

June 10, 2014

EDN Services Coordinator Training

Early Development Network Regulations & TA Guidance

DHHS 480 NAC 3

NDE 92 NAC 52



Planning Region Teams

480 NAC 3-002.01

- Each planning region, as required in NDE regulations at 92 NAC 52, shall establish an interagency planning region team and is required by state statute to assist in the planning functions related to the implementation and maintaining of the Early Intervention Act in the region.

PRT Responsibilities

480 NAC 3-002.01

- The Planning Region Team is responsible for establishing a services coordination system in the region.
- Identification of Population Needs
- To ensure a community-based decision, the planning region team is responsible for identifying potential provider(s). The team will:
 - Provide general information to the community about services coordination contracting;
 - Distribute the State's request for proposal (RFP) to agencies in the region; and submit proposals that meet the RFP requirements for review.

480 NAC 3-003 Services Coordination Entitlement

SERVICES COORDINATION ENTITLEMENT:

Services coordination is an entitlement for early intervention families. Eligible children and their family shall receive a services coordinator who is responsible for:

- 1. Coordinating all services across agency lines;
and**
- 2. Serving as the single point of contact for carrying out the activities specified below.**

May 8, 2014 Memo

- Pursuant to this requirement, Effective October 1, 2014 all children referred to EDN and subsequently found eligible for EDN services must be provided with the DHHS-contracted services coordinator.



480 NAC 3-003.01 Specific SC Activities:

1. Assisting parents of eligible children in obtaining access to needed early intervention services and other services identified in the IFSP, including making referrals to providers for needed services and scheduling appointments for eligible children and their families;
2. Coordinating the provision of early intervention services and other services (such as educational, social, and medical services that are not provided for diagnostic or evaluative purposes) that the eligible child needs or is being provided;
3. Coordinating screenings (if applicable), evaluations and assessments;

SC Activities (cont'd)



4. Facilitating and participating in the development, review and evaluation of IFSPs;
5. Conducting referral and other activities to assist families in identifying available service providers;
6. Coordinating, facilitating and monitoring the delivery of services to ensure that the services are provided in a timely manner;
7. Conducting follow-up activities to determine that appropriate early intervention services are being provided;

SC Activities (cont'd)

8. Informing families of their rights and procedural safeguards and ensuring that the family rights are safeguarded ;
9. Coordinating the funding sources for early intervention services; and
10. Facilitating the development of a transition plan to preschool or other services, if appropriate.

480 NAC 3-004 REFERRAL:

- Referrals may be made to a Public Agency by anyone who suspects a developmental delay in an infant or toddler no more than ***seven days*** after a child has been identified by a primary referral source.



480 NAC 3-005 CHILD SCREENING PROCEDURES AND MULTI-DISCIPLINARY TEAM (MDT) ELIGIBILITY DETERMINATION

School district or approved cooperative staff will determine eligibility for early intervention services and shall explain rights to families, as described in NDE regulations at 92 NAC 52.

Services Coordinator Responsibility

3-005.01 The services coordinator shall:

1. Provide written notice and obtain consent for screening (if applicable), multidisciplinary evaluation and child assessment.
 - If screening procedures are utilized to identify whether the child is suspected of having a disability, and the screening indicates the child is suspected of having a disability, **written notice for evaluation and child assessment must be provided and written consent must be obtained by the services coordinator prior to the evaluation and child assessment being conducted.**



- **NOTE:** The parent may request and consent to an evaluation at any time during the screening process. Upon this request, the services coordinator must immediately provide written notice and obtain consent for the evaluation and child assessment from the parent and inform the district/approved cooperative, accordingly.

***State mandated Forms required : EI-2 and Consent for Screening**

Services Coordinator Responsibility

480 NAC 3-005.01(2) The services coordinator shall:
Coordinate screenings, evaluations and assessments, and assist families to understand the screening (if applicable) and Multi-disciplinary Team (MDT) process and how it relates to the System of Early Intervention Services.

480 NAC 3-005.01(3) Maintain contact with the family during the screening and evaluation period and assist as appropriate (e.g., checking on timelines, providing information to the MDT on the family).

480 NAC 3-005.03 Post-Referral Timelines:

- The screening, evaluation and assessment of the child, family assessment, and the IFSP meeting must take place within 45 calendar days of the referral to a Public Agency.



480 NAC 3-005.03A



- The family may extend 45 day process at any time; in this circumstance, the Early Intervention Program will document that the family does not want to complete the IFSP within the required timeline.
- Additionally, the 45 day process timeline does not apply when the child or parent is unavailable to complete the screening (if applicable), the initial evaluation, the initial assessments of the child and family, or the initial IFSP meeting due to exceptional family circumstances that are documented in the child's record; or the parent has not provided consent for the screening (if applicable), the initial evaluation, or the initial assessment of the child, despite documented, repeated attempts by the services coordinator to obtain parental consent.
- If/when the family wants to resume the process, the screening (if applicable), initial evaluation, initial assessments (of the child and family), and the initial IFSP meeting must be completed as soon as possible after the documented exceptional family circumstances no longer exist or parental consent is obtained.

480 NAC 3-006 CHILD AND FAMILY ASSESSMENT:



School Districts and approved cooperatives are responsible for conducting the child assessment and related procedural safeguards as described in NDE regulations at 92 NAC 52.

3-006.01 The services coordinator shall:

4. Meet with the family to:
 - a. Conduct a family assessment to identify the family's daily routines, activities and options for supporting the family in identifying their resources, priorities, and concerns.

Family Assessment (cont'd)

- The IFSP must be based on information obtained through an assessment tool that is selected and administered so as not to be racially or culturally discriminatory; and also through an interview with those family members who elect to participate in the assessment.
- The family-directed assessment must be voluntary on the part of each family member participating and include the family's description of its resources, priorities, and concerns and the supports and services necessary related to enhancing the child's development.
- The family is assisted in identifying the supports and resources present in the child's environment and activities in the child's daily routine that offer opportunities for the child to learn the new skills.
- Unless clearly not feasible to do so, family assessments must be conducted in the native language of the family members.

480 NAC 3-007

Interim IFSP



An interim IFSP shall be developed using the IFSP process and document to initiate early intervention services for an eligible child and the child's family before the completion of the evaluation and assessment if the following conditions are met:

1. School district personnel notify the services coordinator that based on professional judgment and available information, the child may be eligible.
2. Parental consent is obtained.
3. An interim IFSP is developed that includes:
 - a. The name of the services coordinator who will be responsible for the interim IFSP and coordination with other agencies and persons; and
 - b. The early intervention services that have been determined to be needed immediately by the child and the child's family.
4. The evaluation and assessment are completed within the 45 calendar day time period.

480 NAC 3-007.01 Team members shall include:

1. Family and family members, as requested by parent(s).
2. Advocate or person outside of family, as requested by parent.
3. Services coordinator.
4. A representative of the school district or approved cooperative who has the authority to commit resources



480 NAC 3-008.01 Initial IFSP Meeting

For each infant or toddler with a disability, a meeting must be held to develop the initial IFSP *by a multidisciplinary team, which includes the parent and services coordinator*, within the regulatory required timelines.



480 NAC 3-008.02 Periodic Review

- A review of the IFSP must be conducted every 6 months or more frequently if warranted or requested by the family
- This review may be carried out by a meeting or by another means acceptable to the family and other participants.
- All reviews *are initiated by the services coordinator*, but can be requested by any team member.



Periodic Review Team members

1. Family and family members, as requested by parent(s).
2. Advocate or person outside of family, as requested by parent.
3. Services coordinator.
4. As appropriate, persons directly involved in conducting any additional evaluations or assessments, and service provision for the child.
5. If changes in special education or related services are proposed, a school district representative who has the authority to commit district resources



480 NAC 3-008.03 Annual IFSP Meeting

- A meeting *chaired by the services coordinator or the family* must be conducted on at least an annual basis to evaluate and revise, as appropriate, the IFSP.



Initial/Annual IFSP Meeting Team members

1. Family and family members, as requested by parent(s).
2. Advocate or person outside of family, as requested by parent.
3. Services coordinator.
4. As appropriate, person(s) who will be providing early intervention services to the child or family.
5. Person(s) directly involved in conducting evaluations and assessments.
If this person(s) is unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one of the following:
 - a. Participating in a telephone conference call.
 - b. Having a knowledgeable authorized representative attend the meeting.
 - c. Making pertinent records available at the meeting.
6. A representative of the school district or approved cooperative who has the authority to commit resources

480 NAC 3-008.06 IFSP Team meeting and Periodic Review

For each Initial and Annual IFSP team meeting and Periodic Review, the services coordinator shall:

1. Arrange, conduct, and chair the IFSP meeting with the family in a setting and at a time convenient for the family.
2. Provide written notice to all team members a reasonable time before the meeting. Written notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.
3. Ensure the meeting is conducted in the native language, or primary mode of communication, of the family.
4. Draft the IFSP document which must contain the following elements:

IFSP Elements

- Status of the child
- With the family's agreement, the IFSP must include a statement of the family's priorities, concerns, and resources related to enhancing the development of the child *as identified through the voluntary assessment of the family*
- The measurable results or outcomes.....



IFSP Elements

- Specific Early Intervention Services
- For children who are three years of age, the IFSP must include an educational component that promotes school readiness and incorporates pre-literacy language and numeracy skills.





IFSP Elements

- To the extent appropriate, the IFSP shall include medical and other services that the child/family may need or is receiving through other sources, but that are not required to be provided nor funded through early intervention. *If those services are not currently being provided, include a description of the steps the services coordinator or family may take to assist the child and family in securing those other services.* Identifying these services in the IFSP does not impose an obligation to any specific agency to provide the services free of charge.

IFSP Elements

- *The name of the services coordinator* who will be responsible for implementing the IFSP, including transition services, and coordinating with other agencies and persons.
- Transition from EDN



IFSP Team Meeting & Periodic Review (cont'd)

- The contents of the IFSP must be fully explained to the parent(s) and parent(s) must give written consent for the implementation of early intervention services as part of the IFSP.
- The IFSP provides for the written consent of the parent to provide services to the child and family.
- If the parent(s) does not provide consent with respect to a particular early intervention service or withdraw consent after first providing it, that service may not be provided.
- Although the parent may accept or reject any part of the early intervention services offered, the child will not receive services until the parent(s) have signed the IFSP.
- The early intervention services to which parental consent is obtained must be provided as soon as possible, ***but no later than 30 days from date of parental consent.***

IFSP Team Meeting & Periodic Review (cont'd)

- *A written copy of the IFSP will be distributed by the services coordinator to each person attending within seven calendar days of the meeting. Parent(s) must give specific consent for distribution of the IFSP document to any individuals or agencies not on the IFSP team. A written copy of the family assessment will also be distributed to the parent within seven calendar days of the IFSP meeting.*



480 NAC 3-008.07 IFSP Implementation procedures conducted by the SC:

1. Assisting the child and family to gain access to, and coordinate the provision of, the early intervention services and other services identified in the IFSP in settings most natural and within daily routines.
2. **Coordinating the funding sources for services required under this part.**
3. **Monitoring implementation of the plan** as written by the team members designated on the IFSP.

Implementation Procedures (cont'd)

4. Advocating for the family. NOTE: While the family has the right to appeal, the services coordinator shall not provide assistance nor serve as advocate or representative in any adverse issue related to Medicaid or DHHS regulations.
5. **Responsibility for coordination, facilitation and monitoring of the delivery of services required under this part to ensure the services are provided within 30 days of parental consent.**
6. Contacting the family at least monthly to review the progress of the plan **and to conduct follow-up activities to determine that appropriate early intervention services are being provided.**

480 NAC 3-009 TRANSITION PROCESS

If a toddler with a disability may be eligible for preschool services, with the approval of the family of the toddler, the services coordinator shall convene a conference among the family, team members, and school district or approved cooperative, not fewer than 90 days, and at the discretion of all parties, not more than 9 months, before the toddler's third birthday to discuss any services the toddler may receive under NDE regulations at 92 NAC 51.



480 NAC 3-009.01 Annual notice

The annual notice must be provided to the family at the transition conference which shall contain:

1. A description of the rights of the parents to elect to receive early intervention services or preschool services pursuant to NDE regulations at 92 NAC 51;
2. An explanation of the differences between early intervention services pursuant to NDE regulations at 92 NAC 52 and services provided under NDE regulations at 92 NAC 51;
3. The types of services and the locations at which the services are provided;
4. The procedural safeguards that apply; and
5. A description that the IFSP services provided will include an educational component that promotes school readiness and incorporates pre-literacy, language, and numeracy skills for children who are at least 3 years

Transition

If a toddler is not potentially eligible for preschool services under NDE regulations at 92 NAC 51, the services coordinator, with the approval of the child's family, shall make reasonable efforts to convene a conference among the family, the school district or approved cooperative and providers of other appropriate services for the toddler to discuss services the toddler may receive.



Transition

480 NAC 3-009.03

Any transition conference or meeting to develop the transition plan must meet the IFSP meeting requirements referenced in 3-008.



480 NAC 3-009.04 Transition Plan

- The Services Coordinator, along with the family and IFSP team, must ensure for each toddler with a disability, the transition plan is contained in the IFSP not fewer than 90 days, and at the discretion of all parties, not more than 9 months, before the toddlers third birthday,



Transition plan includes, as appropriate

1. A review of the program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year;
2. The family in the development of the transition plan for the child
3. Steps for the toddler with a disability and his or her family to exit from the early intervention program to support the smooth transition of the toddler, to include discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition; and procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting;

Transition Plan (cont'd)

4. Any transition services or other activities that the IFSP Team identifies as needed by the child and family.
5. Confirmation that information about the child has been transmitted to the designated program if parental consent was obtained.
6. Transmission of additional information needed, with parental consent, to ensure continuity of services to the receiving program, including a copy of the most recent evaluation and assessments of the child and family and the most recent IFSP.

480 NAC 3-011 Services Coordination Records

- One official at each contracting agency shall assume responsibility for insuring the confidentiality of any personally identifiable information. This official shall maintain, for public inspection, a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information.
- Each contracting agency shall keep a record of persons obtaining access to the early intervention records collected, maintained, or used (except access by parents or authorized staff members of the agency), including the name of the person, the date access was given, and the purpose for which the person is authorized to use the records.

SC Records

- As a child transitions out of the Early Intervention Program, records having to do with family goals and not pertinent to the child's education and related services do not follow the child and do not become part of the educational record of the child. Rather, they are kept in confidential storage in the Early Intervention Program and destroyed after 6 years with other records or destroyed at the request of the parents.

SC Records- Retention and Destruction

The contracting agency shall:

1. Retain the early intervention records for **six years** after the completion of the activities for which early intervention funds were used. If an audit or appeal is in progress, the Department of Health and Human Services or Education may direct that records be retained beyond six years.
2. Make reasonable effort to locate and notify parents before records are destroyed.
3. Destroy records using a method that ensures that no personally identifiable information remains accessible (e.g., shredding).

480 NAC 3-015

FORMS

- All forms utilized in the Early Intervention Program are state-mandated to ensure consistency and adherence to Family Rights and all laws/regulations that govern the program.
 - IFSP
 - Notice & Consent for Initial Screening
 - Notice & Consent for Multidisciplinary Evaluation and Child Assessment



EDN Technical Assistance Guidebook

Finalized May 2014



Role of Services Coordinator

Services coordinators serve as a representative of the Early Development Network system of early intervention services. They have five major roles:

- 1) Partner with each family in continuously seeking the appropriate services, resources and supports necessary to benefit the development of each child being served for the duration of the child's eligibility.**
- 2) Assist the family in accessing early intervention services and resources from a variety of formal and informal community agencies or providers.**
- 3) Facilitate communication among early intervention service providers across agencies, resulting in a more coordinated and responsive delivery system.**
- 4) Use family-centered practices in all contacts with families.**
- 5) Assure the development and implementation of the IFSP within required timelines.**

Minimum services coordination requirement

Services coordination varies among families and within any given family over time. Services coordination frequency and intensity is to be responsive to the changing child and family needs.

Early Development Network has established a policy for the minimum amount of services coordination to be provided to each eligible child and their family:

- One face-to-face contact with the child and family every other month; and
- Telephone or written contact occurs in the months in which a face-to-face contact does not occur

Referral

- Co-Lead agencies, Nebraska ChildFind, and Early Development Network Services Coordination staff must be prepared to take referral information from any referral source and for any region. If a referral call is received for a child who does not live in the region where the call is received, these agencies staff should accept referral information. Agency staff must promptly pass the referral information to the appropriate region. Agencies will not tell the referral source to call the appropriate Agency.
- Transfer of the referral information is accomplished by:

If...	Then...	And...
A referral comes into a region other than where the child resides	The receiving agency answering the phone takes the information to begin the intake process	The receiving agency faxes, calls, or emails the information to the appropriate Early Development Network Services Coordination Agency

Referral Sources: out-of-state

- If a child and family move to Nebraska from another state and currently has an IFSP, this is considered a source of referral. (States vary in regulation to implement IDEA Part C; Nebraska's implementation procedure is to consider an out-of-state IFSP as a referral from another source.)
- The following steps are used for families moving to Nebraska:

Step	Action
1	Intake/Referral is completed, following intake procedures
2	Assign a services coordinator.
3	Follow services coordinator procedures for providing Notice and Consent for Early Intervention Initial Multidisciplinary Evaluation and Child Assessment (EI-2 Form).
4	School district discusses with the family state-to-state variation of eligibility criteria and provision of early intervention services.
5	Review the out-of-state MDT report, IFSP and any record(s) available regarding the child.
6	To implement early intervention services until Nebraska eligibility is determined, an Interim IFSP may be developed. (See section 10: Interim IFSP, page 10-1).
7	Determine Nebraska eligibility by (1) reviewing medical records, and (2) if needed, conducting a comprehensive multidisciplinary evaluation.
8	Conduct child and family assessment procedures. (See Sections 7 and 9).



Eligibility Determination

Note: The Nebraska IFSP team is to use all timely available evaluation and assessment information from the other state as a starting point for evaluation activities (i.e. do not need to re-administer evaluations or assessments). This use of timely available evaluation and assessment information would be considered “review of existing records.”

(See Section 8: Eligibility Determination)

Screening

- The process may start with a post-referral developmental screening *if there was no pre-referral developmental screening completed prior to the referral and there is no diagnosed condition*. This post-referral screening may help parents decide whether they want to proceed to a full evaluation.



Screening - Roles:

- Services Coordinator provides and reviews Part C procedural safeguards/family rights with parents.
- Services Coordinator obtains parent signature on Early Development Network Consent for Initial Screening form.
- School District or Approved Cooperative completes developmental screening.



Screening Decisions

If...	Then...
screening information indicates child <i>is</i> suspected of having a developmental delay or disability;	<p>an evaluation and assessment of the child must be conducted by school district or approved cooperative, if parent consents to this activity via the Consent for Initial Evaluation and Child Assessment form.</p> <p>Share written results of screening with family, Services Coordinator, and referral source (if parental consent obtained). [92 NAC 52-009.03B]</p> <p>See Section 7: Initial Evaluation and Assessment for how to conduct a timely, comprehensive, multidisciplinary evaluation.</p>
screening information indicates child is <i>not</i> suspected of having a developmental delay or disability;	<p>a <i>Prior Written Notice</i> (results of screening) reflecting that determination is provided to the parent, Services Coordinator, and referral source (if parental consent obtained) that includes a description of the parent's right to request a full evaluation. [92 NAC 52 009.03B]</p>

Important Considerations

If...	Then...
an infant's or toddler's medical records indicate the child has a diagnosed physical or mental condition;	the child is eligible for Early Development Network and an initial assessment is required to identify child's unique strengths and needs and the early intervention services appropriate to meet those needs. See Section 7: Initial Evaluation and Assessment.
a referral is received from another agency with timely <i>pre-referral</i> screening data;	existing timely pre-referral screening information and data are acceptable for consideration and review of the child's development and should not be re-administered. With parental written consent, the team moves to a full evaluation in order to determine eligibility.
an infant or toddler has not been screened before the referral was made (no pre-referral screening), there is no diagnosed condition reported at the time of referral, and the child is not suspected of having a developmental delay;	the school district or approved cooperative and referral source (if parental consent has been obtained) may choose to conduct a post-referral screening of the child's development and then share the results with the parent, the services coordinator, and referral source (if parental consent obtained). [92NAC 52.009.03B]

Eligibility Determination/Next Steps

If the child is determined	And the family...	Then...
Eligible	Agrees to EDN services	<ul style="list-style-type: none"> • The District informs the Services Coordinator that the child is eligible and they are moving forward with the assessment. Then the Services Coordinator schedules the IFSP. • The Services Coordinator contacts the family and informs that the child is likely eligible for Early Development Network services and requests to schedule the IFSP meeting at a time and setting convenient to the family. At this time, the services coordinator also schedules a home visit to conduct family assessment and pre-IFSP activities. <i>(See Section 9, Family-Directed Assessment and Pre-IFSP Activities)</i> • The Services Coordinator then sends all team members, including the family, a Prior Written Notice advising the purpose of the Initial IFSP meeting is to determine eligibility for Early Development Network services and develop the Initial IFSP. • Before the Initial IFSP meeting, the multidisciplinary evaluation written report is reviewed. Each team member must sign whether they agree or disagree with the results of the evaluation. The Services Coordinator does not participate in signing the MDT report. • The Initial IFSP is developed.

If the child is determined	And the family...	Then...
Eligible	Declines EDN services	<ul style="list-style-type: none"> • Services Coordinator and the parent (if willing) explore and consider other appropriate community options. • The Services Coordinator completes a Prior Written Notice describing the following: <ol style="list-style-type: none"> a. Initial IFSP meeting was declined by parent. b. Parent was informed that without parental consent, Early Development Network services could not be provided. c. Early Development Network case is closed based upon parent's request. • Services Coordinator provides information so the family can contact Early Development Network in the future, if needed. • The services coordinator informs the person who referred the family to the Early Development Network, if any, by letter of the outcome of the referral if the family has given written authorization. The MDT report will also be forwarded to the referral contact if the family requests this action in writing. • The services coordinator gives the family a copy of the letter sent to the referral contact and ensures they received the multidisciplinary evaluation written report. • Services coordinator assures completion of required CONNECT data entry, including narratives detailing above actions and Early Development Network case closure.

If the child is determined	And the family...	Then...
Not Eligible		<ul style="list-style-type: none"> • The District contacts the Services Coordinator and informs that the child is not eligible and a meeting needs to be conducted with the family to review the eligibility determination. • The services coordinator contacts the family and schedules a meeting, at a time and place convenient to the family, to review the eligibility determination. • At this meeting, the team reviews the written report, the District informs the family of the reasons the child is not eligible, the District provides the Prior Written Notice to the family, which contains the following required elements: <ul style="list-style-type: none"> a. Statement that the child is not eligible for Early Development Network services b. The reasons for taking this action c. All procedural safeguards available to the family the District/Services Coordinator ensures the parent understands the procedural safeguards available through mediation, state complaint, and due process procedures [92 NAC 52-009.03B2C] .

If not eligible, Then...

- The services coordinator will provide the family with referrals to other agencies/supports according to the child's/family's needs.
- The services coordinator informs the person who referred the family to the Early Development Network, if any, by letter of the outcome of the referral if the family has given written authorization. The MDT report will also be forwarded to the referral contact if the family requests this action in writing.
- The services coordinator gives the family a copy of the letter sent to the referral contact and the multidisciplinary evaluation written report.
- Services Coordinator provides information so the family can contact Early Development Network in the future, if needed.
- Services coordinator assures completion of required CONNECT data entry, including narratives detailing above actions and Early Development Network case closure.
- The Services Coordinator sends the family written notice of case closure.

Documentation of circumstances for not meeting 45-day timeline

- All circumstances for not meeting the 45-day timeline must be documented by services coordinator in the CONNECT narrative, and if the child is eligible, on the family concerns, priorities, and resources IFSP pages. Circumstances which are considered within reasonable parameters for meeting timeliness compliance include child and/or family reasons and some other reasons.
- Agency or system circumstances may contribute to missing the 45-day timeline. Agency or system exceptional circumstances must also be documented as described above and are not considered acceptable reasons by the federal Office of Special Education Programs.



Family-Directed Assessment

- The family assessment is conducted by the Early Development Network Services Coordinator.
- The family assessment can assist the IFSP team in identifying those resources, priorities, and concerns as well as what is important to the family, and what supports and services are needed to best enhance their child's health and development within the family's/child's routines and natural environments. It is *NOT* an evaluation of the family. Family choice is provided in accessing services.

Family-Directed Assessment

- The family assessment, conducted by a conversational interview and using a family assessment tool, must be voluntary on the part of the family.
- Parents can choose to decline the family assessment.
- The services coordinator explains the need to learn about the family's resources, priorities and concerns and asks their permission to record responses on the concerns, priorities, and resources page of the IFSP.

If the family...	Then...
agrees to an assessment of the family's resources, priorities, and concerns;	the following requirements must be met: <ul style="list-style-type: none">● Conducted by personnel trained to utilize appropriate methods and procedures;● Based on information provided by the family through personal interview/an assessment tool; and● Documented as to the family's identified resources, priorities, and concerns related to enhancing their child's development on concerns, priorities, and resources page of the IFSP.

If the family...	Then...
<p>agrees to an assessment of the family's resources, priorities, and concerns BUT declines documentation in the IFSP;</p>	<p>the following requirements must be met:</p> <ul style="list-style-type: none"> ● Conducted by personnel trained to utilize appropriate methods and procedures; ● Based on information provided by the family through personal interview and an assessment tool; and ● Indicate completed but didn't want recorded on IFSP or within CONNECT Narrative.
<p>declines the family assessment at this time;</p>	<ul style="list-style-type: none"> ● Indicate declines on concerns, priorities, and resources page of the IFSP and CONNECT Narrative.

Family Assessment Guidance

- The Co-Lead Agencies emphasize that the family-directed assessment is a family-centered process that begins during the family engagement phase of new referrals and the 45-day timeline.
- This is a systemic process and is to be used with all Early Development Network families.
- The family-directed assessment process is an opportunity to embed Early Development Network Family Centered Principles.
- The process can be an effective means to help the family learn to “effectively communicate their child’s [and thus the family’s] needs.” [One of the three family outcomes measured through the annual Part C/EDN Family Survey.]
- The information gathered during the process is intended to help the team design effective, meaningful and motivating child and family outcomes for the IFSP.



Interim IFSP

Examples

May be used to start a child on waiver services or to provide immediate service in exceptional circumstances when it is not possible to complete the child's MDT evaluation and assessment within the required timeline due to child's illness/medical emergencies/hospitalization.

May be used when a family is moving in from another state where they have been receiving early intervention services and it appears the child will be eligible in Nebraska.

Initial IFSP Meeting - SC Activities

Stage	Process	Description
1	Prepare for initial IFSP meeting	The initial IFSP meeting is held within 45 calendar days of the referral to Early Development Network and after all evaluation and assessments have been completed. Services coordinator provides written notice of the IFSP meeting to the family and other team participants [480 NAC 3].
2	Begin the Meeting	The meeting is chaired either by the services coordinator or the family. Participants are introduced at the beginning of the meeting. The purpose and intended results are reviewed, and the tone and details of the meeting are set.
3	Review Eligibility	<p>The IFSP team reviews the family's resources, priorities and concerns identified in the initial family assessment, and reviews the strengths and concerns of initial evaluation and child assessment results and discusses any reviews of medical and other records which were used to determine eligibility of child for early intervention services.</p> <p>Note: A child's medical or other records may be used to establish eligibility (without conducting an evaluation of the child) if the records indicate that the child is experiencing a developmental delay in one domain or in 2 or more domains as outlined in Rule 52 or the child has a diagnosed physical or mental condition that has a high probability for resulting in developmental delay [NAC 52-006.04]</p>

Initial IFSP Meeting - SC Activities

Stage	Process	Description
4	Develop the Plan	The family shares with the team the desired goals and priority outcomes for the next year. The IFSP team reviews child and/or family outcomes, based upon family priorities, and determines activities and services needed to achieve those outcomes. Additionally, the team considers ways to accomplish the desired outcomes for the child and family, by identifying their strengths and supports; agreeing upon strategies and responsibilities of individual team members in working toward outcomes which can be addressed during the child's daily routines and activities; identifying other community resources or service providers to fill in gaps in the plan that cannot be filled by the existing team; working toward goals beyond the scope of education; determining the need for and responsibilities of ongoing services coordination; discussing time frames for different responsibilities; making sure that the plan considers all aspects of the child and family supports (i.e. all agencies and providers) and considering whether what is being asked of the family and team members is coordinated and reasonable. The IFSP team will determine the frequency, duration, location and projected start dates for each early intervention service.
5	Consent for Services	Parent signs or declines consent for services.
6	Finalize IFSP	The services coordinator will distribute a written copy of the IFSP to each person attending within seven calendar days of the meeting. Parents must give specific consent for distribution of the IFSP document to any individuals or agencies not on the IFSP team. Additionally, the services coordinator will distribute a copy of the family assessment to the parent within 7 calendar days of the IFSP meeting.

Consent for Services



- The parent has the right to decline any or all early intervention services recommended by the IFSP team. If the parent declines one or more EI services, the services coordinator makes reasonable efforts to ensure the parent:
- is fully aware of the nature of the services that would be available;
- understands that the child will not be able to receive the service(s) unless consent is given;
- understands they may accept or decline any service at time without jeopardizing other EI services [92 NAC 52-009.03A5A and 52-009.03A5B];

If parent...	Then ...
gives consent to all recommended services	<ul style="list-style-type: none"> • Parent checks “Yes” to understanding content of IFSP and giving consent for all services in the IFSP and signs the IFSP.
gives consent to some services, but declines a specific service(s)	<ul style="list-style-type: none"> • Parent checks “Yes” to understanding content of IFSP. • List any service(s) the parent does want on the consent page of the IFSP and parent documents “No don’t give consent” on the consent page of the IFSP. • ask parents to sign and date Consent for Services on the IFSP.
Is not ready to consent for services at the time of the meeting	<ul style="list-style-type: none"> • Review that services cannot begin until consent is provided. • Schedule a day/time for services coordinator to follow up with family to obtain consent signature within a week.
Does not consent for services at the meeting	<ul style="list-style-type: none"> • Parent checks “No” to giving consent for all services on IFSP service/consent page and signs the IFSP. • Services coordinator and the parents explore and consider other appropriate community options, as appropriate. This is documented in CONNECT narratives. • Services coordinator documents all services declined by the parent on the IFSP service page. • Services coordinator describes parental decision to decline services on the HHS-6, to include case closure and service delivery ending, and gives copy to parent. • Services coordinator provides information so the family can contact Early Development Network in the future, if needed.

Implementation of EDN Services

- The initial IFSP meeting date cannot serve as the projected start date or actual first service delivery date for providers, unless their first delivery service log note clearly documents a separate visit providing service to the child and/or family occurred following the initial IFSP meeting. The initial IFSP meeting does, however, serve as the start date for services coordination only.



Coordinating and monitoring delivery of services – SC Duties



- Between IFSP meetings, the services coordinator has the responsibility to:
 - Facilitate the timely delivery of EI services
 - Coordinate and monitor the delivery of available services
 - Coordinate the performance of evaluations and assessments
 - Coordinate with medical and health providers
 - Assist families in identifying and accessing available resources and services needed and actions to meet those needs
 - Assist the family in dealing with situational changes that affect implementation of the IFSP. This may include calling of partial or full team meetings at the request of the family or other team members.
 - Use family-centered practices in all contacts with families

Inability to contact family/implement IFSP

If ... the IFSP service provider and/or services coordinator are unable to communicate with families and therefore are unable to provide a service

Then ...

- IFSP team members must communicate with the services coordinator and problem-solve from there. Team members must make repeated and varied attempts through phone calls, home visits and letters, to schedule another appointment.
- Additionally, the services coordinator will attempt to make contact with the family to determine if there has been a change in the family's circumstances.
- Services coordinator documents all attempts to contact the family on the CONNECT Early Development Network Case Narrative. All IFSP team members must also record their individual attempts to contact the family.
- Documentation must reflect attempted contacts were initiated on different days and at different times over a period of at least 30 days.

Note: Services coordinator, with appropriate consent for release of information, must contact the primary medical provider or other agencies/providers working with the family to ask for assistance. These contacts must be documented in the CONNECT narrative.

Note: If the family is involved with the Dept. of Health and Human Services/Children and Family Services and appropriate consent for exchange of information is signed, the services coordinator should contact the child's DHHS/CFS worker/supervisor to obtain current contact information.

Inability to contact/implement IFSP

If ...	Then ...
<p>unable to contact the family after one month of the missed appointment to discuss the continuation of services of the IFSP</p>	<ul style="list-style-type: none">• services coordinator mails a certified letter to the parents indicating attempts to make contact. The letter states request for parents to contact services coordinator within two weeks to discuss continuation, reduction, or ending of services based upon family's wishes.• the services coordinator provides a copy of the letter to the school district or approved cooperative.• services coordinator documents all attempts to contact in the CONNECT Narrative and maintains a copy of this letter in the services coordinator file. All IFSP team members must also record their individual attempts to contact the family.

If ...

the family does not contact the services coordinator 14 calendar days from the mailed certified letter

Or

The letter comes back undelivered and there has been no communication with the family

Then ...

- the services coordinator will implement case closing procedures
 - send the family the HHS-6 Notice of Action form (written notice of termination on the required DHHS form)
 - a clear statement of the action taken;
 - a clear statement of the reason for the action;
 - a specific policy reference which supports such action; and
 - a complete statement of the family's right to appeal for Medicaid services only.

Note: While the family has the right to appeal for Medicaid services only, the services coordinator shall not provide assistance nor serve as advocate or representative in this issue. A copy of the HHS-6 is provided to the district.

Note: Families can reinstate services provided as part of FAPE at any time upon request.

- service delivery ends.
- services coordinator documents all steps/activities in the CONNECT Early Development Network case narratives and closes the EDN case on CONNECT specifying the reason for case closure as "Withdrawn by Parent". Case is closed.

Inability to contact family (cont'd)

If ...	Then ...
the services coordinator receives some type of communication from the family indicating they no longer want Early Development Network services	<ul style="list-style-type: none">the services coordinator will implement case closing procedures outlined previously.
the services coordinator receives contact the family is still interested in Early Development Network	<ul style="list-style-type: none">services coordinator schedules next appointment.IFSP team provides services as recorded in the IFSP.
the family contacts services coordinator/providers after exiting case closure has occurred and is still interested in Early Development Network	<ul style="list-style-type: none">complete a new Referral/Intake and indicate that the child was previously in Early Development Network andfollow procedures in Section 3: Referral. <p><i>Note:</i> When designing the second multidisciplinary evaluation, the team will need to consider timeliness of prior evaluations and assessment data.</p>

Ongoing Assessment

- If specific expertise from a professional is needed by someone not presently on the IFSP team, the services coordinator and provider discusses this with the family. If the family agrees, arrangements are made to schedule an assessment of the child at a time and place convenient to the family. **A new consent for evaluation is not needed.**

Ongoing Assessment (cont'd)

If	Then
there is a need for a new service to be added or changes to existing service provision to the IFSP	the services coordinator schedules an IFSP meeting (follow procedures for Periodic IFSP – Section 13 or Annual IFSP – Section 14) <i>Note:</i> At the IFSP meeting the team reviews the assessment results and determines needed outcomes and services. In some circumstances, it may be that newly recommended activities can be provided by a current team member without the services of an additional provider.
there is no need for a new service, nor changes to current service provision	the services coordinator documents information for review at the next periodic or annual meeting

Ongoing Assessment – SC Role

- The services coordinator ensures the child assessment information is documented in the Child's Present Levels of Development section of the IFSP at the next scheduled IFSP meeting.



Periodic IFSP

- A periodic review of the IFSP for a child and the child's family must be conducted every six months, or more frequently if conditions warrant, or if the family requests such a review. A review may be carried out by a meeting or by another means that is acceptable to the parents and other participants [92 NAC 52-007.02I3].



Periodic IFSP

If ...	Then a periodic review is....
parent requests the IFSP team to reconvene	Required
service(s) need changes in: <ul style="list-style-type: none">● Frequency● Duration● Location	Required
team is considering a service be added or ended	Required
major changes have occurred in child's abilities, family priorities, concerns or resources	Required
an outcome is changed, met or added	Required

Options for Periodic Review

- Periodic reviews may be carried out by a face-to-face meeting or by another means if acceptable to the parents and other participants. Other possible ways for conducting periodic reviews may include phone calls, webcam or other electronic processes.



Periodic Review - SC Role

- SC schedules review with family and team members
- SC completes IFSP Meeting Notice and sends to all team members including the family, no matter how the meeting is held
- SC/Family chairs & facilitates review
- SC completes the IFSP form to meet state and federal requirements



Periodic Review

Step	Action	Documented on IFSP ...
1	Discuss findings from ongoing assessments and the family's current concerns, priorities and resources.	<ul style="list-style-type: none">• Family Concerns, Priorities, and Resources page• Child's present level of development page
2	Revise or update child and/or family outcomes, as needed.	Outcomes pages
3	Determine and document progress criteria, timelines, procedures, activities, and next steps for each outcome.	Outcomes pages
4	Determine services needed to achieve the outcomes.	Services page
5	Determine where services are to be provided.	Services page

Timely Services

- **Note:** Any new service added at any meeting is held to the 30-day-timeline standard for timely services. The 30 days is calculated from the date of parental consent to the date that the service is delivered as written in the IFSP and accurately recorded in the service provider log/notes.



Annual IFSP

- Must meet same meeting and team member requirements as Initial IFSP
- SC Roles and responsibilities are similar to Initial IFSP
- Timely Services – any new service added at this meeting is held to the 30 day timeline standard from date of parental consent



Transition Planning & Implementation

- EDN services are provided until August 31st of a child's third birthday or until the child has met all IFSP outcomes and there is no longer a need for early intervention services.
- Transition from EDN is to be discussed with families from the beginning of the child's eligibility to plan for a smooth change.
- Families will make an informed decision regarding whether their toddler will remain in EDN until August 31st of their toddler's third birthday or if they would like their toddler to transition to Part B services and an IEP on their toddler's third birthday.

Transition - Example

Scenario	Action	Family Decision
Toddler's DOB: November 1 st	Transition Conference must be held no later than August 1 st (90 days prior to third birthday) Families are provided information on the differences in Part C and Part B.	Family will make an informed decision regarding their toddler remaining in Part C, transitioning to other community services, or transitioning to Part B. This decision is recorded on the Transition Page of the IFSP.

Transition Steps & Services

- Steps and services needed to prepare the child and family for the transition should be incorporated into the Individualized Family Service Plan over time, using the IFSP Transition page. The IFSP Transition page can be used as early as the initial IFSP meeting and added to until the child exits.
- IFSP teams follow procedures for the transition planning process, **which is completed during initial, periodic, or annual meetings. The transition planning process is not a “type” of IFSP meeting.** Requirements for initial, periodic and annual meetings are still applicable even when the meeting purpose is for planning the child’s transition.

Transition Requirements

Transition steps include, but are not limited to:

- Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition.
- Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting.
- **Confirmation that child find information about the child has been transmitted to the school district to ensure continuity of services from the Part C program to the Part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP.**
- Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.
- **With written parental consent, the transmission of information about the child and family, when needed, to other relevant agencies to ensure continuity of services including evaluation and assessment, and information and copies of IFSPs that have been implemented.**
- **A transition plan shall be developed that includes the child's program options for the period from the child's third birthday through the remainder of the school year and the services that may be provided following the child's third birthday.**



Transition Planning from EDN to Part B- SC Activities

Preparation for Transition Conference:

- SC provides the family with information in order for them to make an informed decision at the transition conference regarding whether their toddler will remain in EDN until August 31st of their toddler's third birthday or if they would like their toddler to transition to Part B services and an IEP on their toddler's third birthday.
- SC ensures the family understands the procedural safeguards related to transition.

Transition Planning - SC Activities

- Transition conference must not be fewer than 90 days and not more than 9 months prior to the child's third birthday.
- IFSP transition conference is completed during initial, periodic or annual IFSP meeting.
- Determine participants to invite
- SC obtains a current release of information to share IFSP records with other programs or agencies the child may transition into
- SC sends *IFSP Meeting and Transition Conference Notice* to all invited participants

Required Participants for Transition Conference

- Parent(s) of the child;
- Services coordinator;
- Person(s) directly involved in conducting evaluations and assessments;
- As appropriate, persons who may provide services to the child or family in the future;
- Other family members, as requested by the parent, if feasible to do so; and,
- An advocate or person outside of the family, if the family requests.
- A representative of the school district or approved cooperative who has the authority to commit resources.

Transition Conference -Roles & Responsibilities



- SC provides Annual Notice to family
- Family makes informed decision re: whether will remain in EDN until August 31st or move to Part B upon 3rd birthday
- SC documents this decision on IFSP Transition Plan
- IFSP team determines any needed assessments prior to transition
- SC documents needed assessments and timeline for completion on IFSP Transition plan



Transition Conference -Roles & Responsibilities

- SC documents on the transition plan confirmation that the district is in receipt of the most recent evaluation and assessment information, copies of the IFSP and other records.
- Discuss who to invite to Initial IEP Meeting - the SC or IFSP team members may attend the IEP meeting at the request of the parent.



Transition Plan

- SC ensures the transition plan is written as part of the IFSP - complete all sections of the IFSP transition plan, including timelines for each action step.
- SC provides at no cost to parents a copy of evaluations, assessments of the child and the IFSP (which includes the transition plan) within 7 days of the IFSP meeting. Provide to others for whom the family has signed a release of information as agreed upon with the family.

Transition Plan Implementation

Team Member	Action
Family	Participates in steps and services related to child and family as outlined in transition plan.
Services Coordinator	<ul style="list-style-type: none">• Monitors all Part C and non-special education transition activities and IFSP services.• Provide information about program(s) and/or available community opportunities.• Other duties as outlined in transition plan.• Prepares for child's exit from Part C.

Transition Planning Requirements for children not eligible for Part B

- With the approval of the family, make reasonable efforts to convene a conference not fewer than 90 days and not more than 9 months prior to the child's 3rd birthday
- Establish a transition plan in the IFSP, including, as appropriate, steps to exit from EDN
- Note: families may decline convening of Transition Conference

Transition (cont'd)

If parent...	Then services coordinator ...
and other IFSP team members determine child is not potentially eligible for Part B	<ul style="list-style-type: none"> ● Indicate child not eligible for Part B services on IFSP <i>Transition Plan</i>. ● Continue to follow procedures in Transition planning as noted previously
Declines holding a Transition Planning Meeting	<ul style="list-style-type: none"> ● Documents on the IFSP <i>Transition Plan</i>: <ul style="list-style-type: none"> – Services coordinator's attempts to engage family in a meeting and – Parent decision to decline a meeting. ● Continue to follow procedures in Transition planning process except does not convene a formal Transition Planning Meeting.

Transition - Exit from EDN

IFSP Forms	Notes
IFSP Transition Plan	Services coordinator indicates completed activity dates and final exit date.
Notice of Action Form	
DHHS-6 Notice of Action	Services coordinator documents termination of EDN services due to child's transition and related regulation citation on the DHHS-6 form and provides a copy to the district.
CONNECT Data Entry	Notes
CONNECT Narrative/case closure	Services coordinator completes CONNECT Narrative entry and case closure steps on CONNECT EDN case page.