

2502: SERVICE COORDINATION

Service coordination services are provided by a Resource Coordinator to assist and enable SoonerStart infants or toddlers and their families to receive the services and rights, including procedural safeguards required by IDEA, Part C regulations.

Each child eligible under IDEA, Part C and the child's family must be provided with a Service Coordinator. The SoonerStart Resource Coordinator (RC) provides this service. The RC assists parents of infants and toddlers in gaining access to and coordinating the provision of early intervention services and other services that the child or family needs or is receiving; facilitating the timely delivery of available services; and continuously seeking the appropriate services necessary to benefit the development of each child being served for the duration of the child's eligibility for the SoonerStart program.

The Resource Coordinator's responsibilities include:

- Coordinating the completion of evaluations and assessments including the OFI at times and places convenient to the family;
- Assisting in the performance of evaluations and assessments;
- Facilitating and participating in the development and review of IFSPs and scheduling a periodic review of the IFSP at least every six months as well as a review of the IFSP annually;
- Ensuring implementation of the early intervention services identified in a child's IFSP, including transition services, and coordination with other agencies and persons;
- Assisting the family with assigned IFSP outcomes as stated on the IFSP;
- Collaborating with the family and other IFSP team members to arrange IFSP meetings at times and in settings that are convenient to the family and facilitating the family's participation and the involvement of other IFSP team members;
- Facilitating the development of a transition plan to Part B services or other appropriate services;
- Providing Prior Written Notice (OK-SS Prior Written Notice) to parents in a reasonable amount of time before SoonerStart proposes to initiate or change, or refuses to initiate or change the identification, evaluation, or placement of the infant or toddler with a disability, or the provision of appropriate early intervention services to the child or the child's family;
- Arranging for translation and/or interpretation services for IFSP meetings and all services authorized on the IFSP, when needed, unless it is clearly not feasible to do so;
- Informing families of their rights and the availability of advocacy services and ensuring that procedural safeguards are implemented throughout the early intervention process;

- Maintaining current information for each child in EdPlan;
- Record keeping to ensure that IFSPs, eligibility documentation, correspondence and chart documentation are current and included in the SoonerStart record;
- Documenting contact or activity with or related to the child/family including telephone contacts, email correspondences, fax correspondences, home visits, office visits, and meetings. This documentation will be completed in the EdPlan contact log and must include all of the required components for Medicaid reimbursement;
- Demonstrating knowledge and understanding about IDEA, Part C and IDEA, Part C regulations.