 months.

**Step 10** An annual IFSP is written 1 year after the initial IFSP and a year after that if applicable. Preparation for an annual IFSP includes a new developmental evaluation and updated medical records.

## Step 11 Transition Meeting



## Step 12

A child and family are no longer eligible for Part C (TEIS) on the day the child turns 3 years of age.

**STOP**

