

NYEIS Reasons for IFSP Delay	Discountable?	Guidance
Family – Problem Scheduling Evaluation	Y	<ul style="list-style-type: none"> • Use when the family will not commit to a timely evaluation date or initial IFSP meeting date after being given several dates/location options. (Service coordinators are responsible to identify and resolve scheduling problems.) • Use when the family delays in signing consent for the MDE that it affects the timeliness of the evaluation and initial IFSP. • Use when the family does not select an evaluator in time for the evaluation to be completed, the report issued, and the initial IFSP meeting held within 45 days. If the delay was due to any action by the service coordinator or EIO/D causing the parent to delay selection (untimely evaluator list provided, unanswered parent questions, no review of evaluator specialties to make informed selection, etc.), this reason should not be used. • Use when the parent insists on selecting an evaluator with a confirmed backlog that will affect timeliness of the initial IFSP meeting. If the parent selects such an evaluator, the service coordinator should strongly encourage the parent to select an alternative evaluator that will complete the evaluation on time. Evaluator backlog is a program capacity issue, not a family reason. When parents select certain evaluators for religious, cultural, or language reasons, the municipality must work with the community to ensure the capacity to provide timely evaluations.
Family- Missed/Canceled Evaluation or IFSP Meeting	Y	<ul style="list-style-type: none"> • Use when the family does not show up for appointments that impact on the timeliness of the initial IFSP meeting (e.g., the evaluation). Service coordinators should confirm upcoming appointments and work with the family to identify barriers to attendance so that these can be addressed in advance. • Use when a timely IFSP meeting is cancelled by the family for personal reasons. Whenever possible the IFSP should be scheduled with enough time to allow for a rescheduled IFSP if a parent cannot attend due to personal reasons. • Use when a timely IFSP meeting is cancelled due to parent, child or household family member illness. Whenever possible the IFSP should be scheduled with enough time to allow for a rescheduled IFSP if a parent cannot attend due to illness.

Family- Unresponsive/Moved	Y	<ul style="list-style-type: none"> • Use when the service coordinator has made multiple attempts to contact a family using different methods at various times of the day, on various days and is unable to make contact with the family. • Use when the service coordinator has made contact with the family, but the family has not returned calls, forms, etc. (service coordinators should work with families to identify what is affecting their participation in the EIP, so that their needs can be accommodated.) • Use when a family moves within the county without notice and there is difficulty locating/contacting them, causing the initial IFSP to be late.
Weather Emergency Declared	Y	Use for severe emergency weather conditions that affect an entire region. Whenever possible the IFSP should be scheduled with enough time to allow for a rescheduled IFSP if a required participant cannot attend due to weather situations.
Evaluator Sent Report Late	N	Use when the evaluator does not submit a complete evaluation report(s) in enough time for the municipality to convene an initial IFSP meeting within the required 45 days.
Evaluator Conducted Late Evaluation	N	Use when the evaluator agrees to complete the MDE but does not complete the evaluation within sufficient time to allow the initial IFSP meeting to be scheduled within 45 days of the child’s referral. This reason should not be used if completion of the evaluation was due to family reasons.
EIO/D Referred Child Late to Initial Service Coordinator	N	Use when the municipality designates the initial service coordinator late enough after the referral that the evaluation process and initial IFSP is too late to meet the 45-day requirement.
EIO/D Encountered Foster Care System Problem	N	Use when the EIO/D or service coordinator fails to complete any statutory or regulatory requirements specific to children in care that results in a late initial IFP meeting (e.g., appointing a surrogate, coordinating with the child’s caseworker).
EIO/D Scheduling Problem	N	Use when the EIO/D is responsible for so many children that his/her ability to complete required tasks (e.g., review evaluations for completeness, convene or attend initial IFSP meetings) is impacted so that the 45-day requirement is not met.
Service Coordinator High Caseload	N	Use when the initial service coordinator is responsible for so many children that his/her ability to facilitate evaluations and/or initial IFSP meetings is impacted so that the 45-day requirement is not met.
Translation Difficulty	N	Use when the IFSP is late because either the evaluator failed to facilitate translation services causing the evaluation to be late enough to affect timeliness of the initial IFSP meeting or

		the service coordinator or EIO/D failed to facilitate translation so the parent could participate in a timely IFSP meeting.
Child Eligible Through Mediation/Impartial Hearing	Y	Use when a child is found ineligible, the family pursues due process, and the child is subsequently found eligible, and the initial IFSP is late.
Due Process	Y	Do not use. This reason will be removed from NYEIS in a later version. The IFSP delay reason "Child eligible through mediation/impartial hearing " should be used.
Service Coordinator Unable to Facilitate Transportation	N	Use when the family needs assistance with transportation and the service coordinator fails to assist the parent to access timely transportation to the evaluation and/or the initial IFSP meeting.
Converted Record	Y	For New York City use only