

Service Coordination (SC) Policy

Service Coordination is provided by the Early Intervention team member to ensure that each child and family has access to beneficial services or resources tailored to their needs. In the Service Coordination role, the Early Intervention team member will monitor the Individualized Family Service Plan (IFSP)/Family Service Plan (FSP) due dates, assist the family in accessing therapy services such as speech, occupational or physical therapy, and coordinate the transition process. The amount of time each month receiving Service Coordination will vary. Each family will receive Service Coordination from their Early Interventionist at a minimum of one phone or face-to-face contact each month.

It is our policy to provide Service Coordination to ensure that your child's IFSP/FSP is active at all times. As your Early Intervention provider, we are responsible for ensuring that you have access to all services that your child is eligible to receive.

Your Role in your child's Service Coordination as a Parent/Legal Guardian is:

- To function as the core of the Early Intervention team. You know your child better than any of the other team members!
- To communicate your child and family's needs, changes, or updates to the Early Intervention team member.
- To participate in all team meetings and Transition activities. This is required.
- To ask questions about your child's development and services as they arise.
- To never sign a form that does not reflect complete and accurate information.
- To contact the Early Intervention Supervisor should you have any concerns regarding your Early Intervention Services.

In the Service Coordination role, the Early Intervention team member will:

- Help you learn and understand the Early Intervention process and your rights within the BabyNet and DDSN systems
- Complete and update the Curriculum Based Assessment (CBA) and IFSP/FSP (see page 7)
- Complete a Routines Based Interview (RBI) with you to learn your family's routines, resources, concerns, and priorities (see page 7)
- Complete and update the IFSP/FSP at least every six months or as needed (see page 7)
- Monitor the delivery of all services
- Empower you to find and access community resources and programs specific you and your child's individual needs
- Teach and assist you with the Transition Process from Early Intervention into other options in the community at age three and other times when needed