

Union County Board of Developmental Disabilities POLICY

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| Policy Number: EI-1 | Page: 1 | Of: 2 |
| Title: Early Intervention | | |
| Regulatory Authority: ODODD Early Intervention Rule 5123:2-1-04, ODH HMG policies | | |
| Effective Date: 6/16/14, 4/20/15, 8/17/15, 8/15/16, 8/21/17 | | |
| Reviewer/Job Title: Children's Services Director or designee | | |

EARLY INTERVENTION SERVICES

(A) PURPOSE

The purpose of the policy is to direct the Children's Department of the Union County Board of Developmental Disabilities (UCBDD) in the provision of services and supports to infants and toddlers birth through age two with developmental delays or disabilities and their families. The UCBDD Early Intervention program is a part of a comprehensive, collaborative, coordinated and family-centered system. Early Intervention services are designed to meet the needs of the family relating to assisting the families' and caregivers' ability to enhance their children's learning and development through everyday routines in natural environments.

(B) DESCRIPTION OF SERVICES

The UCBDD describes its role in the county's early intervention system of services and supports in its Annual Comprehensive Service Plan. The UCBDD bases this description on the Union County Family and Children First Council's governance of its Help Me Grow (HMG) system, the plan and priorities developed under the Ohio Revised Code, and the availability of funds. This description includes:

(1) How the UCBDD provides year-round Early Intervention services at a minimum of 240 days a year to eligible infants and toddlers, supports to children with developmental delays and disabilities, and whether or not the UCBDD will provide services to children at risk for developmental delays or disabilities, and their families, and

(2) The UCBDD's role in the provision of the following HMG program components:

- (a) Outreach/child find/intake/procedural safeguards;
- (b) Prenatal visits;
- (c) Newborn home visits;
- (d) Ongoing home visiting services;
- (e) Service coordination/individualized family service plan development, implementation and review;
- (f) Family support services;
- (g) Evaluation to determine eligibility and ongoing assessment; and
- (h) Specialized services in everyday routines, activities, and places.

(C) INTAKE AND REFERRAL

- (1) Upon receipt of a referral from the family or other source, the UCBDD shall immediately refer the family to the centralized intake and referral system.
- (2) Communication to the centralized intake and referral system shall include the date and time the initial referral was received by the UCBDD to ensure that verbal or written contact can be made with the family within two working days of the initial referral.

(D) STAFFING RATIOS

- (1) The UCBDD has a methodology to ensure reasonable child-to-Primary Service Provider ratio and shall review caseloads at least annually. Procedures are written and enable the UCBDD to provide services and supports to families and children as determined by the Individual Family Service Plan team. Some variables that may affect the ratio and that have been incorporated into department guidelines are:
 - (a) The extent and intensity of the family supports provided;
 - (b) The extent and intensity of the child's needs;
 - (c) The location of services and supports, including travel time for home-based services;
 - (d) The extent and time required to ensure completion of service coordination responsibilities, if applicable;
 - (e) The involvement and assistance of other services, supports, and agencies;
and
 - (f) The resources available within the UCBDD and the community.