

## Steps for establishing & coordinating dual-agency IFSP services

Agency (1) (Receives initial referral for child, usually working with caregiver family)	Agency (2) (Invited by agency 1 to join service team for child, usually working with parents who live outside of service area for agency 1)
Add secondary agency FRC in ESIT	Determine what services will be offered to parents (considering location, scheduling availability of family & provider, etc.)
Notify caregiver about change to IFSP, explain that parent is participating in services & will have input on the IFSP (daily routine, outcome, etc.). No need to update caregiver services on IFSP unless a review happens to be due then anyway	Notify parent about IFSP service options, explain that IFSP documentation of services will be shared with caregiver family. Develop outcomes appropriate for child with parents, upload to ESIT, & have parents sign IFSP paperwork.
Both agencies (coordinate between each other)	
Email child's assigned state Social Worker (& any other applicable parties to the case) to notify about updated plan for child's services	
Amend services to IFSP in ESIT database	
Add child's assigned state Social Worker as a contact on IFSP, & make all other contacts (parents & caregivers) confidential before printing copies for each family	
Each site maintains a Part C file for child, so both will need to share IFSP signature pages from the family they are working with	
Create system for tracking IFSP timeline due dates going forward (ex: Outlook calendar reminders for review due dates) in order for each team to schedule meetings and complete reviews on-time.	

Funding	
<b>DDA + Part C</b>	<p><b><i>Funding structures for ESIT services are unique to each County across Washington state. This guidance was created based on some part of services occurring in King County. Consult with your Local Lead Agency to confirm the process for establishing funding for dual-agency services.</i></b></p> <ul style="list-style-type: none"> <li>• If services are to occur in same county, <b>notify DDA</b> (submit DDA change form) that agency 2 is also providing services for child to authorize duplicated funding</li> <li>• If services are occurring in different counties, complete &amp; submit DDA funding application for new/2<sup>nd</sup> county with a note explaining the child is already/still being served in the other county with agency 1 (who should follow-up to confirm continuation of funding once other county funding is approved)</li> </ul>
<b>Insurance Billing</b>	This would be in addition to other EI funding sources for billable services, even if it is the same service type from different providers, <i>as long as the same services do not occur at different sites on the same day</i> (for example agency 1 & agency 2 could not both bill for SLP services with their respective providers for the same child on a given date. This may require extra coordination/check-in between sites to ensure that same services are not occurring/being provided on the same day for any given child, which is pretty unlikely)

Created for the 2022 IECC presentation "Including Parents & Caregivers: A Wholistic Approach to ESIT Services for Children in Dependency" by the CHERISH™ program.

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