

CHILDFIND PROCEDURE CHECKLIST

Infant Toddler

The Early Intervention program has procedures that contain the following:

- Appropriate timelines for child find activities.
 - Ensure that referrals are made no more than 2 working days after a child has been identified, unless otherwise permitted or mandated by Federal law
 - Once the county MH/ID program receives a referral, it shall appoint a service coordinator as soon as possible.

- Referrals from primary referral sources, including appropriate timelines.

- Activities conducted to make parents and referral sources aware of the program.

- Child find materials developed by the Bureau of Early Intervention Services and Family Supports are used.

- Activities targeted to locate and identify all infants and toddlers, including those who are:
 - Experiencing homelessness,
 - Living in residential facilities,
 - Premature,
 - From migrant families,
 - Referred by Children and Youth and Families, including children in foster care and wards of the state,
 - Affected by prenatal substance exposure, including alcohol,
 - Experiencing risk factors associated with learning or developmental complications,
 - Experiencing elevated blood lead levels.

- In conjunction with LICC, a description of how the child find system is coordinated and non-duplicative of the following programs as applicable to your local area:
 - Infant, toddler or preschool Early Intervention programs;
 - Maternal and child health programs;
 - Maternal, infant and early childhood home programs;
 - Early Periodic Screening, Diagnosis and Training (EPSDT);
 - Head Start and Early Head Start programs;
 - Supplemental Security Income (SSI);
 - Child protection and child welfare programs including foster care;
 - Early learning programs;
 - Programs under the Family Violence Prevention and Services Act;
 - Early Hearing Detection and Intervention (EHDI) systems;
 - Children's Health Insurance Program (CHIP)
 - Developmental Disabilities programs

- Reviewing and revising the interagency child find plan annually.
- Enrolling infants and toddlers in at-risk tracking.
- A procedure for children who are **wards of the state** that includes:
 - Interagency agreement with the local Children and Youth Agency.
 - Process for renewing agreement.
 - Procedures for receipt of referral from local Children and Youth Agency.
 - Procedures for assigning surrogate parent (may refer to surrogate parent procedure) or EI decision maker.
- A procedure for children **living in a residential facility** (*under the age of three*) that includes:
 - Assignment of a service coordinator as soon as possible.
 - Review of assessment(s) conducted and current treatment plan by the service coordinator.
 - Process when a parent or other person with legal authority is unable to be located to grant consent. (Refer to procedures for surrogate parents).
 - Circumstances when the program will “adopt” the plan as IFSP.
 - Participation by the service coordinator in quarterly treatment team meeting.
 - Coordination of one plan for the child.
 - Provision of services by the residential facility specified in the IFSP/IEP as part of the comprehensive service plan that the facility is obligated to provide.
 - Procedures if the assessment(s) or treatment plan is inadequate, the services are not being delivered, or the facility does not cooperate or is not willing to coordinate with the local EI program that include:
 - EI program contacting the Office of Child Development and Early Learning (OCDEL) at 717-346-9320 within 2 days of an on-site visit.
 - Process the program will use to ensure that the deficiencies are corrected and that the child receives services within 14 days of when the service coordinator conducts the on-site review.
 - If the facility does not provide services within 14 days of when the service coordinator conducts its on-site review the local EI program will provide the services until the facility provides the services.
 - If the current treatment plan is inadequate to address the child’s needs, the service coordinator will request and ensure that a treatment plan/IFSP meeting takes place no later than 45 days after the local EI program received the referral.
- A procedure for children who are **newly admitted to a facility** that include the following:
 - Children are afforded the same rights as children residing with their parents in the county.
 - Respective responsibilities of the facilities and the local EI programs. (Same as stated in the above section on children currently in placement)

- A smooth transition to or from the residential facility when a child participates in an EI program and transfers to or from a residential facility.
 - A smooth transition to the new EI program if the child is discharged to a setting in a different county.

- A procedure for children who are subjects of **abuse** that include the following:
 - Definition of child abuse.
 - Receipt of a developmental screening using The Ages and Stages Questionnaires (ASQ) or Ages & Stages Questionnaires: Social Emotional (ASQ:SE) for all children referred to the local County Children and Youth Agencies involved in substantiated cases of child abuse or neglect.
 - Referral of the child and family to the local EI program for further evaluation if screening determines that the child is exhibiting developmental concerns.
 - Informing the family that the child is eligible for tracking services available through the local EI program if the child is under three years of age if it is determined that the child is not exhibiting any developmental concerns.
 - Assisting the family in making the referral to the local EI program if interested in the tracking program.

- A procedure for children who are experiencing **homelessness** that includes the following:
 - Definition of a child experiencing homelessness according to the McKinney-Vento Act, reauthorized in 2002.
 - Providing outreach activities to Homeless Liaisons and other resources available.
 - Collaborative efforts with families, agencies serving family confronted with homelessness and with any other additional agencies to ensure that documentation issues do not delay participation in programs and service with proper consideration given to FERPA and HIPPA.
 - Local procedures for screening, evaluation and plan development for children who are experiencing homelessness.

- Procedures for the development and implementation of **Plans of Safe Care** for infants up to age one who are affected by prenatal substance use or Fetal Alcohol Spectrum Disorders to ensure:
 - A member of the EI program participates in the development and implementation of Plans of Safe Care as appropriate for all infant referred.
 - Has procedures in place for when the Early Intervention program serves as the lead in the development and implementation of the Plan of Safe Care.
 - Has procedures in place to offer enrollment in the Early Intervention screening and tracking system to families of infants affected by substance use or FASD.

- Procedures for children who have **elevated blood lead levels**, following OCDEL Announcement EI-22 #01 that includes the following:
 - Collaboration with pediatricians, primary care physicians, healthcare professionals and other professionals to ensure children suspected of exposure to lead are referred.
 - Maintain partnerships with the DOH Community Health Nurses to ensure that referrals of children impacted by lead are made to the EI program.

- Children who are referred for suspected exposure to lead are potentially eligible for EI services and are offered a developmental screening and/or a developmental evaluation to determine if they are eligible for Early Intervention services.
 - An infant or toddler that has a confirmed blood lead level of > 5ug/dl and is not eligible for Early Intervention services based on a developmental evaluation, is automatically eligible for at-risk tracking services.
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- Ensuring staff are trained on new or updated procedures. *
 - Effective date of the procedure.

*This item does not necessarily need to be found in every procedure; however, there must be at least one statement that indicates how training is provided on new or updated procedures.

REFERENCES:

IDEA 34 CFR §303.302-303

Bill of Rights Act of 2000

Title 55 PA Code PA Code §4226.24

EI ANNOUNCEMENTS: 09-#13; 10-#04; 12-#02, 22-#01

OCDEL ANNOUNCEMENT: 13 #01

OFFICE OF CHILDREN, YOUTH AND FAMILIES (OCYF) BULLETIN: 3490-08-01: Developmental Evaluation and Early Intervention Referral Policy

McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act.