

**POLICY 400**  
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## **POLICY 400**

### **EARLY INTERVENTION SERVICES**

#### **400.01 Purpose**

The purpose of this policy is to direct the Clermont County Board of Developmental Disabilities (CCBDD) in the provision of Part C early intervention services and support to infants and toddlers birth through age two with developmental delays or disabilities, and their families. County board early intervention services shall be part of a comprehensive, collaborative, coordinated, and family-centered system designed to meet the needs of infants, toddlers and their families related to enhancing the child's development. Clermont County Early Intervention Services are funded by federal part C funds, state general revenue funds, local tax dollars, and federal Title XX grant funding.

#### **400.02 Definitions and Rule Reference**

For the purpose of supporting Part C early intervention eligibility and services, the (CCBDD) will follow definitions and rule that are established in Ohio Administrative Codes:

**Chapter 5180-8** (5180-8-01, 5180-8-07, 5180-8-10)

**Chapter 5123-4** (5123-4-01)

**Chapter 5123:2-5-05**

**Chapter 5180-10** (5180-10-01, 5180-10-02, 5180-10-03, 5180-10-04)

### **400.03 Mission and Key Principals**

The (CCBDD) will adhere to the mission and key principles set in rule for the state of Ohio:

#### **Mission**

Part C early intervention builds upon and provides supports and resources to assist family members and caregivers to enhance children's learning and development through everyday learning opportunities.

#### **Key Principals**

- Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
- All families, with the necessary supports and resources, can enhance their children's learning and development.
- The primary role of a service provider in early intervention is to work with and support family members and caregivers in children's lives.
- 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.
- Individual Family Service Plan outcomes must be functional and based on children's and families' needs and family-identified priorities.
- The family's priorities, needs and interests are addressed most appropriately by a primary provider who represents and receives team and community support.

- Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulations.

#### **400.04 Description of services**

The (CCBDD) provides year-round early intervention services and supports that are:

- Family-centered, community-based, and responsive to the interests, priorities and needs of the family, and provided in natural and community environments. Families may enter and exit the system at any time and may determine the extent of their involvement in a range of program options.
- Culturally sensitive to the diversity in beliefs, values, and family structures.
- Enabling and empowering for families including building self-confidence and promoting competence of individual family members to understand and teach their child and to coordinate their chosen services.
- Based on Ohio's Adopted Mission and Key Principles for Providing Services in Natural Environments through utilization of a teaming and primary service provider approach
- Prevention-oriented to reflect efforts to prevent the further development of disabilities and include participation in collaborative prevention efforts.
- Future-oriented to reflect transition toward the next environment.

1. **Outreach and child find:** The (CCBDD) will help *support* outreach and child find to the Clermont County community. Support will be determined by the capacity, and availability of funds at any given time. The capacity determination will be determined

by the Director of Early Childhood Services, with the approval of the Superintendent or designee. Support could include providing public awareness materials, trainings, speaking to community agencies and physicians and working collaboratively with entities who serve children and families birth through age two. Ultimately, the holder of the Central Coordination contract is responsible for all outreach and child find.

2. **Procedural safeguards:** The county board will follow procedural safeguards for the Early Intervention system set forth in Ohio rule and will provide procedural safeguard information to families on an on-going basis.
3. **Evaluation to determine eligibility:**
  - a. **Initial Eligibility** The (CCBDD) will participate in all evaluations to determine initial eligibility for Part C early intervention services that are brought to the team. The process will follow all state and federal rules and will use only approved tools and documentation.
  - b. **Annual Assessment** The (CCBDD) will participate in all assessments annually for continued services in the program. Once a child is made eligible at the initial eligibility, they are determined eligible until the age of 3. The process will follow all state and federal rules and will use only approved tools and documentation.
4. **Individualized Family Service Plan (IFSP) Development:** All (CCBDD) staff assigned on an IFSP or attending a meeting for the purpose of developing an initial, annual or periodic IFSP will participate in development, implementation and review of the IFSP for the duration of the plan. (CCBDD) staff will document services provided via (CCBDD) documentation procedures.

5. **Specialized Services in Everyday Routines and Places (ERAP) or Natural Environments:** All specialized services offered by the (CCBDD) will include environments that are located in the family's normal daily routines. These ERAP or natural environment locations will be chosen by the IFSP team at time of IFSP development.
6. **Early Intervention Services Provided by CCBDD Include:** Primary and Secondary Service Providers who are a part of an ***Early Intervention team***, which may be comprised of the following members: Physical Therapist, Occupational Therapist, Speech Therapist, Developmental Specialist, Deaf Educator, Vision Specialist, Early Childhood Mental Health Specialist, and Service Coordinators.
7. **CCBDD is committed to providing the following additional services and supports:**
  - a. ***Parent Education Opportunities, Professional Training Opportunities and Family Support / Community Engagement Opportunities:*** The CCBDD will offer or collaborate with other agencies to provide parent educational training opportunities to families and professional training to professionals as needed and/or available. The CCBDD will provide opportunities or connections for families to engage with one another or their community. Opportunities will be determined by the capacity available by the CCBDD at any given time.

**400.05 Eligibility for children with developmental delays or disabilities:**

The CCBDD will provide an impartial initial and annual eligibility evaluation and/or assessment and IFSP Development for Part C Early Intervention Services.

**1. Eligibility definition**

The CCBDD shall provide services and supports to children less than three years of age with developmental delays or disabilities and their families. To be eligible for Early Intervention services and supports provided by the CCBDD, an infant or toddler shall:

- a. Have a developmental delay in one or more of the following areas, as measured by a research-based developmental evaluation tool or informed clinical opinion as defined by Ohio rule:
  - i. Cognitive development,
  - ii. Physical development,
  - iii. Communication development,
  - iv. Social or emotional development,
  - v. Adaptive development (self-help); or
- b. Have a diagnosed physical or medical condition that has a high probability of resulting in a developmental delay or disability via state diagnosed conditions list or state physician completed form; or
- c. Have already been determined Part C eligible with a current evaluation and assessment tool within state guidelines.

**2. Initial and Annual Evaluation for Eligibility and/or annual Assessment**

- a. The Early Intervention Service Coordinator will provide initial referral or annual assessments to CCBDD- Early Intervention (EI) during weekly team meetings, after written consent has been given by the parent.

- b. At weekly team meetings, an evaluation/assessment team will be formed with focus of identifying a Primary Service Provider (PSP) and evaluators that fit the needs of the child and family.
- c. The Early Intervention Service Coordinator will coordinate and schedule the evaluation/assessment which will be completed by the following: two Clermont County Board of Developmental Disabilities team members (including service coordinators) or Ohio Early intervention Professionals with different licensures or a team member holding a licensure in two disciplines per Part C rule.
- d. CCBDD Early Intervention will use the Battelle Developmental Inventory-3 as the evaluation/assessment tool prescribed by Ohio Rule.
- e. The evaluation/assessment team will complete an initial evaluation to determine eligibility and /or assessment.
- f. If warranted, the evaluation team may use Informed Clinical Opinion (ICO) in order to determine eligibility, which will be documented on the IFSP document.
- g. If eligible, the evaluation/assessment team or potential Primary Service Provider who is a team member, Service Coordinator, and parent will schedule a time to develop the initial or annual IFSP after the evaluation/assessment has been reviewed.
- h. Regardless of eligibility, Procedural Safeguards will be reviewed with parent, documented and a copy provided. A Prior Written Notice of Eligibility Determination (Form EI-03) will be completed and given to the family within 5 days of completion.

**400.06 IFSP Development, Timely Receipt of Services and Prior Written Notice**

The CCBDD will develop the IFSP once there has been established eligibility for Part C early intervention services. CCBDD will adhere to delivering services agreed upon on the IFSP in natural environments within 30 days of IFSP development. The CCBDD will provide documentation of *Timely Receipt of Services* to the Service Coordination agency. *Prior Written Notice and consent* will be given to the parent / care giver prior to any early intervention service coordination activity.

- a. The Early Intervention Service Coordinator, with the family and evaluation team or PSP, will complete an initial IFSP within 45 days of the initial referral.
- b. The initial and all subsequent reviews of an IFSP will occur on a schedule per OAC 518010-02 pending continued eligibility for services. The meeting will be scheduled by the Service Coordinator at a time and place that is convenient for the family. A meeting notice will be disseminated to all parties in advance of the meeting using the written notification of IFSP meeting form, unless family requests review prior to that time. The notice will be written in the native language of the family or other form of communication used by the family. A copy of the notice will be filed in the electronic permanent record.
- c. The initial, annual, and scheduled IFSP review meeting participants may include, but not be limited to, the following:
  - (1) Parent(s), guardian, and other family member(s) or advocate(s) as requested by the parent(s).
  - (2) The Service Coordinator, as previously agreed upon by the parent(s).

- (3) Professionals directly involved in providing services.
  - (4) Representatives of other agencies or persons who will be providing services to the child and/or family.
- d. If any person listed above is unable to attend, arrangements will be made for that person's involvement through other means that may include:
- (1) Participating in a telephone conference call.
  - (2) Having a knowledgeable, authorized representative attend.
  - (3) Any other electronic means requested by a participant and available through CCBDD
  - (4) Make pertinent records available at the meeting.
- e. Parent Rights will be reviewed at all IFSP meetings by Service Coordinator. Initially, annually and upon request, parents will be given Procedural Safeguard information, which includes: rights, privacy, and access to confidential information, resolution of complaints, contact information and program information by their Primary Service Provider and/or Service Coordinator.
- f. The IFSP will be signed by all participants in attendance. For those who are not present but provide information, their name will be printed by the service coordinator and the method of information documented as well.
- g. CCBDD staff will document IFSP service delivery and related activities, either handwritten or electronically, in a manner that includes a record of the child/family outcomes(s), the date of service, duration of service, type of service, data supporting progress towards IFSP outcomes, and a joint plan.

- h. Upon completion of the Timely Receipt of Services (TRS) – the Service Coordinator will receive notification for documentation in Early Intervention Data System (EIDS).
- i. The IFSP will be reviewed with the parent(s)/guardian by the Service Coordinator at least every 6 months and will be evaluated/assessed and rewritten annually pending eligibility. CCBDD staff who are assigned to provide a service or who will be offering a service will participate in the IFSP review.
- j. Prior Written Notice form will be given to families (in person, via mail or email) along with Parents Rights in Early Intervention at least 10 calendar days prior to any changes to services, documented on an IFSP, that are provided by CCBDD-EI Department, unless the parent waives the right to the ten-day prior notice. This will be the responsibility of the Primary Service Provider, Director of Early Childhood Services, or assigned person.

#### **400.07 Parents' rights and procedural safeguards**

For children who are eligible for early intervention, the lead agency has established procedural safeguards representing the assurance and process provided by IDEA that protects parents' rights and the rights of their eligible children. The lead agency, in partnership with the state and county Family and Children First Councils, is responsible for ensuring effective implementation of these parent rights and procedural safeguards by each local agency that is involved in the provision of early intervention services.

- a. For all infants and toddlers served by the CCBDD, the CCBDD shall:

- (1) Ensure that parents are informed of their rights as outlined in the "Parents Rights in Early Intervention" brochure and document that the parent has received a copy.
  - (2) Give annual notification of the availability of a procedure based on the resolution of complaints and due process under rule 5123-4-04 of the Administrative Code. The procedure must include timelines that ensure the process is completed within thirty days as stipulated by the lead agency.
- b. For all Part C eligible infants and toddlers served by the CCBDD, the CCBDD shall:
- (1) Comply with the "Ohio Procedural Safeguards" rules;
  - (2) Ensure that parents are informed of these procedural safeguards afforded under the lead agency, provide a copy upon receipt of a complaint and upon request, and ensure that families are aware that they may file a complaint with the lead agency at any time;
  - (3) Ensure parents are afforded all requirements under section 5123.63 of the Revised Code.
- c. The CCBDD shall ensure that parents of all children eligible and served by the CCBDD are annually informed of the complaint resolution process through the county board. Upon entrance into the CCBDD, the CCBDD shall ensure that parents have been informed of their procedural safeguards through the department and the county family and children first council, and that they have been given a copy of "Parents Rights in Early Intervention" brochure.

**400.08 Personnel qualifications:**

**CCBDD will follow Ohio Revised Code 5180-10-05**

- a. Employees of CCBDD who are hired to work as Developmental Specialists, or supervisors, shall hold applicable registration or certification in accordance with rule 5180-10-05 and shall meet additional qualifications as established by the Ohio Department of Developmental Disabilities (ODODD).
- b. Ancillary professional staff providing services in their discipline to infants and toddlers shall possess a currently valid Ohio license or certificate issued by that professional licensing/certifying entity and shall meet additional qualifications as established by the ODODD.
- c. Service Coordinators/Supervisors/Contract Manager will be credentialed according to OAC Rule.

**400.09 Staffing ratios**

The CCBDD shall ensure a reasonable child-to- early intervention provider of service ratio by reviewing caseloads at least monthly. Procedures shall be written and shall ensure the CCBDD board will be able to provide services and supports to families and children as determined by the IFSP team. Some variables that may affect the ratio and be incorporated into the procedures include:

- Extent of family supports provided.
- Extent of child's and family need.
- Location of services/supports including travel time for home-based/community-based supports.

- Other provider responsibilities and scheduled hours.
- Involvement and assistance of ancillary services and other agencies.
- Resources available within the CCBDD.
- Frequency and intensity of service delivery.

#### **400.10 Calendar**

The CCBDD shall ensure and make available early intervention services and supports on a year-round basis for a minimum of two hundred forty days based on the availability of funds.

#### **400.11 Reporting and monitoring requirements**

The CCBDD will follow all monitoring and reporting requirements set forth in state and federal rule and adhere to all accreditation requirements.