

VIRGINIA SERVICE PATHWAY

Description of Each Step

Referral:

An effective referral process ensures early identification of eligible children, timely supports and services for eligible children and families, and a strong base of referral sources who understand what is available through the Infant & Toddler Connection system and can rely on early intervention providers to partner with them in supporting the child and family they have referred. Referral is the first point of contact between the Infant & Toddler Connection system and the family. It is also a critical point of contact between the Infant & Toddler Connection system and the primary referral source. All referrals must receive a timely, professional and family-centered response.

Intake:

The intake process includes the initial face-to-face visit with the family and the start of information gathering for eligibility determination. This initial visit between the service coordinator and the family provides the opportunity to welcome the family, further describe the Infant & Toddler Connection system (which was introduced in the phone call with the family to schedule the visit), and discuss the options and opportunities available to them through the system. At the point of intake, the local Infant & Toddler Connection system is already beginning to provide supports and services to the family by sharing tips and information on child development and/or parenting and by providing referrals to other resources, as appropriate and with parent consent.

Eligibility Determination:

Eligibility determination is the process by which a multidisciplinary team reviews medical reports, developmental screening results, parent report, observation summaries, and assessment summaries, if available, to determine whether or not a child meets the Infant & Toddler Connection of Virginia eligibility criteria as specified in Virginia's Part C regulations. Assessments are conducted as part of the eligibility determination process only if a child's eligibility is uncertain based on existing information.

Assessment for Service Planning:

Assessment for service planning includes several steps in the early intervention process. The required activities will occur through a combination of phone contact and a visit(s) with the family. The number of visits and phone calls needed to accomplish these activities will be individualized to meet each family's need for information, time to consider options and other family scheduling preferences. This step in the early intervention process includes the

identification of the resources, priorities and concerns of the family through a family-directed family assessment. A multidisciplinary team reviews existing medical and developmental information and conducts observation and assessment of the eligible child to assist the IFSP team in identifying the early intervention supports and services necessary to meet the child's unique needs in all areas of development. An assessment tool(s) will be used at this point as an objective anchor for the comprehensive assessment of the child's developmental functional skills in comparison to same age peers for determination of the child's entry status on the OSEP child indicators. Planning and preparation for the IFSP meeting begin and family cost share information is discussed.

IFSP Development:

The Individualized Family Service Plan (IFSP) is developed through a family-centered team planning process in which the family is supported to participate as an equal team member. The child's family helps the IFSP team and service providers understand the child and family's daily routines and activities. The providers then assist the family in recognizing and utilizing existing and creating new learning opportunities that will help the child reach the desired outcomes. The resulting IFSP reflects the family's priorities, resources, and concerns; the child's functional strengths and needs; the outcomes the family would like to see for their child and family; and the supports and services necessary to achieve those outcomes.

IFSP Implementation and Review:

As children develop and grow and family priorities and concerns change over time, the IFSP changes to reflect new outcomes, supports and services. The service coordinator coordinates and monitors the delivery of IFSP supports and services. The IFSP is reviewed at least every 6 months or whenever a team member, including the family, identifies the possible need for a change. A new IFSP is written annually during the child's enrollment in the Infant & Toddler Connection system. Transition planning and support also occur during this phase of the early intervention process.