

Program Narrative Template

Program Narrative

The Early Intervention Service Coordination agreement funds service coordination services, evaluation, assessment, local child find outreach, as well as oversight and supervision of these activities. DODD will support recipients of this funding by providing training and technical assistance (TA) through the county's TA and training plan.

All sub-grant recipients are required to submit a program narrative. The document must not exceed fifteen pages and must include *all* the elements below. If answering for multiple counties, sub-grant recipients may combine information across counties or break out separately depending on what makes the most sense for the local structure and circumstance. Sub-grant recipients must use this template when responding to the Program Narrative questions. Submissions that do not use the template will be rejected.

OVERSIGHT AND SUPERVISION OF SERVICE COORDINATION

Identify the local monitoring/oversight activities conducted by the EI contract manager, FCFC, and other partnering agencies.

Identify the local monitoring/oversight activities conducted by the EI contract manager:

Identify the local monitoring/oversight activities conducted by FCFC:

Identify the local monitoring/oversight activities conducted by other partners:

Describe a *viable* contingency plan for unexpected circumstances that ensures families have access to a credentialed EI service coordinator (EISC) and EI service coordinators have access to a credentialed EI service coordination supervisor at all times. The plan must include steps that will be taken when an EISC or EISC Supervisor is on extended leave or leaves their position.

Describe your contingency plan and steps that will be taken to ensure families have access to credentialed EISC at all times:

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Describe your contingency plan and steps that will be taken to ensure EISC have access to a credentialed EISC Supervisor at all times:
Describe how the supervisor ensures that each EISC implements and documents the mandated responsibilities of the EISC (OAC 5123-10-02(N)). Include the specific supervision methods (record review, reflective supervision, observation) and the planned frequency of each supervision activity.
Describe how the supervisor ensures that each EISC implements and documents the mandated responsibilities of the EISC, including how the supervisor ensures the EISC provides timely documentation of ALL service coordination services provided to the family in the child record.
Supervision methods and planned frequency of each method:
Describe how the EISC Supervisor provides reflective supervision to each service coordinator, consistent with the requirements of OAC 5123-10-04, to promote ongoing opportunities for learning, professional growth, and appropriate delivery of EISC services. How does the EISC Supervisor ensure that each EISC has the opportunity to broaden and deepen skills and knowledge by ongoing reflection, critical thinking, and practice? How are these activities documented and tracked?
Describe how the EISC Supervisor provides reflective supervision to each service coordinator to promote learning, professional growth, and appropriate delivery of EISC services:

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How does the EISC Supervisor ensure that each EISC can broaden and deepen skills and knowledge by ongoing reflection, critical thinking, and practice?

Describe how reflective supervision is documented for each EISC:

Describe how the EISC Supervisor monitors each EISC credential and professional development requirements to ensure that all credentials are current and each EISC is able to renew credentials timely.

What procedures are in place for the EISC Supervisor/or CM to monitor each EISC's credential and professional development requirements to renew each credential timely?

Identify how EISCs are informed of changes and updates related to early intervention, particularly new guidance, and program updates from DODD. Describe how the contract manager and/or EISC Supervisor monitors that the changes are being implemented locally.

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Describe how the contract manager and/or EISC Supervisor monitors that the changes are being implemented locally:

PROGRAM PROCEDURES

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Timeline and plan for assigning the EISC following program referral, initial contact with families, scheduling and coordinating the eligibility/evaluation and assessment process.

Describe a timeline and plan for ensuring the dashboard is monitored consistently and state who/role implements this task:

Describe a timeline and plan for assigning the EISC in EIDS and state who/role implements this task.

Describe a timeline and plan from program referral to initial contact with families and state who/role implements this task.

Describe a timeline and plan for EISC to meet with family to describe EI, discuss 45-day activities and IFSP process, review EI brochures, Parent Rights /Procedural Safeguards, and gain consents/release of information(ROI):

Describe a timeline and plan for scheduling and coordinating the eligibility/evaluation and assessment process:

Describe in detail any changes made to the county policies/procedures regarding the 45-day process specific to Eligibility that were made as a result of TA and Training pertaining to Eligibility.

Describe in detail local procedures for coordinating eligibility in the following scenarios.
Child with diagnosed condition on the list:

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Child with diagnosed condition not on the list (EI-12):

Referral for a child with neonatal abstinence syndrome (NAS) from ODH:

Referral for a child with an elevated blood lead level (EBLL) from ODH:

Referral for a child with hearing loss from ODH:

Child suspected of developmental delay:

Describe your local documentation procedures for documenting EISC activities including specific timelines for when documentation is to be completed (e.g., 2-business days following the activity).

Describe your local data entry procedures in the EI Data System (EIDS)

Describe in detail how your county will conduct local EI child find outreach activities during the fiscal year with particular emphasis on outreach to physicians and childcare providers.

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