

Stark County Board of Developmental Disabilities

Policy 5.03 Early Intervention Enrollment and Child Records	Effective: 6/16/15
Chapter 5: Program Services	Page 1 of 3

EARLY INTERVENTION ENROLLMENT AND CHILD RECORDS

POLICY

As a provider to the Help Me Grow system, the focus of the Board's Early Intervention Services is to assist the family in meeting the unique needs of their child, and to help the system in meeting its mandates through collaboration with other local agencies and providers within the county's local Family and Children First Council. To this end, the Board will develop procedures to enroll eligible infants and toddlers into the Board's program that are family-friendly and that ensure prompt follow-up.

The Board shall also develop procedures concerning contents and maintenance of child records per DODD rules and regulations.

Historical Resolution Information	Reviewer(s):
Date Resolution Number	Eastgate Early Childhood Principal
10/13/05 10-106-05	Superintendent
2/18/12 02-18-12	
5/16/15 05-28-15	

Stark County Board of Developmental Disabilities

Policy 5.03 Early Intervention Enrollment and Child Records	Effective: 6/16/15
Chapter 5: Program Services	Page 2 of 3

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PROCEDURE

I. Intake and Referral

- A. All Early Intervention (EI) intakes for the entire county are handled by “Help Me Grow” (HMG). Anyone who initially contacts the Board regarding EI services will be referred to Help Me Grow.
- B. When a child is referred to Help Me Grow with suspected delays or a diagnosis that is known for resulting in delays, Help Me Grow Service Coordinators will make an initial visit with the family to discuss EI services and begin initial data gathering.
- C. Following the initial visit, the HMG Service Coordinator will present pertinent information on each family to the team assigned to that family’s school district. Based on the initial expressed needs and concerns of the family, the team shall choose a team member to serve preliminarily as the Primary Service Provider (PSP).
- D. The PSP will accompany the Service Coordinator to conduct either an evaluation to determine if the child is eligible for EI services or, if the child has a qualifying medical diagnosis as noted by the EI rule and automatically is eligible for services or a Hawaii Early Learning Profile (HELP) assessment to determine exact strengths and needs.
- E. At the initial home visit, the HMG Service Coordinator shall assist the family with completion of intake paperwork for both agencies and review the parent handbook and procedural safeguards.

II. Enrollee Records

- A. For each child, birth through two (2) years of age enrolled in the county board to receive early intervention services and supports, the following information shall be compiled and kept on file:
 1. Documentation verifying the date of initial referral to the early intervention system and date of request for the county board to assist in the initial evaluation and assessment process;
 2. Documentation of eligibility;

Stark County Board of Developmental Disabilities

Policy 5.03 Early Intervention Enrollment and Child Records	Effective: 6/16/15
Chapter 5: Program Services	Page 3 of 3

3. Other records related to services provided or arranged by the county board including the current individual family service plan; consent forms; correspondence with the family; services and case notes; documents developed by the county board including evaluations, assessments, progress reports, and documentation of records requested and documents shared or released; and documentation of the date, frequency, duration, outcomes addressed and intensity of services delivered.