

II. CENTRAL DIRECTORY

A. POLICIES

The State Lead Agency (DMHMRSAS):

- 1. Ensures that Virginia has a Central Directory which includes information about the following:
 - a. *Public and private early intervention supports and services, resources and experts available in Virginia;*
 - b. *Research and demonstration projects being conducted in Virginia;*
 - c. *Professional and other groups that provide assistance to eligible children and their families; and* (34 CFR 303.301(a))

Note: Examples of appropriate groups that provide assistance to eligible children and their families include parent support groups and advocate associations.
(34 CFR 303.301, Note)
 - d. Central contact points for other states (i.e., the Part C Coordinator) so that families who relocate can contact the appropriate agency.
- 2. Ensures that the Central Directory includes and maintains information in *sufficient detail to*:
 - a. *Ensure that the general public will be able to determine the nature and scope of the services and assistance available from each of the sources listed in the directory; and*
 - b. *Enable the parent of a child eligible under Part C to contact, by telephone or letter, any of the sources listed in the directory.* (34 CFR 303.301(b))
- 3. Ensures that information is *updated at least semi-annually* and that the information is *accessible to the general public.* (34 CFR 303.301(c))
- 4. *Arranges for copies of the directory to be available:*
 - a. *In each geographic region of Virginia, including rural areas; and*
 - b. *In places and a manner that ensure accessibility by persons with disabilities and persons of diverse cultures.* (34 CFR 303.301(d))

B. PROCEDURES

- 1. To ensure that the intent of the regulations is being met and that the system being implemented meets the needs in Virginia, the State Lead Agency:
 - a. Has a mechanism for local ~~lead agencies~~ to provide updated information at least semi-annually for inclusion in the statewide central directory;
 - b. Provides ongoing training on Part C to staff ~~of~~ the Central Directory to ensure understanding of the provisions of the law, how supports and services should be described, and how linkages should occur;
 - c. Maintains a pool of resource materials to send to callers that describe the law, its focus, and its provisions;
 - d. Determines the standard information to be available to individuals requesting information. At a minimum, individuals receive the name, phone number and address of a contact person for their locality;
 - e. Disseminates and makes information available in the following ways:
 - (1) Through the use of a toll-free statewide telephone number (and a number with voice/tdd capability)
 - (2) By providing posters, information sheets, and other informational materials to local

Deleted: interagency coordinating councils (LICCs)

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- lead agencies for local distribution;
- (3) By providing local lead agencies with directories of services available in their localities; and
 - (4) Other methods as appropriate.
- f. Has established an evaluation component which, at a minimum, addresses:
- (1) The frequency and nature (information on caller, geographic area, etc.) of the requests; and
 - (2) The types of information requested and provided.
- g. Has established a planning component which, at a minimum, addresses how the information in the central directory can be used:
- (1) To identify service gaps and duplication; and
 - (2) To develop other specific directories and listings.

Deleted: interagency planning councils

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Deleted: <#>LICCs have policies and procedures that:
<#>Address provision of information as requested by the Lead Agency or its contractor for the Central Directory ; and
Provide for use of the Central Directory as needed and appropriate.