

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 1 of 8

EARLY INTERVENTION PROGRAM AND SERVICES

POLICY

The Board holds to the premise that while all children grow and develop in unique ways, there are children who experience delays and disabilities in their early development. For these infants/toddlers (0-3 years of age), the Board supports services and resources that enhance natural learning opportunities that occur within the daily routines of a child and their family.

The purpose of the Board's Early Intervention Program is to work alongside parents of children eligible for Part C services under Federal IDEA guidelines, to help them and other important people in the child's life support the child's learning and development within and across all daily life activities. The Board's Early Intervention program is coordinated with the Stark County Family and Children First Council (FCFC), Stark County Help Me Grow (HMG), other community agencies, and families, so that services are flexible, build upon family strengths, and respond to their wishes.

The Board believes that its role as service provider is to work with and support family members and caregivers by using explicit principles, validated practices, the best available research, and relevant laws and regulations to promote a child's learning and development. The Board further believes that a family's priorities, needs and interests are addressed by a primary service provider who represents and receives team and community support to bring about outcomes that are meaningful for the child and the family.

The Board ensures that the early intervention process from the initial contact through the transition to preschool reflects the family's preferences, learning styles, and cultural beliefs in order to address the needs of the child.

Procedures shall be developed to implement this policy.

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	
1/22/11	01-13-11	Early Childhood Director
2/22/14	02-11-14	Superintendent
12/19/15	12-67-15	

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 2 of 8

EARLY INTERVENTION PROGRAM AND SERVICES

PROCEDURES

Description of Services:

1. The Stark County Board of DD Early Intervention program participates in the county's comprehensive early intervention program in the following manner: participates in meetings with HMG for the purpose of identification of strengths and needs of county early intervention services and the support by the Stark County Board of DD (SCBDD) provided to the county early intervention system; provide ongoing services to Part C eligible children and their families which are identified herein as the responsibility of the DD Board as part of the larger county Early Intervention (EI) system.
2. SCBDD E.I. staff shall participate with Help Me Grow Service Coordinators to administer the evaluation for eligibility determination and developmental assessments.
3. Services provided by Stark County Board of DD to eligible EI families consist of a transdisciplinary team using evidence-based practices. The team members include a speech and language pathologist, occupational, and physical therapists, developmental specialist services and, for children with nutritional needs, dietician services. From these team members, a primary service provider is assigned to each family based upon their expressed priorities and wishes.
4. The Stark County Board of DD supports, but does not provide, the following HMG components: outreach, prenatal visits, newborn home visits, ongoing home visiting services, service coordination including responsibility for Individualized Family Service Plan (IFSP) development, and HMG family support services.
5. The Stark County Board of DD does not provide Service Coordinators for the HMG system.
6. The Stark County Board of DD early intervention program is family-centered, community-based, and responsive to the interests, priorities and needs of the family, and is provided in natural environments; i.e., those in which typically developing infants and toddlers participate, including home environments. Families may enter and exit the system at any time and may determine the extent of their involvement.
7. The Stark County Board of DD Early Intervention Program is culturally sensitive to the diversity in beliefs, values, and family structures.
8. The Stark County Board of DD Early Intervention Program is enabling and empowering for families. The focus is on supporting parents and other care

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 3 of 8

providers in confidently and competently promoting child learning and development. This is accomplished through a coaching interaction style.

9. The Stark County Board of DD Early Intervention Program is future-oriented to reflect transition toward the next environment.

Eligibility:

To be eligible for Early Intervention (Part C) services and supports from the SCBDD, an infant toddler shall:

1. Be 32 months of age or younger to receive SCBDD direct services. For 33-35 month olds referred for E.I. services, SCBDD E.I. staff shall participate in eligibility determination activities. If the child is found eligible for Part C services, the HMG Service Coordinator will begin the transition process with the family and school district. The only goal on the IFSP will be a transition goal.
2. Have been assessed by a developmental evaluation team comprised of HMG and SCBDD E.I. staff and identified as meeting Part C eligibility.
3. Demonstrate at least one developmental delay that is 1.5 standard deviations below the norm as measured by a research-based developmental evaluation tool and/or informed clinical opinion as defined by the Ohio Department of Health in the areas of:
 - a. Cognitive development,
 - b. Physical development including vision, hearing and nutrition,
 - c. Communication development,
 - d. Social or emotional development,
 - e. Adaptive development; or
4. Have a diagnosed physical or mental condition as listed in Appendix A of ORC 3701-8-07 "List of diagnosed physical or mental conditions which have a high probability of resulting in developmental delay" and documented by written medical report; or
5. Have a diagnosed physical or mental condition which is not listed in Appendix A of ORC 3701-8-07, when documentation of the diagnosed condition is obtained by the Service Coordinator on form 8024 which is signed by a professional licensed to diagnose and treat mental or physical conditions; or
6. Have already been determined Part C eligible in the State of Ohio by another agency.
7. Children who are not determined eligible but considered to be at risk for developmental delays are not served by the SCBDD. They are referred by HMG to other appropriate services in the community and strategies to help with family's

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 4 of 8

concerns are provided to them on the exit IFSP.

8. The preliminary evaluation data used to establish eligibility of an infant or toddler for the Early Intervention Program shall be current within ninety days of the determination for initial Part C services and annual IFSP's. Family and child assessment data used to determine the need for EI services shall also be current within ninety days of the determination of need for services, initial and annual IFSP's.
9. HMG Service Coordinators shall be responsible to conduct a family directed assessment to determine needs when families agree to participate in the E.I. program. These assessments shall be current within 90 days of the initial and annual IFSP.
10. SCBDD shall request a copy of the written evaluation report for the child's record and for planning purposes. Documentation of the request for the report shall be made and kept in the child's file.
11. The determination of eligibility and the completion of enrollment procedures shall be reciprocal between the Stark County Board of DD and other county Boards.

Enrollment and Provision of Services:

The Stark County Board of DD Early Intervention Program employs the following procedures for enrollment:

1. All referrals for services come through the HMG Service Coordinators. When the Stark County Board of DD receives a direct inquiry from a parent/caregiver, physician, outside source regarding early intervention services; Board personnel will explain the HMG referral process and immediately direct the inquiry to HMG Intake and Referral.
2. Stark County Board of DD serves all children who have been determined Part C eligible per HMG rules and regulations.
3. Once a child is determined eligible for Part C services, HMG Service Coordinators will distribute a combined HMG/SCBDD enrollment paperwork packet for parents to complete. Paperwork will include parent's rights in HMG, HIPAA, and the DODD bill of rights. In addition, they will receive a parent handbook describing the role of both HMG and SCBDD within the county early intervention system.
4. Upon assignment to a primary service provider, a file will be created for each family. An IFSP will be developed jointly with the Service Coordinator (SC) and family. The SC will update the IFSP per HMG rules, or sooner if requested by family, and the primary service provider will attend all IFSP meetings. If a secondary service provider is assigned to the family and is unable to attend the IFSP meeting, documentation of the methods of input into the outcomes, goals and objectives in

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 5 of 8

the IFSP is required to be made. A copy of the current IFSP will be kept on file.

5. For annual IFSP review, the primary service provider will participate with the HMG SC to complete the evaluation for re-determination of eligibility as applicable, the child assessment for re-determination for need for EI services, and the family assessment as applicable.

Individualized Family Service Plan Process:

As the Stark County Board of DD is not providing service coordination, the child's HMG service coordinator is responsible to ensure the development, implementation, review, and monitoring of the IFSP and its timelines. The Stark County Board of DD shall:

1. At the direction of the service coordinator and request of the parent for the eligible child, participate with the parent and other service providers in the development of the IFSP. At the direction of the service coordinator and request of the parent for the eligible child, the Stark County Board of DD Primary Service Provider will attend the initial, any review and annual IFSP meetings.
2. Provide information related to the IFSP process to the child's service coordinator, the IFSP team or the parent, as appropriate, including assessment information.
3. Supply required information for the IFSP when the Stark County Board of DD is requested to provide or fund a service or support leading to accomplishment of a child or family outcome. The Stark County Board of DD must consent to the provision or funding of that service or support before it is listed on and obligated by the IFSP. Only those services listed under Description of Services, no. 2, in this document may be considered for provision by the Stark County Board of DD.
4. Participate in data collection and ongoing assessment related to the accomplishment of child and family outcomes for any IFSP review and for the annual meeting to evaluate the IFSP and to revise its provisions as needed. If Stark County Board of DD staff is requested at IFSP meetings but unable to attend, arrangements shall be made for that person's involvement through other means, which may include:
 - a. Participating in a telephone conference call;
 - b. Having a knowledgeable authorized representative attend the meeting; or
 - c. Making pertinent information available in writing.
5. Participate in transition planning as requested by the service coordinator or parent between nine months and 90 days before the child's third birthday.
6. The HMG service coordinator is responsible for assuring that the Individualized Family Service Plan is completed on form HEA 7720 and includes:
 - a. A statement about the child's present levels of development in the following

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 6 of 8

- areas: physical; cognitive; communication; social or emotional; and adaptive;
- b. A statement about the family's resources, priorities, and concerns related to enhancing the development of their child's development;
 - c. A statement of the measurable, functional outcomes expected to be achieved for the child and family and the criteria, strategies, and time lines used to determine the degree to which progress toward achieving outcomes identified on the IFSP is being made;
 - d. The specific early intervention services, as defined in rule 3701-8-01 of the Administrative Code, which are necessary to meet the unique needs of the child and family to achieve the outcomes identified on the IFSP; including the length, duration, frequency, intensity, service provider and method of delivering the early intervention services; a statement that each early intervention service is provided in the natural environment for that child or a justification as to why the service will not be provided in the natural environment; the location of each service; and payment arrangements;
 - e. A description of the steps the service coordinator or family will take to assist the child and family in securing any and all services which are identified as needed to achieve outcomes, but are not currently being provided;
 - f. The projected start dates for the initiation of each early intervention service and the anticipated duration of each service; and
 - g. The name of the service coordinator, who is responsible for ensuring the implementation of the early intervention services identified on a child's IFSP and coordination with other agencies and individuals serving the child.
 - h. The payment arrangements, if any (there will be no cost to families for Stark County Board of DD services as listed on Procedures page 1, #2);
 - i. Other services that the child needs as determined by the Individualized Family Service Plan transdisciplinary team;
 - j. The steps to be taken to support the family and child, during the transition of the child, for program and service changes under age three and at termination of Early Intervention services to other appropriate services or to preschool services. Transition programming shall begin when the child is at least 27 months old and shall include but not be limited to:
 - i. Discussions of formal and informal support needed by parents during transition. Discussions with parents regarding future placements and other matters related to the child's transition;
 - ii. Procedures to prepare the child for changes in service delivery including steps to help the child adjust to and function in a new setting; and
 - iii. With parental consent, the transmission of information about the child to the receiving agency, to ensure continuity of services, including evaluation and assessment information, copies of Individualized Family Service Plan that have been developed and implemented, and other relevant data.

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 7 of 8

Parent Rights and Procedural Safeguards:

For all infants and toddlers served, upon enrollment and during annual review thereafter, the Stark County Board of DD shall:

1. Ensure that parents are informed of their rights, as outlined under Parents' Rights in the Help Me Grow brochure, and document that the parent has received a copy.
2. Comply with the Ohio Department of Health's "Ohio Procedural Safeguards" policy.
3. Ensure parents are afforded all requirements under section 5123.63 of the Revised Code, distribution of the DODD "Bill of Rights."

Program Content:

Early Intervention services of the Stark County Board of DD shall promote engagement, independence, and full community participation. This may be accomplished through coaching families in the following areas:

1. Language stimulation and communication skills training;
2. Self-help and adaptive behavior skills training;
3. Health and physical (fine and gross motor) development;
4. Social-emotional development;
5. Cognitive development;
6. Sensory development; and
7. Family support.

Miscellaneous:

1. For all services provided to the family, a record of the date, frequency, duration, type of service, and outcome shall be maintained.
2. Stark County Board of DD Early Intervention Program policies and procedures shall be written and shall be made known and available to parents.
3. The Stark County Board of DD Early Intervention Program ensures that ongoing systematic data shall be collected by service providers to measure progress on individual goals and objectives.
4. The Stark County Board of DD Early Intervention Program ensures and makes available early intervention services on a year-round basis for a minimum of 240 days, based on the availability of funds.
5. The Stark County Board of DD Early Intervention Program will offer a flexible program that allows families to participate at varying levels as agreed upon in the IFSP process. The Individualized Family Services Plan team shall determine the

Stark County Board of Developmental Disabilities

Policy 5.01 Early Intervention Program and Services	Effective 1/19/16
Chapter 5: Program Services	Page 8 of 8

frequency and location of participation in a natural environment as dictated by family outcomes.