
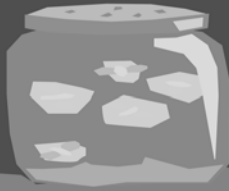


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Service Coordination
Orientation Training
(SC101)



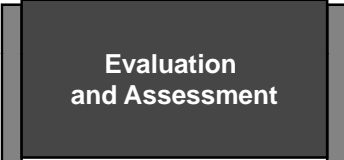
Module Four –
Evaluation and
Assessment

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Welcome




Evaluation
and Assessment

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Supplemental Materials

Participant Material	
PowerPoint Slides	
3-ring binder	


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First Steps

Training Objectives

- Understand the eligibility determination process designed for Indiana's First Steps System
- Learn the definitions of evaluation and assessment and understand how the two activities complement each other to determine a child's eligibility
- Understand Indiana's broad definition of eligibility
- Learn the role of the Assessment, Evaluation, and Programming System (AEPS) tool used to determine a child's eligibility
- Understand the options available to parents based on the results of eligibility determination
- Learn of the importance of the eligibility determination meeting and when it takes place


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First Steps

Evaluation and Assessment

Service coordinator explained	
Evaluation and assessment process	Obtained family's written permission
↓	
Service coordinator asked	
ED Team Scheduler to contact family	to schedule evaluation meeting
↓	
Family was given an oral and written	
notice of the evaluation meeting	to be conducted by the ED Team members

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First Steps

Indiana's Eligibility Definition

- Indiana –
 - broad definition of eligibility
- Eligible children
 - Have a physical or mental condition that has a high probability of resulting in a developmental delay or a developmental delay
 - be between birth and their 3rd birthday
 - be in need of early intervention services

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First Steps

High Probability of Developmental Delay

Child must have a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.	Diagnoses or conditions must be supported by physician or psychologist.
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First Steps

High Probability of Developmental Delay - Categories

Chromosomal abnormalities or genetic disorder
Neurological disorder
Congenital disorder
Sensory impairment including vision and hearing
Severe toxic exposure, including prenatal exposure
Neurological abnormality in the newborn period
Low birth weight of less than or equal to 1500 grams


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First Steps

Developmental Delay

25% delay in one domain	Domains <ul style="list-style-type: none">• Cognitive• Physical (including vision and hearing, fine and gross motor)• Communication• Social-Emotional• Adaptive
20% delay in two or more domains	

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First Steps

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Developmental Domain: What does it mean?

Cognition	How a child learns and solves problems
Physical Development	How a child moves, uses manipulation skills, and how a child sees and hears
Communication	How a child lets the world know his/her wants and needs, how a child understands and uses language (both verbal and non-verbal)
Social or Emotional	How a child relates and interacts with both objects and people
Adaptive or Self-Care	How a child eats, dresses, and takes care of other needs

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First Steps

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Informed Clinical Opinion

- Used to determine eligibility when standardized assessments or criterion referenced measures are not appropriate because of the child's age or disability
- Must be justified with direct observation data and rationale to support eligibility

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First Steps

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Informed Clinical Opinion

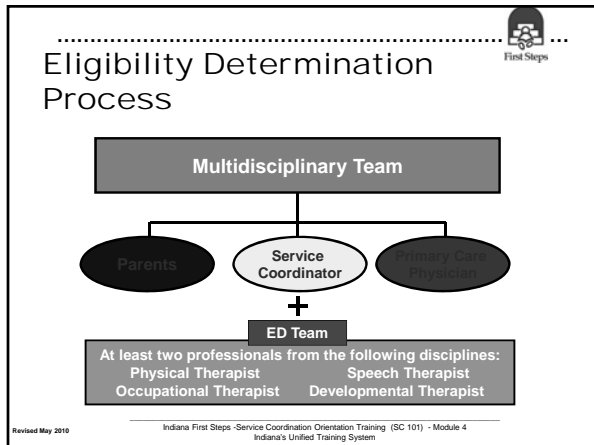
Complete developmental history	Review of pertinent records	Consideration of functional status, rate of change, and prognosis for change	At least one other assessment that documents delay
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PROPERTIES

On passing, 'Finish' button: **Goes to Next Slide**
 On failing, 'Finish' button: **Goes to Next Slide**
 Allow user to leave quiz: **After user has completed quiz**
 User may view slides after quiz: **At any time**

Properties... Edit in Quizmaker




ED Team Scheduler







- Organizing and scheduling evaluations and assessments
 - Contacts family within 2 SPOE business days and arranges evaluation to occur within 10 SPOE business days
 - Contact service coordinator with scheduled date so service coordinator can send out 10-day notice
- Distributes reports to intake coordinator

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First Steps

Multiple sources of information


-  Referral form
-  Social history section from Combined Enrollment Form
-  Concerns, priorities, and resources of family
-  Permission to evaluate/proceed
-  Reciprocal consent
-  Other supporting documentation
 - Physician's Health Summary
 - Copies of screenings, assessments by community and preschool providers
 - Summary of health/medical status

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First Steps


AEPS

Assessment Evaluation Programming System



For Infants and Young Children, 2nd Edition

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First Steps

ED Team Evaluation Report


ED Team

Responsible for completing
all sections of the AEPS
evaluation report


Service Coordinator

Responsible for ensuring
the evaluation report has
been completed correctly

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Benefits of using the AEPS




Comprehensive, curriculum based assessment.

Saves time and resources.

Meets all Division of Early Childhood recommended assessment practices.


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Results of Eligibility Determination

Child is eligible and needs services	Proceed to development of Individualized Family Service Plan (IFSP)
Child is eligible, currently not in need of services	Family receives information on their rights, child's current development level, community supports/services, and First Steps contact information if child's condition changes.
Child is not eligible and does not need services.	Family receives information on their rights, child's current development level, community supports/services, and First Steps contact information if child's condition changes.


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Eligibility Form


- Eligibility must be clearly documented.
- Must use the state eligibility form
 - First Steps Part C Eligibility Determination Statement State Form 50054
 - Even if child is not found eligible, the Eligibility Form must be completed

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.....  First Steps

Click on the Forms link to view the First Steps Eligibility Determination Statement SF 50054

Web Object Placeholder
 Address: <http://www.in.gov/fssa/ddrs/2633.htm>
 Displayed in: Articulate Player
 Window size: 320 X 240



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.....  First Steps


Entitlements


Evaluation/ Assessment	As needed, available for all families
IFSP Development	For eligible families
Procedural Safeguards	Available for all families
Child Find	Available for all families
Service Coordination	Available for eligible families

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PROPERTIES

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 Allow user to leave quiz: After user has completed quiz
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 Properties  Edit in Quizmaker


First Steps

Eligibility Determination and Planning – AEPS Report

- ED Team prepares comprehensive report
- ED Team selects lead member
- Lead member sends report to intake coordinator
- Intake coordinator reviews report; gets clarification if needed
- Intake coordinator mails AEPS report to family
- Intake coordinator contacts family to discuss report
- Family can make informed decision to hold eligibility/IFSP meeting
- Intake coordinator sends 10-day prior, written notice to family and team


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First Steps


Eligibility Determination and Planning – Ongoing Service Coordinator Assigned

<ul style="list-style-type: none"> ■ Intake Coordinator <ul style="list-style-type: none"> – responsible for all service coordination activities leading up to IFSP development ■ Contacts family to identify ongoing service coordinator 	<ul style="list-style-type: none"> ■ Ongoing Service Coordinator <ul style="list-style-type: none"> – contacts family to complete family interview <ul style="list-style-type: none"> • Ideally completed 15-30 minutes before eligibility/IFSP meeting
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First Steps

Eligibility Determination and Planning – Family Interview/Exit Interview

<p>To be used by multidisciplinary team to assist the family in writing outcomes on the IFSP</p> <p>Gathers data for the First Steps System accountability and allows First Steps to measure outcomes</p> <p>Child's present level of development</p> <p>Where in the family's routine the family sees a need for assistance</p> <p>What resources and needs the family identifies</p>	
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First Steps

Family Interview


Ongoing Service Coordinator

If cannot attend eligibility/IFSP meeting, must meet face-to-face with family within 30 days of the date IFSP was written

Exit Interview

Takes place when family exits First Steps


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First Steps

Eligibility Determination and Planning – Preparing for the Eligibility Meeting

- Intake coordinator compiles paperwork
 - Indiana eligibility form
 - Blank IFSP form
 - Copies of ED Team report and any other documentation
 - Copies of matrices for each direct service provider for each domain area of concern

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First Steps

Enrollment in First Steps – Eligibility Determination Meeting

Eligibility Determination Meeting	Must occur before IFSP meeting
Eligibility Meeting/IFSP Meeting	Generally held same day May be held on different days
Intent of Eligibility Meeting	Summarize findings of initial evaluation and assessment Formally establish and document child's eligibility


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First Steps


Enrollment in First Steps – Eligibility Determination Meeting Agenda

-  **Introductions**
-  **Intent of meeting**
 - Discuss child’s potential eligibility
 - Discuss information from ED Team evaluation
 - Insure family understands it rights and responsibilities
-  **ED Team member discusses entire report**
-  **Determine eligibility**


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First Steps



Enrollment in First Steps – Eligibility Determination Meeting Forms

-  **First Steps Part C Eligibility Determination Statement** State Form 50054
 - Service coordinator completes the form
 - Provides a list at the bottom of everyone who was involved in determining eligibility
 - Must include family
 - Must include service coordinator
 - Must include two ED Team members


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First Steps

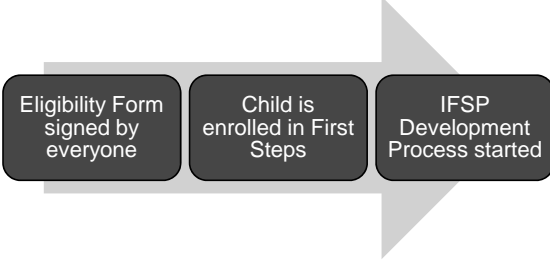
Enrollment in First Steps – Eligibility Determination Form

-  **Signatures needed**
 - Family
 - Service coordinator
 - All other team members
 - If Physician and ED Team members are not present, service coordinator writes "Per Report" next to their names
-  **Discipline areas identified**
 - 1st discipline
 - 2nd discipline

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First Steps

Enrollment in First Steps – Eligibility Determination Meeting Results

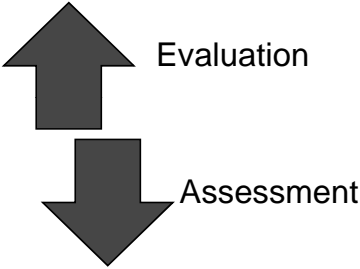


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graph LR; A[Eligibility Form signed by everyone] --> B[Child is enrolled in First Steps]; B --> C[IFSP Development Process started];
```

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First Steps

Evaluation and Assessment



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graph TD; A[Evaluation] <--> B[Assessment];
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First Steps

Evaluation and Assessment

Evaluation
Process of reviewing all information relating to the child to determine initial and annual eligibility Conducted by members of MDT
Written parental consent needed

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First Steps

Evaluation and Assessment

Assessment


Ongoing performance of activities to determine strengths and needs of child or family

AEPS used to assess child's developmental status over 5 domains as part of initial evaluation

AEPS can be used for ongoing assessments but not required; can use other tools

Information should be gathered during observations at home, in playgroups, or in community settings

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First Steps

Summary

Evaluation and Assessment

Determining Eligibility

Enrollment in First Steps

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First Steps

Goodbye

- This is the end of Module Four of the Service Coordination Orientation Training (SC101).
- Thank you for participating. Complete the Application Station exercises.
- Next 3 modules: IFSP Development, Ongoing Service Coordination, and Transition

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