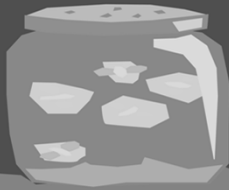


First Steps

Service Coordination Orientation Training (SC101)



Module One – Overview of First Steps

January 2008

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Indiana's Unified Training System --- January 2008

First Steps

Are you employed by a SPOE?

Have you been hired as a Service Coordinator by a SPOE?

If you are registered for this training and have not been hired by a SPOE, contact registration@utsprokids.org before continuing.

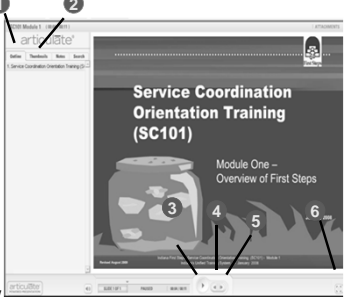
Must be employed by a SPOE to be eligible to take this training.

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First Steps

Navigating through the slides

- 1 Outline view
- 2 Thumbnail
- 3 Play/Pause
- 4 Reverse
- 5 Forward
- 6 Full Screen View

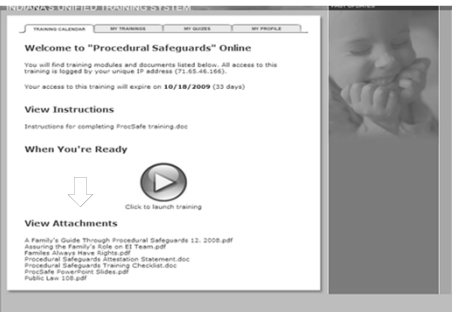


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 First Steps

Things you will need



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 First Steps

Welcome

Child

**Service Coordination –
one of the most
important roles in
early intervention**


IFSP

Trained

Well-informed

Skilled

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 First Steps


First Steps

Educational program employing developmental model

Delays addressed through individualized child-family planning and therapy

Providers go into natural environments to integrate activities into daily routines


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First Steps








Benefits of Training

- 1 • State and federal regulations
- 2 • Useful resources
- 3 • Practical strategies
- 4 • Hands-on activities


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First Steps

SC 101

 Overview  Procedure  Service  Evaluation  IFSP  Ongoing  Transition	Training	Completion Timeframe	erPoint assessment station ation
	Modules	Within 2 weeks from hire date	
	Application Station exercises and competency assessment	Within 30 days from hire date	gher on the essment


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First Steps

SC 102 and SC 103

Follow-Up Training	Completion Timeframe	Training Format
SC102	Within 3-6 months of employment date	Face-to-face
SC103	Within 6-12 months of employment date	Face-to-face

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First Steps

Additional Resources for Service Coordinators


Supervisors, experienced service coordinators, families, community workers


Guidance and information for service coordinators

Intent of training: basic early intervention information and tools

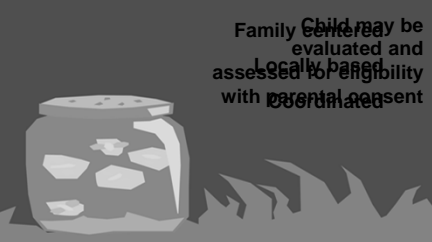
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PROPERTIES

On passing, 'Finish' button:	Goes to Next Slide	 Properties...
On failing, 'Finish' button:	Goes to Next Slide	 Edit in Quizmaker
Allow user to leave quiz:	At anytime	
User may view slides after quiz:	At anytime	


First Steps

What is First Steps



Family Centered
 Child may be
 evaluated and
 assessed to
 determine
 eligibility
 with parental
 consent

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First Steps Mission

To assure that Indiana families with infants and toddlers experiencing developmental delays or disabilities have access to early intervention services close to home and in their community when they need them. This is accomplished through the implementation of a comprehensive, coordinated statewide system of System of Points of Entry and Local Planning and Coordinating Councils providing early intervention services called First Steps.

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Indiana's First Steps Vision

- Involve families.**
- Work with families to give children peer-bound experiences.**
- Make services accessible and widely dispersed.**
- Offer choices.**
- Offer services that are culturally sensitive.**
- Offer services that exemplify best practices.**
- Respect families.**
- Promote lifespan empowerment.**
- Creatively use existing resources and seek additional resources.**

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IDEA Part C Early Intervention Services

1975	1986	1990	1991	1997	2004
EHA (Education for All Handicapped Children's Act) adopted	EHA amended: Part H established	EHA changed to IDEA	Transition plans to Part B added	IDEA reauthorized	IDEA changed to IDEA
Defined educational rights of children and adults with disabilities	Part H: discretionary program that provides EI services to infants and toddlers from birth to 3 rd birthday	Individuals with Disabilities Education Act (IDEA)	Transition plans from Part C to Part B (public special education preschool programs) required	Part H became Part C. Early intervention services now required to be provided in natural environments	Individuals with Disabilities Education Improvement Act (still commonly referred to as IDEA)

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First Steps

Goals of Early Intervention

<p style="text-align: center;">Enhance Minimize Recognize</p>	<p>Development of infants and toddlers with disabilities Infants and toddlers potential for delay Significant brain development during child's first 3 years</p>
<p style="text-align: center;">Reduce Minimize Maximize</p>	<p>Educational costs to our society Need for special education and related services after child reaches school age Potential for individuals with disabilities to live independently</p>
<p style="text-align: center;">Enhance</p>	<p>Capacity of families to meet special needs of their children Capacity of state and local agencies and service providers to identify, evaluate, and meet the needs of all children</p>


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First Steps

IDEA Part C 303.160

State definition of developmental delay	Personnel standards
Central directory	Procedural safeguards
Timetables for all eligible children	Supervision and monitoring of programs
Public awareness program	Lead agency procedures for resolving conflict
Comprehensive child find system	Financial policies and procedures
Evaluation, assessment, and nondiscriminatory procedures	Interagency agreements
Individualized Family Service Plan (IFSP)	Policy for contracting/arranging for service
Comprehensive system of personnel development (CSPD)	Data collection

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First Steps

IDEA Resources

NICHCY


OSERS

NECTAC

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Web Object Placeholder
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Web Object Placeholder
Address:<http://www.nectac.org>
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First Steps



**In the First Steps
Practice Manual,
locate and read the
Individuals with
Disabilities
Education Act in
section: Statutes
and Regulations**

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First Steps

Early Intervention Legislation

**Family Education Rights and
Privacy Act (FERPA)**

Provides families an assurance of confidentiality of information.


Provides families the ability to review and request amendments to their child's early intervention record.


Source or receiver of information
Provides safeguards for properly managing the
Manner in which information is shared
Distribution of information

Period of time to share information

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First Steps


Indiana's Administrative Code


470 IAC 3.1

Includes the required federal components.

Defines Indiana's early intervention system that was established to meet the needs of eligible children and their families, including the coordination of all federal, state, local, and private resources.


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First Steps



The Indiana Administrative Code is located in the View the Attachments area of the training and is titled First Steps Final Rule – Indiana Code. Please print a copy and review the code.

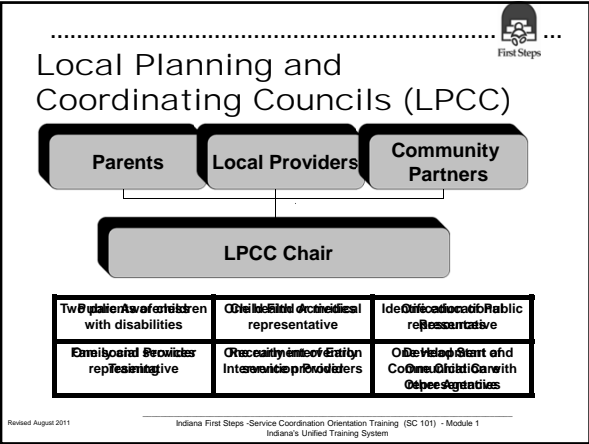
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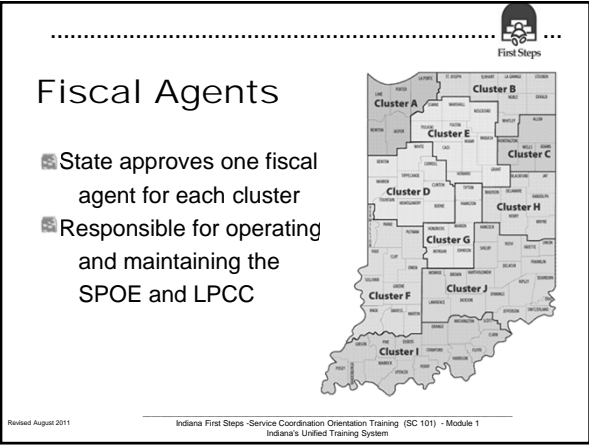

First Steps

Funding Sources for Early Intervention

- Hoosier Healthwise (Medicaid)
- Children's Special Healthcare Services (CSHCS)
- Temporary Assistance for Needy Families (TANF)
- Cost Participation
- Private Insurance

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PROPERTIES

Allow user to leave interaction: Anytime

Show "Next Slide" Button: Show upon completion

Completion Button Label: Next Slide

Properties
Edit in Engage



System Points of Entry (SPOE)

- Receives referrals for children who may be eligible agency at local level
- Maintains Early Intervention (EI) records
- Provides access to apply for programs that support young children's healthcare
- Maintains electronic database of all referrals
- Handles the electronic link to Central Reimbursement Office (CRO)
- Employs/contracts with Service Coordinators and ED Team members

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Central Reimbursement Office (CRO) CSC Covansys

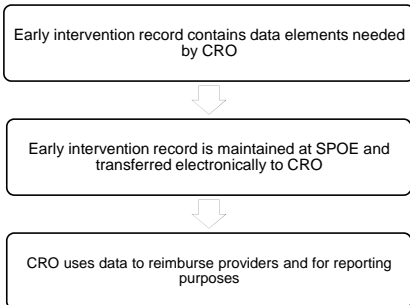
Consolidates	relevant state and federal resources to support EI services
Maintains	enrollment and credentialing status of all providers, provider matrix, and Central Directory
Reimburses	early intervention providers in a timely manner
Provides	financial and data reporting of federal, state, and local funding sources
Provides	non-duplicated effort to collect, maintain and report data
Monitors and Manages	the level of early intervention resources so as not to exceed availability
Projects	short- and long-term costs of early intervention services

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CRO - Data Collection



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 First Steps

CRO Responsibilities


Enrolling service coordinators and direct service providers

↓


Maintaining the Central Directory

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 First Steps



Central Directory




Searchable database of resources

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PROPERTIES


On passing, 'Finish' button:	Goes to Next Slide	
On failing, 'Finish' button:	Goes to Next Slide	
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First Steps

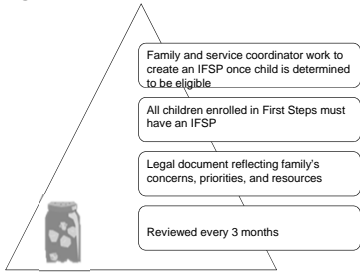
First Steps Eligibility

- Each state defines eligibility within the parameters set by IDEA
- Eligibility determined by multidisciplinary team using multiple sources
- Re-determined annually
- Two categories: high probability of developmental delay and developmental delay

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First Steps

IFSP – Individualized Family Service Plan



- Family and service coordinator work to create an IFSP once child is determined to be eligible
- All children enrolled in First Steps must have an IFSP
- Legal document reflecting family's concerns, priorities, and resources
- Reviewed every 3 months

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First Steps

First Steps Services

1. Assistive Technology	9. Occupational Therapy (OT)
2. Audiology	10. Physical Therapy (PT)
3. Developmental Therapy (Special Instruction)	11. Psychological Services
4. Health Services	12. Service Coordination
5. Individual and Family Training, Counseling, and Home Visits	13. Social Work Services
6. Medical Services (Diagnostic/Evaluative Purposes only)	14. Speech/Language Pathology
7. Nursing Services	15. Transportation
8. Nutrition Services	16. Vision
17. Other Early Intervention Services	

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Service Coordinators

Early Intervention Personnel	Responsibility	
Service Coordinator	Lead facilitator of IFSP Team	Assist families with identifying resources
		Oversee implementation and review of IFSP
		Ensure procedural safeguards are met

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Service Coordinators



Service Coordinator
Intake Coordinator
Ongoing Service Coordinator
Each cluster determines job responsibilities of each category

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Direct Service Providers

Direct Service Provider
Provides one or more services designated on IFSP
Enrolled in First Steps through Provider Agency
Must meet State qualification requirements and be credentialed

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 First Steps




Click on Attachments and
 read *Best Practices in
 Early Intervention*

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 First Steps

Summary

Basic understanding of
IDEA Part C




Definition of Early
Intervention Services



Entities supporting
Indiana's First Steps
System

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 First Steps

What does it mean?

Acronyms	Glossary
<ul style="list-style-type: none"> • BCDS • CRO 	<ul style="list-style-type: none"> • Eligibility • Hoosier Healthwise

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Application Station

- Complete all assignments in the Application Station located at the end of your Participant Materials for Module 1.
- All details are provided in the Participant Materials.



- This is the end of Module One of the Service Coordination Orientation Training (SC101)
- Thank you for participating. Be sure to complete the Application Station Exercises for Module 1 before beginning Module 2.
- Next 6 modules: Procedural Safeguards, Service Coordination, Evaluation and Assessment, IFSP Development, Ongoing Service Coordination, and Transition
