



**Department of
Children & Youth**

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION Service Delivery Guidance Document

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August 2024
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Overview

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.

Adding Services to an IFSP Before Services Begin

- The EISC invites potential EI (Early Intervention) service providers to IFSP meetings (with parent consent) with enough time for the provider to participate (Form EI-13).
- The IFSP Team develops IFSP outcomes based on functional, authentic assessment information.
 - The IFSP Team (which includes the parents/caregivers) determines the Early Intervention (EI) services and supports based on the essential needs to achieve the outcomes, considering existing supports available to assist the family in meeting these outcomes. 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 and scope of practice.
 - 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, the EISC will schedule and conduct an IFSP review to update the IFSP and complete Prior Written Notice and Parent Consent for EI Services (Section 8 of the IFSP). The EISC, in conjunction with the provider, must ensure that if the services listed on the IFSP are scheduled to start prior to 10 calendar days that the parent initials for waiver of timeline.
 - The EISC explains Ohio's system of payments (SOP) to the family, including that all families may access up to 100 units of EI services at no cost per IFSP year, regardless of parent ability to pay for EI services.
- The 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.
 - The EISC assists the family with identifying funding sources for needed EI services on the IFSP.
- Services are only put on the grid if:
 - (1) All components are known (service type, method, location, frequency, session length, provider agency, and funding source for the service(s) needed to meet the outcome), **AND**
 - (2) The provider has agreed to provide the service as written on the IFSP grid and will sign the IFSP.

Using all the information available, the IFSP team has identified the following EI services to support our outcomes:									
EI Service Type	Method	Location	Frequency	Session Length	Provider Agency	Funding Source	Date of IFSP:		Outcome Number(s)
							Projected Start Date*	Projected End Date	
<input type="checkbox"/> PSP <input type="checkbox"/> SSP							<input type="checkbox"/> New Service		

- 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.
- The EISC must provide the parent with prior written notice (PWN) as documented on Section 8 of Form EI-04 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 on Section 8 of Form EI-04.
- Prior to the service provider commencing the EI services specified on the grid, the parent must give consent for these services to be implemented as outlined in the IFSP by signing and dating the document.
- The EISC and any provider who will be providing services must sign and date the IFSP.
 - By providing their signature, the service provider agrees to provide services.
- The EISC provides a copy of the IFSP 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 is documented on Form EI-11 and provided to the parent at least 10 days prior to any service ending abruptly.
 - A copy of the *Parent Rights* brochure must be provided with 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, method of delivery, location, and all activities related to implementing the IFSP.
 - Documentation of the reasons for any delays in service delivery, including all correspondence and/or conversations, contact attempts, scheduling conflicts for the family, etc.
 - Documentation of the reasons why a service is inconsistent with what is listed on the grid page of the IFSP, including the date, length, duration, frequency, intensity, method of delivery, and location.
 - 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 Timely Receipt of Services (TRS) and any supporting case notes to explain delays in starting services.
- Participating in team meetings and utilizing primary coaching opportunities to obtain resources and/or support from other team members.

- Utilizing consultation when continued support is needed, after trying previous primary coaching strategies alongside family and child.

EISC's Responsibilities 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 Prior Written Notice and Consent for EI Services (Section 8 of the IFSP) is signed by the parent before any change in service occurs.
 - Parent must initial and date waiver if change is to occur in 10 or fewer days.
- 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>
- Early Intervention program eligibility and services 5123-10-02
<https://codes.ohio.gov/ohio-administrative-code/rule-5123-10-02>
- Ohio IFSP Guidance Document:
<https://ohioearlyintervention.org/guidance-documents-and-memos>
- Compliance Verification Standards:
<https://ohioearlyintervention.org/monitoring>
- Prior Written Notice Guidance:
<https://ohioearlyintervention.org/guidance-documents-and-memos>