

**Infant & Toddler Connection of Virginia**  
**Interim/Intake Service Coordination/Initial Eligibility Determination**

**Definition/Activities:**

This component of service coordination is separate and distinct from ongoing service coordination. The intake/interim service coordinator is responsible for coordinating initial activities with family/caregiver for the purposes of determining the child's initial eligibility, including gathering appropriate developmental, social and medical histories and current family/caregiver priorities, resources and concerns regarding their child's development.

In order to avoid unnecessary duplication of activities, especially related screening, evaluation, and assessment activities, the Intake Coordinator, the family, and other members of the multidisciplinary eligibility team should obtain and review any existing relevant and current screening, evaluation, and assessment data. Relevant information includes, but is not limited to; periodic well child information and health and development information to be obtained from the child's key medical care providers, and assessments that have been performed within the past six months, and are considered to accurately reflect the child's abilities. In determining eligibility, this existing documentation must be used first before any additional assessments are considered. Existing information, if appropriate, should be accepted and integrated into the overall planning activities.

For many children, the multidisciplinary team will decide that eligibility can be determined based on current information. Depending on the type of available information, many eligibility decisions can be made at this point without additional evaluation activities. If eligibility cannot be determined with existing information, the Intake/Interim Service Coordinator should determine if the family is interested in continuing in the process towards eligibility determination.

**Activities include:**

- Completing the face-to-face interview with family/caregiver to identify the disciplines needed to determine eligibility;
- Reviewing referral information to gather pertinent developmental, social and medical information to determine those services, which are critical to meeting the child's immediate developmental needs and/or the family's needs related to assisting the child's developmental needs, prior to the completion of the evaluation activities;
- Administration of a comprehensive developmental screening if one has done been performed within the last six (6) months;
- Assisting the family in identifying priorities and concerns for their child and family and resources that may be immediately available to them to meet critical child and family needs;
- Reviewing procedural safeguards with family/caregiver;
- If appropriate, completing activities to determine the family's role in the evaluation and/or assessment process;

- If appropriate, identifying potential natural environments and daily routines in which assessment activities should occur;
- Reviewing existing documentation including medical records, previous developmental assessments, screening results, and any other pertinent evaluation or service records;
- Providing the family with an eligibility statement that includes a review of pertinent records and reports, the child's status in the five developmental domains including vision and hearing, and the status of the child's eligibility, including categories in which the child is eligible;
- Coordinating additional assessment activity if needed in order to proceed to development of the initial family service plan (IFSP); and
- Facilitating the scheduling, development and completion of the initial Individualized Family Service Plan (IFSP).

## **Infant & Toddler Connection of Virginia Ongoing Service Coordination**

### **Definition/Activities:**

All children receiving Infant & Toddler Connection services must receive service coordination. Service coordination is a critical component of the Part C service system. Payment will be made for assistance and services provided by a service coordinator to a child and child's family receiving VA Infant & Toddler Connection early intervention services. VA Infant & Toddler Connection service coordination assists the child and family to receive the rights, procedural safeguards, and services that are authorized to be provided under Infant & Toddler Connection, and other needed services as appropriate.

### **Service coordination involves:**

- Coordinating the provision of early intervention services and other services the child needs;
- Facilitating parent to parent support services;
- Facilitating the timely delivery of available services; and
- Continuously seeking the appropriate services and situations necessary to benefit the development of the child and the needs of the family related to the child, for the duration of the child's eligibility.

### **Activities include:**

- Explaining the VA Infant & Toddler Connection system, including parental rights and procedural safeguards;
- Coordinating all services across agency lines;
- Identifying the family concerns related to the child's needs;
- Coordinating the performance of assessments;
- Facilitating and participating in the development, review, and evaluation of the Individualize Family Service Plan (IFSP).
  - This must include identifying the people to participate in the development of the service plan and face to face or telephone contacts with others for the purpose of development, review and revision of the IFSP;
- Assisting parents in gaining access to the services identified in the IFSP;
  - This must include face to face or telephone contacts with the child and family for the purpose of assessing or reassessing needs;
- Informing families of the availability of advocacy services;
- Assisting families in identifying available service providers and funding resources and documenting unmet needs;
- Responsible to ensure that the Family Cost Participation process is administered with families;
- Coordinating and monitoring the provision of services, including assistance in identification and access to and other services (such as medical services for other than diagnostic purposes and available sources of financial supports, including Medicaid and CSHCN) that the child needs;
- Facilitating the timely delivery of services;

- Periodically reviewing services to ensure that quality services are being provided and effectively meeting the needs of the recipient;
- Continuously seeking the appropriate services necessary to benefit the development of each child being served for the duration of the child's eligibility for services;
- Facilitating the development of a transition plan into, within and from the Infant & Toddler Connection system, including transition to Part B special education, pre-school services or other community services as appropriate at age three or when the child is not longer eligible for Infant & Toddler Connection services;
- Development and monitoring of the service coordination clinical plan which guides the activities with the family during their participation in Part C; and
- Arranging transportation to Infant & Toddler Connection services on the IFSP when necessary.