samegoal

IFSP Progress Reports

The **IFSP Progress Report** is used to document progress toward goals for students who are receiving Early Childhood Intervention services.

Tip In the IFSP Progress Report, you are able to pull in goals and objectives directly from the IFSP.

Tip The IFSP Progress Report is very similar to the IEP Progress Report but there's no section to track behavioral goals. The Goal section matches that of the IFSP.

Tracking progress

Steps *Steps to track progress in an IFSP Progress Report:*

1. After completing an IFSP for a student, create an **IFSP Progress Report**.
    - If you create the progress report before completing the IFSP, the student's goals will not pull in correctly and you will need to update the goals.
2. Ensure the document is populated with the correct IFSP dates.
3. Throughout the year, track progress in the **Progress** section.
4. In the **Progress** section, click **add Progress** for each entry.
5. Enter in Progress Date, Progress Code, whether or not the progress is sufficient/the goal has been met, and any comments.
6. Optionally add a progress monitoring chart to graph quantitative data.

Progress monitoring chart

Steps *Steps to create a progress monitoring chart:*

1. Click **add Chart**.
2. Enter in the baseline date and score as well as the target date and score.
    - After entering target and baseline data, the graph will update to have appropriate scale.
3. For each data point, click **add Data**.
4. Enter in Date, Score, whether or not the progress is sufficient/the goal has been met, and any comments.
    - After adding the date and score, the graph will automatically update with the data point and a trendline.

Updating goals

If you created an IFSP Progress Report before completing the most recent IFSP or if you changed the goals/objectives in the most recent IFSP, you'll need to update the goals in the progress report.

Steps *Steps to update the goals/objectives in the progress report:*

1. Update goals in the IFSP as needed and mark the document complete.
2. Click the **X** icon for any goals/objectives section that is outdated to remove the section.
3. Click **Update Goals/Objectives from IFSP** to automatically pull in goals.

Tip You may also click **add Goal** to manually enter in goals.