

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| 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 with disabilities or developmental delays. For these children, birth through age 2 years old, who are eligible for Part C services under Federal IDEA guidelines, 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 promote the philosophy that young children learn best from familiar people in familiar settings. In addition, the Board will provide services and supports using the Evidence Based Early Intervention model of Coaching and Teaming to enhance and build the capacity of the parents/guardians to assist their child’s overall development across all domains and daily life routines. The Board’s Early Intervention program is coordinated with the Stark County Family and Children First Council (FCFC), Ohio Early Intervention, other community agencies, and the child’s family and caregivers, in order to build a plan for the child and family which uses existing supports and resources and builds upon them to enhance the child’s learning and development. The Boards Services are provided in the child’s natural environment and are flexible to meet the unique needs of each family. The Individualized Family Service Plan (IFSP) is unique to each child and is created based on the child and family strengths and geared towards the areas of concern for each child and family.

The Board believes that its role as service provider is to work with and support family members and caregivers by using The Key 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 and wishes of the parents/guardians.

Procedures shall be developed to implement this policy.

| <p>Historical Resolution Information</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>2/26/19</td> <td>02-07-19</td> </tr> <tr> <td>03/22/22</td> <td>03-15-22</td> </tr> <tr> <td>01/24/23</td> <td>01-07-23</td> </tr> </tbody> </table> | Date | Resolution Number | 2/26/19 | 02-07-19 | 03/22/22 | 03-15-22 | 01/24/23 | 01-07-23 | <p>Reviewer(s):</p> <p>Director of Early Intervention and Nursing Services Superintendent</p> |
|--|-------------------|-------------------|---------|----------|----------|----------|----------|----------|--|
| Date | Resolution Number | | | | | | | | |
| 2/26/19 | 02-07-19 | | | | | | | | |
| 03/22/22 | 03-15-22 | | | | | | | | |
| 01/24/23 | 01-07-23 | | | | | | | | |

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 2 of 8 |

EARLY INTERVENTION PROGRAM AND SERVICES

PROCEDURES

Description of Services:

1. The Stark County Board of DD (SCBDD) Early Intervention program is funded primarily by local levy dollars in addition to Title XX grant funding. SCDBB participates in the county's comprehensive early intervention program in the following manner:
 - a. participates in meetings with Service Coordinators for the purpose of identification of strengths and needs of county early intervention services and the support by the Stark County Board of DD provided to the county early intervention system;
 - b. provides ongoing services and supports 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 EI staff (service providers) shall participate with collaboration with the Stark County Early Intervention Service Coordinators (EISC) to administer the evaluation for determination of eligibility and/or developmental assessments within 45 days of referral to the early intervention system.
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 pathologists, occupational therapists, physical therapists, developmental specialist vision specialist, hearing specialist, and early childhood mental health consultant. From these team members, a primary service provider is selected to function as the primary liaison between the family and the EI Team, and to provide services and supports to each family based upon their expressed concerns, strengths, and priorities.
4. The Stark County Board of DD supports, but does not provide, the following 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 Early Intervention 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 early intervention system at any time and may

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 3 of 8 |

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 providers by building the capacity of the parents/caregivers to help their child to achieve the outcomes developed in the IFSP. This is accomplished through the early intervention coaching model.
9. Stark County Board of DD Early Intervention Program participates in the Transition process and provides supports and services for the child and family during this process.

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. 33-35 month olds referred for EI services, SCBDD EI staff shall participate in eligibility determination activities. If the child is found eligible for Part C services, the Service Coordinator will begin the transition process with the family and school district.
2. Have been assessed by a multidisciplinary developmental evaluation team comprised of the Service Coordinator and SCBDD EI 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 determined by a DODD approved research-based developmental evaluation tool and/or informed clinical opinion as defined by the Ohio Department of Developmental Disabilities 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 C of OAC 5123-10.02 "Physical and mental conditions with a high probability of resulting in a developmental delay" and documented by written medical report; or
5. Have a diagnosed physical or mental condition which is not listed in Appendix C of OAC 5123-10.02 , when documentation of the diagnosed condition is obtained by the Service Coordinator on form EI-12 "Documentation of Diagnosed Medical Condition"

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 4 of 8 |

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 Service Coordinators to other appropriate services in the community and strategies to help with family's 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.
9. Service Coordinators shall be responsible to conduct a family directed assessment to determine needs when families agree to participate in the EI program.
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 State referral system. The child is assigned to a Service Coordinator (EISC) by the EI Contract Manager, 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 Early Intervention referral process and immediately direct the inquiry to Early Intervention Intake and Referral.
2. Stark County Board of DD serves all children who have been determined Part C eligible per Early Intervention rules and regulations OAC 5123-10.
3. EISC are responsible to get explain all applicable EI forms and get parent signatures as indicated in rule. Parents Rights brochure and documentation that parent's rights were reviewed is the responsibility of the EISC. The SCBDD supports and promotes all procedural safeguards as indicated in rule.
4. After the EISC completes the intake and appropriate consents are received, the EISC places the child on the EI Team agenda under Welcomes. The child is

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 5 of 8 |

presented at EI Team and the most likely Primary Service Provider (PSP) is selected. The PSP is responsible to create a file for each child/family and maintain documents as outline in rule. This record may be maintained in the Board's electronic documentation system.

5. The PSP and the EISC are part of the multidisciplinary team that completes the evaluation and/or assessment as indicated for eligibility.
6. The multidisciplinary team which includes the PSP, EISC, and parents and caregivers, develops an IFSP. The SC will update the IFSP per rule, 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 and strategies in the IFSP is required to be made. A copy of the current IFSP will be kept on file.
7. For annual IFSP review, the PSP will participate with the EISC or another discipline to complete the evaluation for re-determination of eligibility as applicable. The annual child assessment and the family assessment are completed by the multidisciplinary team as applicable.
8. All service providers are responsible to completely documenting service provision as documented in the IFSP grid in the Boards electronic documentation system. Documentation shall include:
 - a. When the visit occurred
 - b. Where the visit occurred
 - c. How the visit occurred - in person/tele
 - d. Length of the visit
 - e. Who was present at the visit
 - f. What outcomes were addressed at the visit
 - g. How the outcomes were addressed
 - h. The joint plan between visits and plan for next visit
 - i. Date of next visit and documentation of offered dates is the next visit date is still pending.
 - j. Signature, credential of service provider and date. – case notes may be signed electronically.
9. All service providers (PSP and SSP) are responsible for ongoing assessment of the child and family. Ongoing assessment is documented in case notes in the Boards electronic documentation system.

Individualized Family Service Plan Process:

As the Stark County Board of DD is not providing service coordination, the child's Stark

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 6 of 8 |

County Early Intervention Service Coordinator (EISC) 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 EISC, participate with the parent and other service providers in the development of the IFSP. At the direction of the EISC, the Stark County Board of DD PSP will attend the initial, any review, and annual IFSP meetings.
2. Provide information related to the IFSP process to the child's EISC, the IFSP team or the parent, as appropriate, including assessment information.

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.

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. Participating via virtual visit (tele)
 - c. Having a knowledgeable authorized representative attend the meeting; or
 - d. 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 Service Coordinator is responsible for assuring that the Individualized Family Service Plan is completed on form EI-04 and includes:
 - a. Documentation of eligibility
 - b. A summary of the family's priorities, concerns, and resources
 - c. A statement about the child's present levels of development including the child's strengths and needs in the areas of "Developing Positive Social-Emotional Skills"; "Acquiring and Using Knowledge and Skills"; and "Using Appropriate Action to Meet Needs" which encompasses the following areas of development: physical; cognitive; communication; social or emotional; and adaptive;
 - d. Identification of child and/or family outcomes based on the what the family wants to accomplish based on the information the team learned from the child and family assessments. Including what steps and strategies that will be used to meet the outcomes.;
 - e. Specific early intervention services, as defined in rule OAC 5123-10, which are necessary to meet the unique needs of the child and priorities of the family to

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 7 of 8 |

achieve the outcomes as identified on the IFSP; including the method, location, length, duration, frequency, intensity, service provider type, provider agency, funding source, and projected start dates. and that each early intervention service is provided in the natural environment for that child. If not, justification as to why the service will not be provided in the natural environment must be provided.

- f. 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;
- g. The projected start dates for the initiation of each early intervention service and the anticipated duration of each service; and
- h. 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.
- i. The payment arrangements, if any (there will be no cost to families for Stark County Board of DD services.);
- j. Other services that the child needs as determined by the Individualized Family Service Plan transdisciplinary team;
- k. 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.

Parent Rights and Procedural Safeguards:

For all infants and toddlers served, upon enrollment and during annual review thereafter, the Stark County Early Intervention Service Coordinator shall:

1. Ensure that parents are informed of their rights, as outlined under Parents' Rights in the Early Intervention brochure, and document that the parent has received a copy.
2. Ensure parents are afforded all requirements under section ORC 5123.62, Rights of persons with a developmental disability.

Stark County Board of Developmental Disabilities

| | |
|---|----------------------|
| Policy 5.01 Early Intervention Program and Services | Effective: 1/24/2023 |
| Chapter 5: Program Services | Page 8 of 8 |

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, services provided to meet outcome, and location of services, 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 frequency and location of participation in a natural environment as dictated by family outcomes.