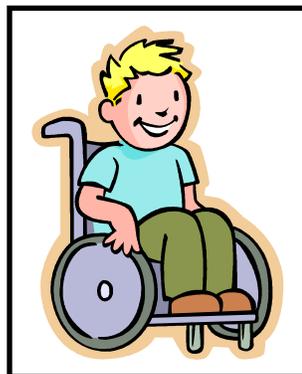
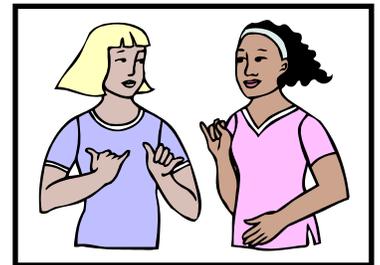


# Parent Handbook and Resource Guide



**Clermont County Board of Developmental Disabilities  
Early Intervention Program**

# **THE WILDEY CENTER**

## **Street address**

**2040 US Highway 50  
Batavia, OH 45103**

## **Mailing address**

**P.O. BOX 8  
OWENSVILLE, OHIO 45160  
513-732-7026  
513-732-5160 – fax**

## **Directions**

**I-275 to Hillsboro exit, #59B**

**Turn right on Route 50**

**The Wildey Center is 6.2 miles on your left**

**Or**

**Head east on Route 32 to Owensville exit**

**Turn right on Route 222 to right on Route  
132**

**Go 1.4 miles to left on Benton Rd. to the stop  
sign**

**Turn left on Route 50 to 2<sup>nd</sup> drive on the right**

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### **What is Clermont County Board of Developmental Disabilities (CCBDD)?**

An agency committed to working in partnership with eligible individuals with developmental disabilities and their families to identify and support the choices they make about services. The development and allocation of agency resources will be based upon these choices.

### **What is Early Intervention?**

Early Intervention (EI), part of Clermont County Board of DD, is a program that provides a variety of services to children birth to three who have a developmental delay or disability or who are at risk for a developmental delay or who have a diagnosed medical condition.

We are “family centered” -This means that we work with you to develop and provide services that are designed to meet the needs of you and your family as they pertain to the unique needs of your child.

### **What is Help Me Grow?**

The Help Me Grow (HMG) program, in Clermont County and across Ohio, is a broad system of services for eligible families with infants and toddlers, prenatal to their third birthday. Clermont County HMG Central Intake and Coordinating Site helps to link families to the services that best fits their needs. Whether families have medical, educational, developmental, or emotional concerns, Central Intake is the place to begin.

## **Why Early Intervention Works for Infants and Toddlers**

### **Natural Environment**

- As per research and the Federal law we serve families in your natural environment. The natural environment is where you and your child spend time naturally. So, the EI staff may see you and your child in your home, at grandma’s or in a community setting such as a child-care or the local library or park. All services are individualized to meet your family’s needs. All services are implemented in conjunction with a family member.

### **Federal Law – Individuals with Disabilities Education Act (IDEA) Definition:**

“Natural environments means settings that are natural or normal for the child’s age peers who have no disabilities.” (IDEA, Section 303.18)

“To the maximum extent appropriate to the needs of the child, early intervention services must be provided in natural environments, including the home and community settings in which children without disabilities participate.” (IDEA, Section 303.12)

- Natural environments should be thought of more broadly than simply as physical places, locations, or settings, and must consider **families’ priorities and daily activities**. (Walsh, Rous, & Lutzer, 2000)

“Natural environments are not places, but the **everyday routines, experiences, and activities** occurring in different **social and nonsocial contexts** as part of family and community life.” (Raab & Dunst, 2003)

## **Research and federal law inform us that there are Seven Key Principles of Effective Early Intervention**

1. Infants and toddlers learn best through every day experiences and interactions with familiar people in familiar contexts.
2. All families, with the necessary supports and resources, can enhance their children's learning and development.
3. The primary role of the service provider in early intervention is to work with and support the family members and caregivers in a child's life.
4. The early intervention process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles and cultural beliefs.
5. IFSP outcomes must be functional and based on children's and families' needs and priorities
6. The family's priorities needs and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
7. Interventions with young children and family members must be based on explicit principles, validated practices, best available research and relevant laws and regulations.

### **That is why the Clermont County Early Intervention Program will work with you and your child together.**

The goal of services is to work together with families on how to best encourage growth in their child. If a therapist spends one hour per week with a child working on a specific skill such as naming objects, that equals 60 minutes of 'therapy' or engagement per week. If a family encourages pointing out the names of objects through out each day during normal routines (eating, bathing, etc.) the child will have the opportunity to develop that skill all day long every day!!!

### **Primary Service Provider**

#### **Characteristics of Primary Service Provider Approach**

- An identified team of individuals from multiple disciplines having expertise in child development, family support, and coaching is assigned to each family in the program.
- One team member serves as primary service provider or primary coach.
- The primary provider receives coaching from other team members through ongoing team meetings. All team members attend these meetings.
- The primary service provider is selected based upon desired outcomes of the family, rapport/relationship between coach and family, and knowledge and availability of the primary provider and family.
- Joint visits should occur at the same place and time whenever possible with or by other team members to support the primary provider

## **The CCBDD uses a primary service provider (PSP) set of practices**

Every family will have access to this team:

- Occupational Therapist
- Physical Therapist
- Speech and Language Pathologist
- Early Intervention Specialist,
- Service Coordinator
- Family Support Specialist.

This team will help build YOUR family's capacity to care for your child and promote their growth and development in natural environments where you live, work, and play.

- The therapists on the EI team all hold current licenses as mandated by their specific state regulatory agency. They are also required to take several hours of training a year to remain current in their areas of specialty.

**“learning occurs while we do things that have a high level of interest and engagement for the child and family”** (Hanft, Rush & Sheldon, 2004)

- What makes your child smile and laugh?
- What makes your child happy and feel good?
- What gets your child excited?
- What are your child's favorite things to do?
- What things are particularly enjoyable and interesting to your child?
- What does your child especially work hard at doing?
- What gets and keeps your child's attention?
- What “brings out the best” in your child?
- What gets your child to try new things?
- What does your child choose to do most often?

## **Early Intervention Step by Step**

### **• Evaluation**

- Screenings
- Formal and informal assessments
- Parent/family interview
- Collaboration with family & team

### **• Intervention**

- Collaboration with family & team
- Develop Individualized Family Service Plan (IFSP)
- Incorporate evidence-based practice

### **• Outcomes**

- Promote function
  - Meet family and child's goals & needs



**Early Intervention teams respect the unique interests, culture, needs, and priorities of the child and family and build on their strengths and abilities.**

**Early Intervention teams support children and families to be successful in their everyday routines.**

### **Examples Include....**

#### **Participation in Meal Time**

- Promote independence in self-feeding
- Improve ability to eat a variety of foods and textures
- Create family-friendly schedules
- Ensure appropriate seating needs

#### **Participation in Bath Time**

- Address positioning needs
- Ensure safety during activities of daily living
- Promote sensory rich experiences
- Encourage a language rich experience

#### **Participation in Play Time**

- Design safe play areas
- Help to move around the room to explore in order to reduce his frustration.
- Assist play on the playground equipment and play in the backyard
- Promote an alert state to better enjoy play time longer.

#### **Participation in Outside Social Times**

- Manage emotions
- Support family caretaking abilities
- Strengthen family bonds
- Support for families who want to network with each other
- Support and assist families through training workshops, group meetings, resource publications, information, referrals and advocacy
- Facilitate the family learning more about child development in order to support their child's growth.

#### **Participation in Bed/Nap Time**

- Establish healthy sleep/nap schedules



# The Wildey Center



The Wildey Center is a busy place:

- All Clermont County DD Early Intervention and Administration offices are located here
- Clermont Help Me Grow, Families Connected and The Regional Infant Hearing offices are also located here
- Parent trainings
- Parent to Parent support
- Social events

## Where can I park at The Wildey Center?

- Parking for families is located to the left of the main driveway – “Visitor Parking” signs are posted. A sidewalk is located in front of the parking spaces for a safe walk way to the Early Intervention door.
- The circle area in front of the school is for busses and due to fire safety guidelines may not be used for parking.
  - **All visitors must enter through the EI entrance and sign in.**
  - All visitors must also wear a visitors or parents sticker obtained through the EI office.

## What should I do when my child is sick?

- Please contact our EI office at 732-7026 to cancel the scheduled visit.
- If your child is receiving visits at your home and other family members are ill, please call our office to cancel the visit.

### **What should I do if the weather is bad?**

If the weather is bad, such as snow or severe weather watches or conditions and you have a visit scheduled for that day your primary service provider or your service coordinator will call you and together you will decide whether to proceed with the visit or to reschedule.

### **How will I know if a visit is cancelled or if someone is going to be late?**

The staff of the Clermont County Board of DD Early Intervention Program makes every effort to stay on schedule for every visit. However, sometimes-unavoidable circumstances arise (i.e. illness, traffic jams, etc...) that may cause a visit to be delayed or canceled.

- The Early Intervention staff will always notify you in the event that a visit is canceled.
- They will also notify you if they are running more than 15 minutes late for a scheduled visit.

### **How will I know the health and safety of my child is ensured?**

- The Early Intervention staff will wash their hands between home visits
- The Early Intervention staff will call and cancel a home visit when a staff member is sick.
- The Early Intervention staff is trained annually on Universal Precautions and Blood Born Pathogens.



## Child and Parent Rights

Children and parents that are served through the Ohio Department of DD and Ohio Help Me Grow systems have specific rights that are protected under state and federal regulations. These rights are in place to ensure that services, activities and procedures are delivered in the best interest of the families and children served. All DD and Help Me Grow service providers must give you the parent and or caregiver a written notice of your rights and the procedures that are in place to protect those rights. These rights are important, your service coordinator will review them before services begin and then on an annual basis.



### **The following rights are guaranteed to all CCBDD Early Intervention and Help Me Grow families:**

- Your participation is **voluntary**; and you may accept some services and refuse others. However, if consent is not given for the full developmental evaluation, your child will not receive early intervention services.
- Your **written consent** is required before any developmental screenings, evaluations, and family assessments are started.
- Your **written consent** is required before any information about your child or family is shared between service providers.
- Your **written consent** is required before receiving any ongoing services.
- Your **written consent** is continued until you revoke it in writing or your child leaves the program
- Services provided to your child must be culturally appropriate and information shared with you must be in **your native language** or other mode of communication.
- All information and records about your child and family is kept **confidential** and can be shared with other service providers only with your written consent.
- You can review and request changes to the records about your child and family at anytime.
- You can request, be present at, and take part in any meetings about your child and your family.
- A copy of the IFSP, developed with you for your child and family, must be given to you initially and after each update within 10 days.
- You can make a formal complaint about services for your child and expect to receive a written response within 30 days.

- **If you suspect your child has a developmental delay...**

If your child is suspected of having a developmental delay or has a medical diagnosis with a condition that might result in a delay, Part C of the Individuals with Disabilities Education Act (IDEA) guarantees specific rights to families and children eligible for Early Intervention services. A portion of your rights under the Help Me Grow Part C Early Intervention program include the following services that are at no cost to you:

- A full developmental evaluation to determine eligibility within **45 days** of referral to Help Me Grow due to a concern in your child's development. If the parent chooses, the evaluation will be conducted by staff from CCBDD in 2 different disciplines with one member of the team being an expert in the primary area of concern.
- Ongoing assessments to determine your child's unique needs; your family's resources; priorities and concerns related to your child's development; and the type of early intervention services that are recommended
- Service coordination
- Development of the **Individual Family Service Plan (IFSP)** within 45 days of the initial referral
- Assistance with **Transition** planning before your child's third birthday
- Parent to parent connections and support
- Additional procedural safeguards

**Additional rights of parents receiving Part C, Early Intervention services include:**

- You are encouraged to invite an advocate, friend or interpreter at any or all contact you have with your service providers
- All contact with your service providers will be at a time and place that is convenient for you
- The right to receive a copy of anything in your Early Intervention record.
- The right to have someone assigned to protect your children's rights if a parent or guardian is unknown or unavailable.
- The right, if eligible, for Preschool services, Part B, to have a written Individualized Education Program (IEP) and to have services begin on your child's third birthday.
- You will receive prior written notification of every IFSP meeting-initial, review, annual and transition. Notification will be given to all invited meeting participants. All meetings are to be scheduled at a time and place that is convenient for the family.
- You will receive written notice before any changes are made in the services you receive. The notice will include what and why the change is being proposed or denied.
- The right to disagree with services or with the way they are being provided and to request changes through established procedures (negotiation with the agency involved, mediation or administrative hearing.).
- The right to continue receiving Early Intervention Services while you are working out disagreements related to those services, unless you and the agency involved agree that this is not in the best interest of your child. There will be no retaliation or barriers to services during this process.

- The right to use an advocate or lawyer or any other representative you choose in all dealings with Early Intervention services.
- The right to use judicial processes to resolve disagreements after you have tried to solve them through agency administrative procedures.
- The right to file a complaint through due process proceedings with the Clermont County Board of DD.
- The right to file a complaint with the Clermont County Help Me Grow collaborative.
- The right to file a complaint with the Clermont County Family and Children's First Council.
- The right to file a complaint with the Ohio Department of Health.
- The right to file a complaint with the Ohio Department of DD.
- The right to file a complaint with the U.S. Department of Education.



♥ Investing early in young children makes scientific sense. Brain development research shows that children's intellectual and emotional capacity is largely determined by brain development in the first three years of life.

## **Additional Part C Early Intervention rights called Procedural Safeguards**

Many of your rights as a parent of a child with a suspected developmental delay or of a child with a medical diagnosis of a condition that would probably result in a delay are referred to as procedural safeguards. The Individuals with Disabilities Education Act (IDEA) requires that specific procedures be followed that guarantee your role as a primary decision maker and informed member of the early intervention team. A clarification of some of these safeguards follows:

### **Prior written notice**

Public agencies or service providers must give you advanced written information about any service or other action affecting your child's eligibility, evaluation or placement for early intervention services. Timely written notice must be given to you before any activity or service is started or changed for your child or family. Also, if any service or activity is refused to your child or family then a written explanation must be provided to you. Written prior notice assures that you get all the details before any activity so that you have the opportunity to provide input on decisions affecting your child. You know your child best and the information you share with Help Me Grow will ensure that the evaluation and services are right for your child. The written notice you receive must include the action that is being proposed or refused; the reasons why the action is proposed or refused; an explanation of each record or report that supports the action; and your procedural safeguards under the early intervention program.

### **Use of caregiver's native language or preferred mode of communication**

We want you to thoroughly understand all activities and written records about your child. If you prefer another language (Spanish, German, etc.) or mode of communication (sign language, Braille, etc.) we will provide an interpreter at no cost to you. We want you to understand so that you can be an informed team member and decision maker.

### **Informed Parent Consent**

Your CCBDD Early Intervention / Help Me Grow provider must have your permission to take any action that affects your child. Your service coordinator will ask you to give your consent in writing before an evaluation is completed or services are provided. Be sure that you completely understand the suggested activities. You must receive the information you need to play an active role. By being involved you can help your service coordinator and early intervention team plan the services that match your family's preferences and needs. Your service coordinator will explain what happens if you give your consent and if you do not give your consent. Your consent and permission is voluntary, meaning you do not have to give permission if you have concerns or questions, and you can cancel your permission at any time. Your consent will continue in effect until it is canceled in writing. If you do not provide consent for the evaluation of your child in all five developmental areas, including hearing, vision, and nutrition screening, to determine eligibility, then your child will not receive any early intervention services.

**Accept or decline services without jeopardy**

With the other members of your child's early intervention team, you will consider which services can best help you accomplish the outcomes you want for your child and family. You will be asked to give your consent for the services you want. You do not have to agree to all services recommended. You can say no to some and still receive the others. If you decide to try other services at a later date you can give your consent then.

**Confidentiality and release of information**

The CCBDD Early Intervention / Help Me Grow staff values any information you choose to share with us. If you give us written permission, we will share needed information with other providers such as your pediatrician, therapist who are working with your child, as well as the school district when your child is ready to transition at the age of 2 years 6 months. All records are kept confidential and they will not be shared with anyone unless you give us written permission to do so.

**Records**

If there is a change in the custody of your child, Senate Bill SB-140 requires parents to inform the EI program anytime a change of custody occurs. School officials are required to see and copy court orders pertaining to a child's custody. A divorce or change in custody does not change the right of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's records. Stepparents have rights to records, reports or conferences unless the custodial parent confers these rights on them.

You have a right to see the records contained in your child's file kept in the Wildey Center EI office at any time. Please let your EI staff member / Service Coordinator know that you would like to see these records. Every attempt will be made to provide these records to you within 24 hours of the request. You may also request copies of your child's records. You have the right to a response from the program officials to reasonable requests for explanations and interpretations of records.

Your child's records are confidential and are protected by the Privacy Act and by CCBDD Board Policy. Only the staff and the child's natural parents or legal guardians have access to the records. The only exception to this is when you give written permission to the Clermont County EI staff to share information with someone of your choosing, such as a physician. Your permission must be obtained annually for release of any records. Clermont County will not release any records to other agencies/providers that are not generated from the Wildey Program without written permission from the source of the information requested.

If you are unhappy about anything in your child's file, you have the right to a hearing to challenge the contents of your child's records. Please contact your EI staff member / Service Coordinator regarding your concern.

**What if I am unhappy about any aspect of the services that my child is receiving through the Clermont County DD Early Intervention program?**

We want you to be satisfied with all aspects of the services that you and your child are receiving through the Early Intervention program. However, sometimes disagreements do arise. The first step to take if you are concerned about services is to discuss the concerns with your EI staff member / Service Coordinator. Your EI staff member and you are partners in all aspects of your child's program. Hopefully you and your team can resolve any questions or concerns that may arise. In the event that the EI team / Service Coordinator is unable to resolve your concern, please contact the Director of Early Childhood Services. She can be reached at 732-7026. She will work with you in the resolution of the concern. In the event that the concern cannot be resolved by the Director and the family, the Clermont County Board of DD has a resolution of complaints policy in place that guarantees families the right to due process proceedings to occur with 30 days of the written filing of the complaint. The EI director will assist the family in accessing this process in an expedient manner.

If the concern can not be resolved through the CCBDD Resolution of Complaints Process, or if you choose to seek other options regarding the complaint process, you may contact other sources listed below. Each of the sources also provides resolution of complaint procedures

**Help Me Grow --513-732-5030**

**Clermont County Family and Children First Council--513-732-7640**

**Families Connected – 513-732-5034**

**Ohio Department of DD --1-800-231-5872**

**Ohio Department of Health--1-614-644-8389**

**Ohio Legal Rights--1-800-282-9181**

♥ investing early in young children is the right thing to do. When we invest early in young children's health and education, we can help parents make good choices, prevent child abuse and neglect, and identify right away young children who need extra help

## **Privacy Promise**

The Clermont County Board of DD understands that consumer personal information needs to be kept private. Protecting consumer personal information is important. We follow strict federal and state laws that require us to keep consumer personal information confidential.

### **How We Use Your Personal Information**

When an individual receives services from the Clermont County DD Board, we may need to use their personal information for such activities as providing services, billing for services, and conducting our normal board business known as health care operations.

If a consumer has chosen a personal representative and has agreed to let that personal representative obtain the consumer's personal information, we will provide the information to that personal representative. If the individual has a guardian, we will provide the information to the guardian.

### **Examples of how we use consumer information:**

**Treatment** - We keep records of the care and services provided to consumers within the DD Board (for example: service and support division, nursing, and DD staff who help develop service plans). If DD Staff wants to share personal information with anyone who is not employed by the DD board, they must be given written permission by the individual/guardian/personal representative first.

**Payment** - We keep records that include payment information and documentation of the services provided to each consumer. Consumer information may be used to obtain payment for services from Medicaid, insurance, or other services.

**Health Care Operations** - We use personal information to improve the quality of care, train staff, manage costs, conduct required business duties, and make plans to better serve each individual enrolled in Clermont County DD programs.

### **Sharing Consumer Personal Information**

There are limited situations when DD is permitted or required to disclose personal information without signed authorization. These situations are: to protect victims of abuse, neglect, or domestic violence; to reduce or prevent a serious threat to public health and safety; for health oversight activities such as investigations, audits, and inspections; for lawsuits and similar proceedings; for public health purposes such as reporting communicable diseases, work-related illnesses, or other diseases and injuries permitted by law; reporting births and deaths, and reporting reactions to drugs and problems with medical devices; when required by law; when requested by law enforcement as required by law or court order; to coroners, medical examiners, and funeral directors; for organ and tissue donation; for workers' compensation or other similar programs if the person is injured at work and are covered by workers' compensation or other similar programs; for specialized government functions such as intelligence and national security.

All other uses and disclosures not described in this notice require consumers to sign an authorization. Consumers may revoke authorization at any time with a written statement.

### **DD Privacy Responsibilities**

The Clermont County Board of DD is required by law to: maintain the privacy of consumer personal information, provide this notice that describes the ways we may use and share consumer personal information, and follow the terms of the privacy notice currently in effect. DD reserves the right to make changes to the privacy notice at any time and make the new privacy practices effective for all information we maintain.

A summary of the current privacy notices is posted in all DD board facilities and on our web site ([www.clermontdd.org](http://www.clermontdd.org)). Consumers may also request a copy of any notice from the Clermont County Board of DD Privacy Officer: Maureen Serbu, Human Resources Coordinator/Privacy Officer, P. O. Box 8, Owensville, OH, 45160, or [mserbu@clermontdd.org](mailto:mserbu@clermontdd.org).

## **What is an Individualized Family Service Plan?**

The IFSP is your family's written plan for services in the EI program.

### **The IFSP is based on information:**

- From your child's evaluation and ongoing assessments.
- From the concerns, resources, priorities, and everyday routines that you identify.
- The initial IFSP will be written within 45 days of the initial referral to Help Me Grow.

### **The IFSP will include:**

- Your child's strengths and needs including a statement of your child's present levels for the following areas: physical, (including vision, hearing, and health status) cognitive, communication, social/emotional and self help skills based on objective criteria.
- Your family's resources, concerns, priorities and everyday routines related to enhancing the development of your child.
- The services will be provided in the natural environment your child is comfortable in.
- The EI team that will provide the services.
- How often the EI team will see you and your child.
- How the services are paid for (CCBDD for example).
- Written outcomes and goals, that addresses your concerns for your child. Outcomes that blend with your daily routines and activities.
- When services will begin and when they will end.
- The name and contact information of your Service Coordinator.
- Plans for when your child reaches age three or exits the program before age 3
- Signatures of parents, service coordinator, and providers indicating attendance and participation in developing the IFSP.
- Your consent to implement the IFSP.
- Your consent to send a copy of the IFSP to your doctor and to specific participants

### **Who will be involved in developing our family's IFSP?**

- Parents
- An advocate or person outside of the family if you choose
- Other family members if you choose
- The EI team who you see regularly, including your primary service provider
- Your Service Coordinator
- Specialists who have conducted evaluation and/or assessments
- Whom ever the parent would like to have at the meeting

## **What are my child's and family's rights regarding the IFSP?**

- An IFSP must be written within 45 days after your child is referred to the EI / Help Me Grow system.
- You must give your approval for your child and family to receive services before the services can begin. Your signature on the IFSP means that you are giving permission for the services to be implemented. You have the right not to sign the IFSP until you agree with it.
- You can choose which services you want from the ones suggested by your team. You can refuse some services and still receive others.
- You must be notified in writing that a meeting to develop your IFSP will be held. The meeting must be when and where you choose.
- The EI team that will be working with you and your child must attend the IFSP meeting. If some cannot attend, they may participate by phone, in writing or in alternate ways with you and your Service Coordinator.
- When a service provider signs the IFSP they are agreeing to the plan and will provide the services for which they are responsible.
- You will be notified in writing if any changes that may occur that impact your child's IFSP.
- The IFSP will be written in your native language or mode of communication
- You will receive a copy of the IFSP with 10 business days from the meeting
- Early Intervention services will begin within 30 calendar days of the date the IFSP is signed by the parent.

## **What can I do to plan for the IFSP meeting?**

- This is your meeting, focused on the needs of your child and family.
- You know your child best. Think about your child, what your child likes to do or doesn't like to do, and what you would like for him or her to be able to do. Make a list of these things and have it for the meeting.
- Think about your family. What are your family's strengths? What you're your typical routines look like? How would you like to better be able to help your child? Yourself? You're other children? Other adults in your home?
- Your Service Coordinator is there to help you with the meeting. They can help plan the meeting, help you understand what the IFSP is all about and explain what is in the finished IFSP.
- You can get a copy of your child's multidisciplinary evaluations.
- If you would like to see a blank IFSP form before the meeting, you may ask your Service Coordinator to give you one.
- Ask your Service Coordinator who will be at the meeting. If you would like for anyone else to attend, ask for that person or persons to be there, too.

## **How often is the IFSP reviewed?**

- You and your child's EI team will review the IFSP at least every 3 months, and updated every 3 – 6 months. The IFSP can be updated at anytime the team feels it is needed.
- An ongoing assessment will also be conducted at each IFSP review.

## Transition

For most parents, transition simply means movement from one situation in their child's life to another. This may be going from the hospital to home, from home to an infant/toddler program such as Early Intervention or from Early Intervention to a preschool program when your child turns three. Families continually experience transitions throughout their lives. With appropriate planning and support, transition can be a time of positive growth and change.

One of the jobs of your Help Me Grow service coordinator is to help make sure some of the transitions in your child's life are as successful as possible. Transition will be addressed as part of your child's IFSP. This will ensure continued supports are available to your family as you move from one service to another.

### Key points to remember about Transition that occurs when your child turns 3.

- Federal law mandates that no child may receive Early Intervention services past their third birthday.
- Long before your child turns three, your EI staff member / Service Coordinator will be discussing with you what services or programs will be available to you as your child reaches this birthday.
- Various meetings and evaluations will take place with you and your child as he/she approaches age 3. The EI staff member / Service Coordinator will assist you through all aspects of **transition** at this time. The options for each child vary depending on the unique circumstances of his/her developmental levels and needs.
- Some children will not need special education services at all after they turn three.
- Others will be eligible for services through their local school district's preschool program.
- In all cases, the EI staff will work with you until you and your child are settled into your new program or setting.
- Your IFSP will include the steps to be taken to support the transition of your child.



## **Transition Timelines for children turning 3.**

- Local school districts are responsible for special education services for children beginning at age 3.
- Our goal is a smooth process for children moving from the EI program to the preschool special education program at your local elementary school or another setting or program.
- Prior to your child's 3<sup>rd</sup> birthday your EI service coordinator will present you with forms to be completed and signed.
  - Consent to share information with the local school district
  - Preschool Request for Assistance Form, this is a questionnaire concerning your child's developmental history
  - Transition Planning Conference Meeting date request form. This date shall be planned for at least 90 days, but not more than 9 months prior to the child's 3<sup>rd</sup> birthday.
- Parent may consent/deny to share information with the local school district.
  - If you consent then you choose which information is sent to the local school district. The most common are:
    - A current copy of the IFSP
    - All assessments, written reports, health and medical information
    - Preschool Request for Assistance that you the parent/caregiver has completed.
- The Transition Planning Conference is held least 90 days, but not more than 9 months prior to your child's 3<sup>rd</sup> birthday. This is a meeting between the local school district, the EI staff and YOU, and whom ever you would like to have at the meeting.
  - During the Transition Planning conference, the following will take place:
    - IFSP Update, including one outcome/goal for transition
    - Procedures laid out to prepare your child for their new setting
    - Placement options will be discussed
  - Initial Evaluation by the local school district
  - The evaluation team report is prepared
- The Evaluation Team Meeting
  - Evaluations will be reviewed, discussed and eligibility determined.
  - Once eligibility has been determined, then an Individualized Education Plan (IEP) is written. The school district personnel along with YOU and other appropriate team members will set goals for your child.



## **Ways to be involved with the Early Intervention Program county**

There are a variety of ways that a parent/family can be involved in the EI system in addition to direct programming specific to their child.

**Clermont County Board of DD Board Meetings** - Parents are very welcome to attend the CCBDD Board meetings. They are held on the 4<sup>th</sup> Thursday of every month in the Thomas A. Wildey School, 2040 St. Rt. 50, Owensville, Ohio 45160. Unless otherwise announced, each meeting of the Board will begin at 5:30 p.m.

The Public is invited to attend meetings of the Board; however, when addressing the Board, the following policy must be adhered to:  
(Excerpt from Board Policy 209-Regulation Governing Appearance before the Board of DD)

Any individual or group may address the Clermont County Board of DD concerning any subject that lies within the Board's jurisdiction. Questions are to be directed to the Board as a whole and may not be put to any individual member of the Board or the Administrative staff. Anyone wishing to address the Board shall notify the Superintendent in writing at least seven (7) days in advance excluding Sundays and Holidays, and request to be placed on the Board agenda. The president shall allocate the amount of time that can be used in the presentation of any subject presented to the Board.

**Families Connected** - Families Connected offers many ways for parents to participate in the E.I. program. They provide parent workshops though out the year. They also lead a Help Me Grow Parent Advisory Council and many other activities related to you and your child. A parent stipend of \$25.00 is available to each family who attends a meeting of the HMG Parent Advisory Council. A Families Connected representative is a member of each child's team. A Families Connected representative may also call you from time to time to ask how your EI program is going.

**Gift of Time Co-op Respite Program**- The "Co-op" is essentially families helping families. Participating families or caregivers become respite members and volunteer their time at respite events. This "gift of time" then allows the members to earn additional respite hours when they can leave their loved ones with special needs as well as siblings for care from other families.

**Clermont County Help Me Grow** - The Clermont County HMG Program has many committees that plan activities and events in relation to the Help Me Grow system in our county. Parent participation on these committees is greatly encouraged and appreciated. A parent stipend of \$25.00 is available to each family who attends a HMG committee meeting.

Parents are also needed on the HMG Advisory Committee. Stipends are also available for participation on this committee. Please call 732-5033 for more information.

**Family and Children First Council** - this County wide family focused group also invites parent participation. Please call 513-732-7640 for more information. Stipends are also available for participation on this council.

### **Additional Resources :**

**Families Connected-**Families Connected of Clermont County is an incorporated organization comprised of parents who have children with disabilities and have met numerous challenges in search of services. Families Connected is available to support other parents and to convey their concerns to providers. They provide workshops, individual support, parent to parent contacts, advocacy, information/resources, referrals and connections to other/programs and services. They can be reached at 732-5034.

**Family Support Services-** a program offered through Hamilton County ARC that provides financial support to families that assist in the day to day care of their child. Any child who is eligible for Early Intervention Services through the Clermont County Board of DD is eligible to apply for this financial support. Please contact your Service Coordinator, or EI staff member, they will make the referral for you.

**Family Information Network (FIN)-**The Family Information Network is a statewide parent network designed to keep family perspectives at the forefront of Ohio's Early Intervention system by offering support through information and education to families of young children with disabilities and the professionals who serve them. To contact the local FIN representative contact Amy Loftin at 937-549-8442.

**Clermont County Help Me Grow-**The Clermont County Help Me Grow Program has a variety of resources and services concerning the well being of children prenatal to three in our county. To contact the Help Me Grow program call 732-5030, **[clermonthelpmegrow.com](http://clermonthelpmegrow.com)**

## **Helpful Phone Numbers**

### **Audiology Department-Children’s Outpatient Eastgate-**

**513-636-4236, - [www.cincinnatichildrens.org](http://www.cincinnatichildrens.org)**

The audio logy department offers a full range of services for children of all ages including: routine testing, hearing aid testing, central auditory processing, evaluations, auditory brainstem evoked response testing.

### **Beech Acres....513-231-6630 – [www.beechacres.org](http://www.beechacres.org)**

They offer: Mental Health for children and families; Expert Coaching; Peer to Peer Mentoring; Parenting Education; Treatment Foster Care; and Professional Development.

### **Bureau for Children with Medical Handicaps(BCMH)...513-735-8989**

**[www.odh.ohio.gov/odhPrograms/cmh/cwmh/bcmh1.aspx](http://www.odh.ohio.gov/odhPrograms/cmh/cwmh/bcmh1.aspx)**

The diagnostic and treatment programs link families with providers and may help pay for some of the medical services of eligible children. The service coordination program helps families locate services for their child. Local health nurses help families obtain services in their community and provide health education, advocacy and home visits.

### **Children’s Hospital Outpatient Eastgate.....513-636-6000**

**[www.cincinnatichildrens.org](http://www.cincinnatichildrens.org)**

### **Children’s Hospital Outpatient Anderson.....513-636-6100**

Easy access to the skilled pediatric professionals and expert care for Clermont County families offered by Children’s Hospital. Experts are on staff to evaluate and treat youngsters’ hearing, speech, and behavioral health problems and offer occupational and physical therapy.

**Child Focus, Inc.....513-752-1555, [www.child-focus.org](http://www.child-focus.org)**

The mission of Child Focus, Inc, is to join with our community in strengthening families and improving the quality of life for children. We are committed to helping resolve the difficult issues present in your life and helping your access needed service in the community.

- **Clermont County Head Start/Early Head Start.....513-528-7224, [www.child-focus.org](http://www.child-focus.org)**
  - Provides a variety of services to eligible families including home visiting, parenting, childcare and preschool

**Cincinnati Association for the Blind.....513-221-8558--[www.cincyblind.org](http://www.cincyblind.org)**

Persons who are blind, visually impaired, or print impaired may choose from a wide variety from this program.

**Clermont County Board of Developmental Disabilities-513-732-7000-[www.clermontdd.org](http://www.clermontdd.org)**

Working in partnership with eligible individuals and their families to identify and support the choices they make about their services. The development and allocation of agency resources will be based upon these choices.

**Clermont Help Me Grow.....513-732-5030 – [www.clermonthelpmegrow.com](http://www.clermonthelpmegrow.com)**

This program is designed to assure that newborns, infants, and toddlers in Clermont County have the best possible start in life. Services include Prenatal Support, Ongoing Home Visitation Services, and Services for Children with Developmental Concerns.

**Clermont County General Health District.....513-735-8400**

**[www.clermonthhealthdistrict.org](http://www.clermonthhealthdistrict.org)**

Vision Clinic, Hearing Clinic, Immunizations, Health Education, Bureau For Children With Medical Handicaps (BCMh), Communicable Disease Investigations and referrals.

**Clermont County Early Intervention.....513-732-7026**

**[www.clermontdd.org](http://www.clermontdd.org)**

Specialized services to families with children prenatal to age three with delays or disabilities or a diagnosed medical condition.

**Clermont County Department of Job and Family Services..... 513-732-7111**

**[www.djfs.clermontcountyohio.gov](http://www.djfs.clermontcountyohio.gov)**

Children's 's Protective Services, Adult Protective Services, Family And Children First, Ohio Works First, Prevention, Retention and Contingency Program, Public Assistance Programs, Food Stamps, Medicaid, Disability Assistance, Fraud Overpayment/collections, Child Care, Child Support.

**Clermont County Every Child Succeeds.....513-732-5030**

**[www.cincinnatichildrens.org/svc/alpha/e/every-child/default.htm](http://www.cincinnatichildrens.org/svc/alpha/e/every-child/default.htm)**

They provides on going home visits to promote healthy families.

**Clermont County WIC Program.....513-732-7329**

**[www.clermonthhealthdistrict.org/WIC.aspx](http://www.clermonthhealthdistrict.org/WIC.aspx)**

A nutrition education program. WIC provides highly nutritious supplemental foods which promote good health for pregnant and postpartum women, breast feeding mothers, infants and children up to age five.

**Clermont County YWCA.....513-732-0450**

**[www.ywca.org/site/pp.asp?c=agLGKXNOE&b=295671](http://www.ywca.org/site/pp.asp?c=agLGKXNOE&b=295671)**

Provides emergency food and clothing assistance to families.

**4Cs.....513-221-0033 - [www.4forchildren.org](http://www.4forchildren.org)**

Provides referrals to licensed and legally operating child care centers, and family child care homes that area licensed or have agreed to meet and uphold the 4 C minimum standards.

**Division of Developmental and Behavioral Pediatrics (DDBP) at Cincinnati Children's Hospital Medical Center ..513-636-4200 - [www.cincinnatichildrens.org](http://www.cincinnatichildrens.org)**

They provide services for infants, children and adolescents from birth to age 21 who are experiencing developmental or behavioral problems. These children may learn in a special way, have physical challenges that are different from other children or have behavioral issues that require special attention at home, in school and in the community.

**Down Syndrome Association of Greater Cincinnati...513-761-5400, [www.dsagc.com](http://www.dsagc.com)**

Non-profit organization formed in 1981 and dedicated to improving the quality of life for all people with Down Syndrome. Parents that have younger children will learn how to help their children develop gross motor and other skills.

**Epilepsy Council of Greater Cincinnati.....513-721-2905, [www.ecgc-ohnky.net](http://www.ecgc-ohnky.net)**

They provide information, counseling, and public education on Epilepsy.

**Families with Autism Spectrum Disorders Resource Center ...513-444-4979**

**[www.familieswithasd.org](http://www.familieswithasd.org)**

Families with ASD's Autism Family Resource Center serves the Greater Cincinnati/Northern Kentucky Area as the Point of Entry for families new and old to the Autism

Diagnosis. The Autism Family Resource Center helps families connect with local and national autism organizations that will help support their families. Our Autism Family Resource Center is open year round and is always **FREE** to families. We welcome everyone touched by autism.

**Life Point Solutions..... 513-947-7000, [www.lifepointsolutions.org](http://www.lifepointsolutions.org)**

Private, non-profit corporation that provides comprehensive mental health services to adults and families who are confronted with emotional difficulties, mental illness, family and relationship problems or abuse. Family Service and Clermont Counseling Center merged on July 1, 2009.

**Mental Health of America – .... [mhaswoh.org](http://mhaswoh.org) -** Mental Health America of Southwest Ohio is dedicated to promoting mental health, working to prevent mental illness and substance abuse through advocacy, education, and supportive services.

**Stepping Stones Center.....513-831-4660,**

**[www.steppingstonescenter.org](http://www.steppingstonescenter.org)**

They provide recreational opportunities for children and adults as well as childcare for children with disabilities.



## **Clermont County School Districts**

Educational Service Center..... 735-8300, - [www.clermontcountyschools.org](http://www.clermontcountyschools.org)

Batavia ..... 732-2343, - [www.bataviaschools.org](http://www.bataviaschools.org)

Bethel..... 734-2238, - [www.betheltate.org](http://www.betheltate.org)

Blanchester.....937-783-3523, -[www.blanchester.k12.oh.us](http://www.blanchester.k12.oh.us)

Clermont Northeastern..... 625-5478, - [www.cneschools.org](http://www.cneschools.org)

Felicity/Franklin..... 876-2113, - [www.felicityschools.org](http://www.felicityschools.org)

Goshen.....722-2224, - [www.goshenlocalschools.org](http://www.goshenlocalschools.org)

Loveland..... 683-4200, - [www.lovelandschools.org](http://www.lovelandschools.org)

Milford..... 831-9690, - [www.milfordschools.org](http://www.milfordschools.org)

New Richmond..... 553-2616, - [www.nrschools.org](http://www.nrschools.org)

West Clermont..... 943-5000, - [www.westcler.k12.oh.us](http://www.westcler.k12.oh.us)

Williamsburg..... 724-3077, - [www.burgschools.org](http://www.burgschools.org)

## **Ohio Agencies**

Ohio Department of Health.....1-614-644-8389, - [www.odh.ohio.gov](http://www.odh.ohio.gov)

Ohio Department of MRDD.....1-800-231-5872, - [www.dodd.ohio.gov](http://www.dodd.ohio.gov)

Ohio Legal Rights.....1-800-282-9181, - [www.olrs.ohio.gov](http://www.olrs.ohio.gov)

Governors Council on People with Disabilities..1-800-282-4536-[www.gcpd.ohio.gov](http://www.gcpd.ohio.gov)

Ohio Help Me Grow.....1-800-755-4769, - [www.ohiohelpmegrow.org](http://www.ohiohelpmegrow.org)

Many other services are available for families. Please ask your service coordinator for other resources.

### **Other programs operated by the Clermont County Board of DD**

#### **Adult Services**

**P.O. Box 137  
4247 Grissom Drive  
Batavia, Ohio 45103  
732-4825**

#### **Donald A. Collins Habilitative Center**

**4275 Armstrong Blvd.  
Batavia, Ohio 45103  
732-4825**

The Habilitative program provides a continuum of services for those who have needs which cannot be met in a traditional vocational setting. Additional labor intensified work and meaningful activities are provided for clients.

#### **Employment Services**

**4247 Grissom Drive  
Batavia, Ohio 45103  
732-4851**

Employment Services provides competitive employment for individuals who wish to work. Job coaching and following through are some of the support systems.

#### **Community Resources**

**2040 US Highway 50  
Batavia, Ohio 45103  
732-4840**

The Clermont County Board of DD offers the Supported Living Program as a residential alternative to the developmental centers, group homes, and foster family homes provided by private operators and public agencies.

## **Alphabet Soup**

It can be confusing at times listening to professional talk about your child. Sometimes they talk in a foreign language that has only letters, and no words. Here is a brief list of some of those terms and the letters used to describe them.

ADA	American with Disabilities Act
ADHD:	Attention Deficit Hyperactivity Disorder
ASD	Autism Spectrum Disorder
BCMh	Bureau for Children with Medical Handicaps
BEIS	Bureau of Early Intervention Services
CCBDD	Clermont County Board of Developmental Disabilities
CHMC:	Children's Hospital Medical Center
DJFS	Department of Jobs and Family Service
ECE	Early Childhood Education
EI	Early Intervention
ERAP	Everyday Routines, Activities and Places
ETR	Evaluation Team Report
FAPE	Free and Appropriate Public Education
FCFC	Family & Children First Council
FIN	Family Information Network
FSS	Family Support Specialist
HMG	Help Me Grow
IDEA	Individuals with Disabilities Education Act
IEP	Individual Education Plan

IFSP	Individual Family Service Plan
LEA	Local Education Agency
LRE	Least Restrictive Environment
NICU	Neonatal Intensive Care Unit
ODE	Ohio Department of Education
ODH	Ohio Department of Health
OT	Occupational Therapy
PT	Physical Therapy
PSP	Primary Service Provider
SC	Service Coordinator
SLP	Speech Language Pathologist
SSI	Supplemental Security Income