

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-EI-0447(CR) **Subject:** Eligibility Determination and Enrollment
Effective Date: 02-01-95 **Last Revision:** 12-05-2024
Person Responsible: Early Intervention Coordinator
Early Intervention Service Coordinator Supervisor

Approvals/Date:

Brent Urban 12/9/24 Janice Hayward 12/9/2024
Superintendent, WCBDD Date Department Director/Coordinator Date

The following definitions will apply:

Early Intervention – Services and supports provided as early as possible to enhance the family’s ability to meet the developmental needs of their child. Early intervention services and supports are designed to identify the presence of a disability or developmental delay and provide intervention responsive to the preferences of the family that maximize the child’s optimal growth and development.

Primary Service Provider – **Qualified Personnel as defined in Rule 5123-10-02 Appendix B**, who are trained to develop and implement individualized interventions through services and supports to the child and family, which enhance the child’s learning and provide information to the family that assists in meeting the developmental needs of the child.

Eligibility – Provision of services and supports to children under three years of age who have: 1) a documented diagnosed physical or mental condition with a high probability of resulting in a developmental delay, as listed in Appendix C to Rule 5123-10-02; 2) a documented diagnosed physical or mental condition which is not listed in Appendix C to Rule 5123-10-02 and documented on form EI-12; 3) a developmental delay of at least one and one-half standard deviations below the mean, or the equivalent determined through informed clinical opinion, in adaptive, cognitive, communication, physical, or social and emotional development, as determined and documented through an evaluation; 4) already been determined Part C eligible in the State of Ohio or other State of the Union.

IFSP – Individualized Family Service Plan, a written plan for providing early intervention services to a child eligible under the Individuals with Disabilities Education Act (IDEA), Part C system.

Service Coordinator – The individual responsible for assisting the family in accessing the early intervention system and in coordinating all aspects of those services including but not limited to screenings, assessments, IFSP development, implementation, review and monitoring, transition planning, and specialized services.

1. **Role of Early Intervention:** The Wood County Board of Developmental Disabilities (The Board) is responsible for the implementation of all the components of the Ohio Administration Code per contract with Wood County’s Family and Children First Council (FCFC). The Board’s Early Intervention (EI) supports and services serve as an option for families and children who are eligible based on a diagnosed physical or mental condition or established developmental delay or disability as determined by the Ohio Department of Developmental Disabilities (DODD). Eligibility for Board EI services and EI Service Coordination is the same. The Board shall coordinate with other community agencies including Family and Children First Council, related early childhood programs, and families so that services are collaborative, build upon family strengths, and respond to families, needs in meaningful ways.

2. **Program Content:**

- A. Early Intervention services utilize a Primary Service Provider approach to teaming and is based on Evidence-Based Early Intervention Practices. Early Intervention Services shall include the following:
1. Special Instruction, physical therapy, occupational therapy, and speech/language pathology provided by Board certified and contracted staff, meeting the federal and state Early Intervention DODD requirements that are interest and strength based.
 2. Family support services such as community events/opportunities and access to related early childhood resources.
 3. The Wood County Board of Developmental Disabilities shall ensure that a DODD credentialed Service Coordinator is available to each of the children/families enrolled in Early Intervention. The Wood County Board of DD will ensure that families eligible for Early Intervention will be assigned one service coordinator per family at any given time.

3. **Description of Services:**

- A. The Board’s Early Intervention (EI) services and Service Coordination are based on the following:
1. Family-centered and community based (i.e., responsive to priorities and needs of the family and provided in natural environments).
 2. Coordination with families, other community agencies, the Family and Children First Council (FCFC), and related early childhood committees so that services are collaborative, accessible, and build upon family strengths and priorities.
 3. Culturally sensitive to diverse beliefs, values, and family structure.
 4. Empowers families and supports individual family members in supporting their child.
 5. Organized upon a framework of child find and eligibility determination, family involvement and support, trans-disciplinary evaluation/assessment, specialized early intervention services, Individualized Family Service Plan (IFSP) process, service coordination, parent rights/procedural safeguards, and a comprehensive system of personnel development.

6. Future planning to reflect transition out of early intervention, including linking with local education agencies serving preschool children and/or other community programs and resources.
- B. The Board's Early Intervention Services take an active role in the provision of:
1. **Outreach/Child Find/ Intake:** The Early Intervention Coordinator will participate in FCFC meetings to collaborate with other community agencies to provide updated referral information. The Early Intervention Coordinator will also be responsible for assuring the intake process is complete and timely in accordance with current rules and will be actively involved in community events including community-wide baby showers, open houses, pre-school expos, etc. to identify children/families who may be eligible for EI services.
 2. **Parent's Rights and Due Process:** EI Parent's Rights brochure, *Wood County Board of Developmental Disabilities Notice of Privacy Practices*, and *Wood County Board of Developmental Disabilities Grievance/Due Process (Complaint Resolution)* are given to all families upon entry into the EI program, Parents sign consents for screenings, evaluations, and assessments. Parents receive the EI Parent's Rights brochure at intake, every IFSP meeting, and whenever Prior Written Notice is provided.
 3. **Screenings:** Children referred to the EI program may receive Ages and Stages Questionnaire and Ages and Stages Questionnaire- Social Emotional screenings upon intake. If the parent of the child requests an evaluation at any time during the developmental screening process, evaluation of the child shall be conducted.
 4. **Evaluations & Assessments:** The initial evaluation and assessment must be completed within forty-five calendar days from the referral to HMG. In cases of extenuating circumstances, the Early Intervention Service Coordinator will document the reasons for the delay. If English is not the primary language spoken in the family home, the early intervention service coordinator will coordinate an interpreter to participate in the evaluation and assessment. Children entering the program with a suspected delay in 1 or more of the 5 developmental domains (physical, cognitive, communication, social-emotional, adaptive) will be evaluated using the Battelle Developmental Inventory to determine eligibility. A child assessment will be conducted for all children entering the program to identify the child's unique strengths and needs, including the child's participation in family routines and activities and the parent's ability to successfully engage the child in family routines and activities. A family directed assessment will be offered, and if consented to be completed, will be completed within the first 45 days of referral to identify the family's resources, priorities, and concerns.
 5. **EI Service Coordination and Individualized Family Service Plans (IFSP):** Service coordinators, in collaboration with the Early Intervention team, will develop the IFSP with families within the first 45 days of program referral. To be considered timely, the services indicated on the IFSP will begin within 30 days of the date the IFSP is signed by the parents. Also, The IFSP will be reviewed at least every 180 days, or more frequently, dependent upon the child's needs, family/team request, and in accordance with rules.
 6. **Family Support:** The Wood County Board of Developmental Disabilities offers multiple community group opportunities each month, to encourage family-to-family support.
 7. **Ongoing Service Coordination:** Ongoing Service Coordination will be provided to eligible families. Frequency will be determined by the needs and priorities established by the Early Intervention team, including the family.
 8. **Ongoing Early Intervention Services:** The Early Intervention program will offer evidence-based Early Intervention services using a Primary Service Provider approach to teaming to all eligible families. Early Intervention services will occur in a child's natural environment and be focused on achieving functional outcomes set forth in the child's Individualized Family Service Plan (IFSP).
- C. Administration Procedures for Early Intervention (EI) Services: A copy of this policy and procedure shall be made available to anyone requesting it, either verbally or in writing.
- D. Parent Rights and Due Process
1. Early Intervention Parent's Rights brochure is reviewed and given to families initially and prior to the completion of every IFSP throughout their stay in the EI program. Families may make complaints by an of the following ways:
 - a. Contacting the Local EI program directly via phone: 419-352-5115 or 1-800-356-3218, mail: Early Intervention Coordinator or Early Intervention Service Coordinator Supervisor at 1921 E Gypsy Lane Rd, Bowling Green OH 43402.
 - b. Writing to the local Family and Children First Council (Attn: FCFC Coordinator, 1921 E Gypsy Lane Rd, Bowling Green OH 43402)
 - c. Contacting Ohio Department of Children and Youth's Early Intervention staff at ei@childrenandyouth.ohio.gov.
 - d. Filing a complaint with DCY and asking the department to investigate the complaint, go through mediation, or have a due process hearing. The complaint must be signed and in writing. It must include a description of what has happened, and which rules or rights have been violated. Complaints should be sent to: Ohio Early Intervention Ohio Department of Children and Youth P.O. Box 183204 Columbus, Ohio 43218

4. **Calendar:** The Wood County Board of Developmental Disabilities shall ensure and make available Early Intervention services on a year-round basis based on the availability of funds.

5. **Participation:**

- A. The frequency and location of participation in EI Services for each child and family shall be individually determined and shall be based on the child's developmental needs, families' needs and priorities, and the team's recommendations and will be reflected in the IFSP.
- B. Caregivers are seen as the expert for their child and are partners with the Board's Primary Service Provider (Developmental Specialist, Speech and Language Pathologist, Occupational Therapist, and Physical Therapist) and Early Intervention Service Coordinators to enhance children's learning and development through everyday learning opportunities.
- C. Early Intervention services provided by the board will be based on the availability of funds.

6. **Reporting Requirements:** The Wood County Board of Developmental Disabilities shall participate in the Ohio Department of Developmental Disabilities monitoring system through the accreditation process established pursuant to section 5126.081; and provide information requested by the lead agency for the purpose of monitoring for compliance with OAC and Part C Federal Regulations.

References: OAC 5123-10-02
ORC 5123.081

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