

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: July 22, 2021

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: EARLY INTERVENTION SERVICES

II. PURPOSE:

The Lake County Board of DD/Deepwood Early Intervention Program's role in the Ohio Statewide Early Intervention System is to serve as a provider. The purpose of the Lake County Board of DD/Deepwood Early Intervention Program is to provide a system of services and supports designed to meet the developmental needs of infants and toddlers, birth through age two, and to meet the needs of the family as related to enhancing the child's development. Services are offered in natural environments, including home and community settings, according to the family's concerns, priorities and routines.

III. REFERENCES:

34 CFR §303 I.D.E.A Early Intervention Program for Infant and Toddlers with Disabilities
Ohio Administrative Code 5123:10-02 Early Intervention Program – eligibility and services
OAC 5123-10-05 Early Intervention Program - developmental specialist certification

IV. POLICY:

A. Description of Services

- 1) "Early Intervention" means a family-centered process which builds upon and provides supports and resources to assist family members/caregivers to enhance children's learning and development through everyday natural learning opportunities. Early intervention services and supports may include any of the types of services listed under the "Individuals with Disabilities Education Act" (IDEA), Part C system, Title 34 of the Code of Federal Regulations. Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar context. All families, with necessary supports and resources, can enhance their children's learning and development. The Early Intervention process is continually dynamic, reflecting the child's and family member's preferences, learning styles and cultural beliefs. The IFSP outcomes are functional and based on the children's and families' needs and family-identified priorities. Services are based on family needs and desires which guide all aspects of the service delivery and strengthen a family's capacity to meet their own needs. Families are active decision makers in the planning and implementation of services their children's well-being, development, learning and full participation in their communities.
- 2) Central intake is directed to the Bright Beginnings Intake phone number (216-930-3322 or 440-389-3322) which will then be referred to the Crossroads

Health's Service Coordination.

- 3) The Board will provide a program coordinated with families, other community agencies, the (FCFC) Family and Children First Council, and the (ECCC) the Early Childhood Coordinating Committee by serving on these committees in order to ensure that services are flexible, accessible and built upon family strengths and wishes and within available resources.
- 4) The Board's Early Intervention Program will assist the Crossroads Health's Early Intervention Services with CHILD FIND and other family support activities and events.
- 5) The Board communicates its role in the system to eligible families by providing a handbook upon enrollment in the Board's Early Intervention Program which provides a description of our services.
- 6) The Board provides a website, presentations, tours and brochures of our program and services that are available for community awareness.
- 7) The program will be designed to be family-centered with services and supports to meet the unique, individual needs of each eligible child/family based upon ongoing assessment and IFSP process in order to enhance quality outcomes for the child and family.
- 8) Services are provided in natural environments, including home and community settings.
- 9) The program will be culturally sensitive to the diversity in beliefs, values, and family structures.

B. Eligibility

The Crossroads Health's Early Intervention Services will perform all initial evaluations, in coordination with the county board personnel, to determine eligibility for Part C services which will be provided in natural environment, including home and community settings. The County Board will ensure that the family has access to a core team that meets regularly to discuss families and provide professional consultation and support. In order to be eligible for Birth to 3 Early Intervention services, the child must have a diagnosed physical or mental condition with a high probability of resulting in a developmental delay; in accordance with rule 5123-10-02 of the Administrative Code and/or developmental delay as measured by a research-based developmental evaluation tool or informed clinical opinion, as defined by the Ohio Department of Developmental Disabilities.

C. IFSP

The Crossroads Health's Service Coordinator is responsible to ensure the development, implementation review and monitoring of the IFSP and its timelines on the statewide IFSP Form. The members of the family's core team will attend or provide written documentation regarding services available to meet the family functional outcomes. The evaluation team, consisting of all core team members, will ensure that (IFSP) Individual Family Service Plan's outcomes are functional, meaningful and relevant to the family.

D. Personnel Qualifications

Employees of the Board or contracting entities who are hired to work as Developmental Specialists shall hold applicable registration or certification in accordance with rule 5123-10-05 of the Administrative Code.

E. Assessments

The Board's Early Intervention Program, in collaboration with the Crossroads Health's Service Coordinator, will provide to each enrolled child/family an opportunity to participate in any ongoing child assessments. The Board's Early Intervention Program will provide the required assessments for program planning in all applicable domain areas, quarterly progress reports and annual assessments for redetermination and IFSP Review.

F. Records

For each child from birth through two years of age enrolled to receive Board Early Intervention services and supports, the following information shall be compiled and kept on file:

- 1) Documentation of eligibility
- 2) Documentation verifying the date of request for or referral to services
- 3) Any ongoing assessments of the child and family
- 4) Unusual incident and major unusual incident forms
- 5) Current (IFSP) Individual Family Service Plan, and Quarterly Individual Family Staffing Report (at least every 180 days) that include a summary of data and reports progress on outcomes
- 6) Signed written consents and releases, including but not limited to, informed written consent for the, developmental evaluation, family assessment and ongoing services
- 7) Documentation that a request for a copy of any required information was made, but the information was not available.
- ~~8)~~ Prior Written Notice Form verifying that parents have been notified when services in the IFSP have been changed
- 9) Copies of relevant forms and all early intervention program correspondence
- 10) Documentation of the early intervention services provided, including the date, length, duration, frequency, intensity, method of delivery, location, and all activities related to individualized family service plan outcomes.

Within ten business days of a request by an early intervention service coordinator, an early intervention service provider shall provide a copy of a child's early intervention record.

G. Service Coordination

- 1) Service Coordination will be provided by the Crossroads Health's Early Intervention Services.
- 2) The transition process will be coordinated between the Crossroads Health's Service Coordinator and the Local Education Agency (LEA). The Board's Early Intervention Program will collaborate with these entities by providing support and information, related to IFSP outcomes, which are specific to the transition of the child turning age three or from the Ohio Statewide-Early Intervention System at any time.

H. Parents Rights

- 1) For infants and toddlers in the Ohio Early Intervention System, the lead agency has established parents' rights and procedural safeguards that protect the rights of parents and their eligible children. The lead agency, in partnership with the state and county Family and Children First Councils, is responsible for assuring effective implementation of these parents' rights and procedural safeguards by each local agency that is involved in the provision of early intervention services.
- 2) For all infants and toddlers served by the Board, the Board shall:
 - a) Ensure that parents/legal guardians are informed of their rights, as outlined in the procedural safeguards. A "Bill of Rights" brochure is provided to each parent and a documentation of acknowledgement of these rights is signed and maintained annually.
 - b) Provide a one page family, friendly version on how to handle a concern and a copy of Board Policy, C - 1, Administrative Resolution of Complaints annually.

I. Calendar

In conjunction with the County Family and Children First Council's comprehensive year-round Ohio Statewide Early Intervention System, the Board shall ensure and make available early intervention services and supports on a year-round basis for a minimum of 240 days based on the availability of funds.

J. Reporting and Monitoring:

To establish and maintain standards for early intervention services and supports, the Board shall

- 1) Participate in the department's monitoring system through the accreditation process.
- 2) Provide information requested by the lead agency for the purpose of monitoring for compliance with Ohio Department of Developmental Disabilities rules.

K. Description of County Board's Role in the provision of Ohio Statewide Early Intervention Program Components

- 1) See chart (Attachment #1)

V. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President
(FCFC) Family Children First Council

VI. REVIEWED:

8/21, 6/20, 6/18, 8/17, 3/16, 9/15, 3/15, 3/13, 11/12, 8/12, 2/11, 3/09, 3/07, 2/05, 3/03, 3/01