

2200: REFERRALS TO CHILD GUIDANCE FOR IFSP SERVICE DELIVERY

Every effort is made to provide the appropriate level of services for the infants and toddlers receiving services, or eligible to receive services, on an **Individualized Family Service Plan (IFSP)**. In the event Early Intervention (EI) staff levels and/or contract funds are inadequate to meet service needs, SoonerStart will make a referral to the Child Guidance Program.

SoonerStart staff will determine eligibility for all EI referrals received. In the event an EI service provider cannot be identified as indicated above, infants and toddlers who are Medicaid-eligible shall be referred to Child Guidance sites (where available), when speech, child development, or psych services are determined to be the most appropriate. When SoonerStart determines that a Child Guidance Provider is the appropriate person to provide eligibility evaluation or intervention services, the Child Guidance Provider will be considered part of the child's evaluation and/or IFSP team. Information regarding the child (demographic, eligibility and/or program) may be provided to the assigned provider without parental written consent. The EI multidisciplinary evaluation team shall document an Entry Early Childhood Outcome (ECO) rating for the child in the EdPlan database prior to referring to Child Guidance.

The Resource Coordinator will continue to coordinate services. An Oklahoma Family Interview (OFI) will be conducted and an IFSP will be developed with participation by the Child Guidance provider. The federally-required periodic and annual review of the IFSP will continue to be conducted. (These reviews may be documented on ODH 332-F as follow-up staffing for Child Guidance requirements).

IFSP services offered to families provided by Child Guidance will be provided at the County Health Department. According to the Individuals with Disabilities Education Act (IDEA) Part C, section 632, transportation is listed as an early intervention service and is defined as "transportation and related costs that are necessary to enable an infant or toddler and the infant's or toddler's family to receive services identified by the Individualized Family Service Plan (IFSP)." When the IFSP team determines that this transportation is necessary, this service should be provided at no cost to families.

Child Guidance staff will provide the services as promised on the IFSP. Child Guidance staff will code time and effort (T&E) activities to Child Guidance by using T&E program code 288 and activity code 020, and bill Medicaid. For speech services, Child Guidance will also fax the request to the physician for referral as needed.

IFSP service delivery plans will continue to be entered in the PHOCIS EI Module. However, encounters made by Child Guidance staff will not be entered on the PHOCIS EI Module. The Child Guidance module will be completed as with any other Child Guidance client. Services will be documented on a Billing Charge Data (BCD) form by the clinician and entered into PHOCIS Accounting Reports (PAR) by the Child Guidance clerk. IFSP service delivery plans for Child Guidance providers must also be entered in the SoonerStart EdPlan database.

If the Child Guidance provider is the Primary Service Provider on the child's IFSP, he or she documents an Exit rating for the child on the Child Outcome Summary Form (COSF) when the child exits the program for any reason or transitions at age three if the child has received six months of early intervention services. The COSF is required to be given to the Lead Clinician for routing for data entry in the SoonerStart EdPlan database. The SoonerStart record is where all documents related to the infant or toddler's early intervention services will be maintained, except for Child Guidance provider documentation. Any documentation by the Child Guidance provider will be maintained in the infant or toddler's Child Guidance/Health Department record and a copy provided to the local EI site for the child's SoonerStart file.

Staff Meetings

A Child Guidance provider may attend their team's staffing meeting only for the time that they and the team are staffing the specific child or children that are receiving IFSP services through Child Guidance. Due to FERPA confidentiality statutes the Child Guidance provider must be excused for the remainder of staffing in order to continue SoonerStart client staffing.