



## INFANT DEVELOPMENT PROGRAM: REFERRAL, ASSESSMENT, ELIGIBILITY AND SERVICES

### EL DORADO COUNTY INFANT DEVELOPMENT PROGRAM (IDP)

The El Dorado County Infant Development Program (IDP) offers:

- Guidance, information and counseling to families of disabled and at risk infants and toddlers from birth to thirty-six months at no cost to the family.
- Assessment of a child and a program plan designed to encourage developmental progress.
- Parent Education in developmentally appropriate interventions in the child's areas of need.

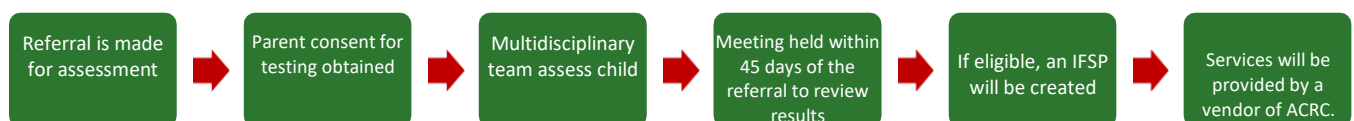
The El Dorado County Infant Development Program and Alta California Regional Centers (ACRC) provide California Early Start Services for El Dorado County, CA Early Start Services support at risk infant and toddlers in being able to increase developmental skills to better prepare them for school. ACRC asks El Dorado County to provide IDP service(s) to children that are not meeting developmental milestones, as they are a vendor who can provide services through ACRC. The following referral procedure is appropriate for all agencies and individuals involved with CA Early Start Services.

### REFERRAL PROCEDURE

- Most referrals for CA Early Start Services are made to IDP by the parent or come from ACRC.
- A parent, physician, other service provider or any knowledgeable person may make a referral.
- The referral is made based on a child's delay in developmental milestones from birth to three years of age to see if CA Early Start Services via IDP are necessary.
- The IDP accepts and responds to all referrals for assessment year-round.

### MULTI DISCIPLINARY ASSESSMENT PROCEDURE

- IDP is responsible for a full developmental assessment and determining the needs of the child.
- The assessments are conducted by a multidisciplinary team (Special Ed Teacher, Speech Therapist, Nurse, School Psychologist, etc.) for purposes of service planning.
- Parental consent for evaluation must be obtained prior to assessment.
- Team members will schedule and complete assessments of the child's developmental skills within 45 days of the referral.
- If a child is eligible for CA Early Start Services, an Individual Family Service Plan (IFSP) will be developed that addresses the strengths and needs of the infant or toddler, parental concerns, and early intervention services.





## ELIGIBILITY PROCEDURE

IDP shall be responsible for scheduling and conducting an Individual Family Service Plan (IFSP) team meeting within 45 days of the receipt of the oral or written referral. Children can be eligible if there is a 33% delay in any developmental area (communication, physical, social /emotional, self-help, cognition, or adaptive). A child can also be eligible as “established risk,” which means a condition that has a high risk of requiring special services (such as deaf/hard of hearing, visual impairments and orthopedic impairments. IFSP team meetings shall be held:

- In a setting and at a time that is convenient for families
- In a place that is a natural location for the child
- In the language of the parent’s choice. When needed, an interpreter shall be provided
- Written notice shall be provided to the family and all participants in a timely manner

Members of an IFSP team (for purposes of developing, revising or reviewing, determining eligibility, and/or recommending placement) for any child may include:

- A special education teacher- qualified to teach a child of the referred student’s age
- Parents- any family members can attend with parent permission
  - If a parent can not be located, then a surrogate should be appointed (see information on Surrogate Parents in the Procedural Guide).
- ACRC Service Coordinator
- Evaluators-persons directly involved in conducting the evaluations
  - If the evaluators or service providers are unable to attend an IFSP meeting, arrangements must be made for their involvement through other means, including:
    - Participating by telephone
    - Having a knowledgeable representative attend the meeting
    - Pertinent records available at the IFSP

## CONTENT OF THE IFSP

With the agreement of the family, the IFSP shall include the following information:

- A summary of the child’s strengths and present abilities, including present levels of development in all relevant areas, based on assessments of qualified professionals and information provided by parents.
- A statement of the family’s priorities and concerns relating to the development of the child.
- A statement of the family’s resources (including communication, child care, public agencies, financial, etc.).
- Major outcomes expected for the child, including criteria, procedures and timelines used to determine if outcomes are met.
- Other services to be provided, including the type of service and funding source or steps needed to secure the service.

Specific CA Early Start Services necessary to meet the needs of the child and the family to achieve the



outcomes including:

- The frequency, intensity and duration of service(s).
- The natural environment/location in which the services will be provided.

The projected date for initiation of each service.