

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-EI-ALL-0875 (CR) **Subject:** Missed Appointments
Effective Date: 03-14-17 **Last Revision:** 07-17-2020
Person Responsible: Early Intervention Coordinator
 Early Intervention Service Coordinator Supervisor

Approvals/Date: Grant Olson 7/22/2020 Shuaine Shick 07.21.20
 Superintendent, WCBDD Date Department Director Date

The following definitions will apply:

Early Intervention – Services provided by the Wood County Board of Developmental Disabilities to children and their families up to age 3.

Family – Will include but is not limited to parents, grandparents, foster parents, guardians, and/or and primary caregiver.

Primary Service Provider (PSP) – The individual who is the primary contact for delivery of service.

Early Intervention Service Coordinator (EISC) – The individual who is responsible for coordinating early intervention services.

Upon eligibility determination the family will be provided with written communication describing Early Intervention staff responsibilities and family responsibilities. Families are responsible for notifying Early Intervention staff of the need to cancel or change an appointment per Parent Agreement Form 03-EI-ALL-0860. A summary of this procedure will be provided to the family as part of the Parent Agreement.

When the family fails to keep 3 consecutive scheduled visits without informing the Early Intervention staff, the following steps will be taken:

- The PSP and/or EISC will make at least 3 documented attempts to contact the family using at least two communication methods such as phone call, email, home visit, letter, etc.
- The purpose of the communications will be to determine the family's interest in continuing services.
- Failure to respond to the communications will result in Form EI-10 Prior Written Notice of Exiting being mailed, giving the family a deadline to respond.
- Failure to respond by the stated deadline will result in the child being withdrawn from services.
- The family can request to resume services any time prior to the child's third birthday.

References: 01-EI-ALL-0211
 03-EI-ALL-0860

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