




Service Coordination Orientation Training (SC101)




Module Four – Evaluation and Assessment


Revised August 2011 Indiana First Steps -Service Coordination Orientation Training (SC101) - Module 4
Indiana's Unified Training System -- January 2008



Supplemental Materials

Participant Material	
PowerPoint Slides	
3-ring binder	

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Evaluation and Assessment

Evaluation


Process of reviewing all information relating to the child to determine initial and annual eligibility

Conducted by members of Multidisciplinary Team

Written parental consent needed

Child is evaluated in all domains

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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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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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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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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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Developmental Delay




25% delay in one category

20% delay in two or more domains

- Cognitive
- Physical development: vision, hearing, fine and gross motor
- Communication
- Social/emotional
- Adaptive


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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 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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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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Informed Clinical Opinion

- Complete developmental history reported by parent or caregiver
- A review of pertinent records of the child
- Consideration given for functional status, rate of change, and prognosis for change
- At least one other assessment procedure to document delayed development

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SC101 104 - #1
 Question

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Eligibility Determination Process

Refer calendar days from referral annually

At least two professionals from the following disciplines:
Physical Therapist Speech Therapist
Occupational Therapist Developmental Therapist

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ED Team Members

Each team member is employed or contracted by a SPOE evaluations cannot provide services to any with services already in place

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Multiple sources of information

- 📄 Referral form
- 📄 Social history section from Combined Enrollment Form
- 📄 Concerns, priorities, and resources of family
- 📄 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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AEPS

Assessment
Evaluation
Programming
System



For Infants and Young Children, 2nd Edition

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

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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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Question


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Eligibility Determination and Planning – AEPS Report

1. ED Team prepares an Assessment Summary Report and Child Progress Report
2. Service coordinator reviews report; gets clarification if needed
3. Service coordinator mails AEPS report to family
4. Service coordinator contacts family to discuss report
5. Family can make informed decision to hold eligibility/IFSP meeting
6. Service coordinator sends 10-day prior, written notice to family and team

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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
- Cost participation acceptance form

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Enrollment in First Steps: Family interview/Exit Interview




Conversation with family to determine its concerns and priorities:

- child's present development
- where assistance is needed
- what resources and needs the family has


Exit interview takes place when family leaves First Steps
Typically conducted just before the eligibility meeting

- Tool used to assist family in writing IFSP outcomes
- gathers data for FS System accountability
- allows FS to measure family outcomes

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Enrollment in First Steps: Eligibility Determination Meeting

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


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Enrollment in First Steps – Eligibility Determination Meeting Agenda

-  Introductions
-  Intent of meeting
 - Discuss child’s potential eligibility
 - Discuss information from ED Team evaluation
 - Discuss procedural safeguards and family rights

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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
 - Child’s primary care physician


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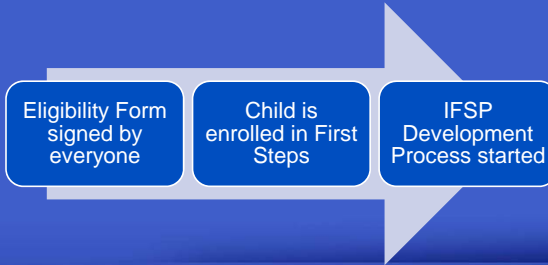
Enrollment in First Steps – Eligibility Determination Form

-  **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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Enrollment in First Steps – Eligibility Determination Meeting Results



Eligibility Form
signed by
everyone

Child is
enrolled in First
Steps

IFSP
Development
Process started

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Summary



Evaluation and Assessment

Determining Eligibility

Enrollment in First Steps

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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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