

EDN Roles and Responsibilities

Activity	Services Coordination (SC)	School District (SD)
Referral	<ul style="list-style-type: none"> • Services Coordination Agency receives referral • Referral assigned to a Services Coordinator 	<ul style="list-style-type: none"> • Receive referral • Transfer information to Services Coordination Agency
Intake	<ul style="list-style-type: none"> • Assist parents to understand EDN 	
Informed consent	<ul style="list-style-type: none"> • Explain parents' rights • Secure consent for screening and evaluation • Forward consent to School District 	
Screening		<ul style="list-style-type: none"> • Conduct developmental screening • Share screening results with parents and SC
Multidisciplinary child evaluation		<ul style="list-style-type: none"> • Conduct evaluation and gather data in all developmental domains • Contact SC when all medical and assessment data has been gathered
Eligibility determination		<ul style="list-style-type: none"> • Convene multidisciplinary team to determine eligibility based on the evaluation data gathered • Inform the SC that the child is eligible and the SD will conduct the child assessment
Multidisciplinary child assessment		<ul style="list-style-type: none"> • Identify strengths and needs in each developmental area to identify appropriate early intervention services • SD notifies the SC that the child is eligible for services • Prepares a written MDT report
Family assessment	<ul style="list-style-type: none"> • SC informs parents that child is eligible for services • Schedules a home visit to conduct a family assessment • Conduct family-directed assessment to identify the 	<ul style="list-style-type: none"> •

	<p>family's resources and priorities</p> <ul style="list-style-type: none"> • Discusses IFSP process with parents and helps them determine convenient time and place for IFSP meeting 	
IFSP meeting	<ul style="list-style-type: none"> • Provides a prior written notice to all team members that indicates the purpose of the meeting is determine eligibility and develop the initial IFSP • Ensures the family receives a copy of the written MDT report • Facilitates the development of the IFSP • Helps parents to understand plan for services and secures consent for provision of services 	<ul style="list-style-type: none"> • Facilitate the review of the written MDT report and secure signatures of team members indicating agreement or disagreement with findings NOTE: SC does not sign the MDT report • Participates in development of IFSP • SD representative who has the authority to commit resources must participate in the meeting
Initial provision of services	<ul style="list-style-type: none"> • Contacts parent to ensure services have begun within 7 days of consent • Provides copy of signed IFSP to parents, SD, and individual service providers 	<ul style="list-style-type: none"> • Identifies service providers • Provides initial service contact within 7 days of the parent's consent
Ongoing services	<ul style="list-style-type: none"> • Interacts with parent at least monthly to ensure provision of services outlined on IFSP, provide support to access resources and address family needs and concerns • Maintain record of involvement with family on CONNECT • Communicate regularly with SC regarding family needs and concerns 	<ul style="list-style-type: none"> • Ensure services are provided as outlined in IFSP • Maintain progress data and share with parent • Communicate regularly with SC regarding child performance, family needs, and any changes proposed in services
Periodic IFSP review	<ul style="list-style-type: none"> • SC contacts SD if parent requests IFSP review • Schedules IFSP review at convenience of parent • Provides prior written notice of the IFSP meeting to parent and SD 	<ul style="list-style-type: none"> • SD contacts SC if periodic review of IFSP is needed

