BI-ANNUAL IFSP REVIEW MEETING DOCUMENTATION CHECKLIST

**All meeting documentation (forms signed by parent are asterisked (\*):**

* Prior Written Notice of Review Meeting
* IFSP page 7\*
* FC-C Notice of Remote Meeting Outcome\*
* Any DHS 4000s\* needed to share IFSP or other EI records information with PCP, other programs, or family members

OTHER GENERAL DOCUMENTATION:

Send CDS-generated letter – Notice of Meeting Outcome sent to parent. Print IFSP from CDS and send with the notice. Document in CDS “Notices and Communication” then upload copy of letter to case notes.