

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02- ALL-E.I.-0589 (CR)
Effective Date: 01/01/1998
Person Responsible: Early Intervention Coordinator

Subject: Early Intervention Staffing Ratios
Last Revision: 02/15/2024

Approvals/Date:

Brent Urban
Superintendent, WCBDD

2-23-24
Date

Jessie Hayward
Department Director

2/21/24
Date

1. In general, the number of eligible infant/toddlers per full-time primary service provider will not exceed twenty-five (25). This number may be affected by a number of variables including: 1) the extent and intensity of the child's needs; 2) the extent and intensity of family support needed; 3) location of services and supports, including travel time 4) the involvement of ancillary personnel and other agencies. 5) the availability of Board resources.
2. There may be periods of time when the number of children/families who need early intervention services cause the caseload of the full-time primary service provider (s) to exceed twenty-five (25). As it is imperative that children and families receive service, a waiting list will not be maintained. However, if the caseload of the primary service provider (s) exceeds twenty-five (25) for a period of six (6) months, a committee will be formed to make recommendations for additional personnel.

Policy 01-EI-ALL-0112

tar/procedures/0589