

Ohio Early Intervention

Early Intervention Service Delivery

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The Early Intervention Service Coordinator (EISC) and service provider both have critical roles in ensuring that children and families receive the services to meet their outcomes. This document provides an overview of the different team members' roles and responsibilities and the activities that need to occur around service delivery.

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BEFORE AN EARLY INTERVENTION (EI) SERVICE STARTS/ ADDING SERVICES TO THE INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

- EISC invites potential EI service providers to IFSP meetings (with parent consent) with enough time for the provider to participate (form EI-13)
- IFSP Team develops IFSP outcomes based on functional, authentic assessment information
- IFSP Team determines the EI service(s) and supports based on what is necessary to meet the outcomes and consideration of supports that are already available to help the family meet the outcome
 - It is critical to have appropriate providers on the IFSP team so that they can use their expertise to assist the team with developing outcomes and identifying any need for service within their discipline or licensure
 - If a secondary service provider (SSP) needs to accompany the primary service provider (PSP) for a one-time visit, this is considered part of ongoing assessment. However, if ongoing assessment indicates a need for a new EI service, update the IFSP and provide the parent and EI service coordinator with prior written notice (as documented on form EI-11).
- EISC explains Ohio's system of payments (SOP) to the family, including that all families may access to up to 55 units of EI services at no cost per IFSP year, regardless of parent ability to pay for EI services
- EISC coordinates EI services identified on the IFSP
 - If the local Core Team cannot provide the needed EI services at the session length and frequency needed to meet the outcomes, then the EISC is responsible for identifying potential EI service providers through Ohio EI's contracted SOP providers
 - EISC assists the family with identifying funding sources for needed EI services on the IFSP

- Services are only put on the grid if:
 - All components are known (service type, method, location, how often, session length, provider agency, and funding source for the service(s) needed to meet the outcome) AND
 - Provider has agreed to provide the service as written on the IFSP grid and will sign the IFSP

Early Intervention services: Using all of the information available, the IFSP team has identified the following EI services to support our outcomes.

EI service type	Method	Location	How often	Session length	Provider agency	Funding source	Projected start date	Projected end date	Outcome number(s)

- If any component of the grid is not known, the service goes under “not yet coordinated” and the EISC must work to fully coordinate the service as soon as possible before adding it to the grid, including identifying funding options
- EISC or provider must provide the parent with prior written notice (PWN) as documented on form EI-11 before an EI service begins for the first time
 - If the parent and provider both wish to start a service 10 or fewer days from when the service was added to the IFSP, the parent must waive their right to the 10 days prior written notice and initial and date the waiver section of form EI-11.
- Before the service provider can begin the EI services listed on the grid, the parent must consent to implementing these services as written on the IFSP via their signature and date on the IFSP
- EISC and any provider who will be providing services must sign and date the IFSP
- EISC ensures that the service provider has signed the IFSP, agreeing to provide services
- EISC provides a copy of the IFSP (with parent consent) to each EI service provider within 10 calendar days

SERVICE PROVIDER'S RESPONSIBILITIES

- Participating in initial, ongoing, and annual assessment for program planning within timelines
- Participating in-person, via technology, or through provision of written records in IFSP meetings
- Committing via their signature to provide EI services as written on the IFSP
- Ensuring that PWN has been provided to the parent at least 10 days prior to any service starting, ending, or changing and documented on form EI-11
 - Parent must initial and date waiver if change is to occur in 10 or fewer days
- Documenting service delivery as written on the IFSP in accordance with rule 5123-10-02(O)(2)
 - Documentation of the EI services provided, including date, length, duration, frequency, intensity, method of delivery, location, and all activities related to IFSP outcomes
 - Documentation of the reasons for any delays in service delivery, including all correspondence and/or conversations, contact attempts, scheduling conflicts for the family, etc.
 - Provider name, discipline, signature, and additional relevant details included in documentation
- Delivering a new EI service within 30 days of the parent signature on the IFSP per OAC 5123-10-02(K)(7)
- Documenting all EI activities in case notes
- Providing a copy of a child's EI record maintained by the service provider to the EISC within 10 business days of request, including documentation of services for transition (TRS) and any supporting case notes to explain delays in starting services

EISC'S RESPONSIBILITIES REGARDING SERVICE DELIVERY/ AFTER SERVICES ARE ADDED TO THE IFSP

- Coordinating, facilitating, and monitoring the delivery of needed EI services and other services identified in the IFSP to ensure that the services are provided in a timely manner (i.e., within 30 days of the parent's signature on the IFSP after a service has been added to the grid)
- Requesting and reviewing provider notes to document service start dates, including requesting additional documentation when needed (such as to support a reason for a late timeline)
- Conducting ongoing follow-up activities to determine if early intervention services are being provided as written on the IFSP
- Facilitating an IFSP review any time a change needs to be made to a service
- Ensuring that PWN is provided before any change in service (i.e., a change in any of the first seven boxes on the grid)
- Documenting all activities in case notes

RESOURCES

- Federal Part C Regulations - <https://www.govinfo.gov/content/pkg/FR-2011-09-28/pdf/2011-22783.pdf>
- Rule 5123-10-02 OAC - <https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/5123-10-02>
- Ohio IFSP Guidance Document - <https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/IFSPGuidanceDocument07012019.pdf>
- Compliance Verification Standards - <https://ohioearlyintervention.org/monitoring>
- Prior Written Notice - <https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/Prior%20Written%20Notice-011720.pdf>