**At a Glance: Intake through IFSP Process** (Jan. ‘20)

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| **Initial Intake** | **Initial Evaluation for Eligibility Determination** | **Initial & Annual IFSP Meetings, Periodic Review/6 mo.** | **Ongoing Assessment** | **Annual Eligibility** |
| **Office Staff*** Transfer referral to intake staff, if not available return phone call within 1 working day.
* Complete intake form, ASQ appropriate for child’s chronological age (CA).
* Ask ASD questions, if yes to either, ask parent to complete ASQ-SE appropriate for child’s CA.
* Ask feeding/nutrition questions.
* Explain that several assessments will need to be done to determine eligibility for the program.
* Referrals 12m and younger will NOT be assigned to a BDI evaluator. SC and RN will evaluate. Do not schedule a BDI.
* Let parent know that BDI will take 1½ - 2 hours. BDI evaluator will come to their home. Determine which evaluator is assigned to the area where the family lives.
* Open Well Sky scheduler, evaluator tab and identify best time for BDI.
* Give family the name and contact phone number of BDI evaluator. Tell them to call the BDI evaluator directly if they need to change or cancel the evaluation.
* Enter referral information into BTOT new child referral wizard.
* Enter child/parent information into Well Sky.
* Enter BDI appointment in Well Sky for the child under appropriate BDI evaluator. Write BDI date on referral
* Print referral, paperclip ASQs to referral form. Put in red file in file drawer.
 | **BDI Evaluator*** Will evaluate all new referrals –(exits - ?annual)
* Check Well Sky for BDI appointments, confirm with fam.
* Always review COVID questions with family before f-2-f session. Families should sign form -See [covid question form](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:07871a13-99f6-4df3-a80e-b7c913a4ac8e)
* Always complete BTOTS Prior Notice\*
* Identify need to obtain a Permission to Evaluate, complete on btots \*(unless completed)
* Identify need to provide Parent’s Rights, provide [Baby Watch brochure.](../forms/Parent%20Rights%20EN.pdf)\*if need perm to eval.
* Explain the purpose and process for administering the BDI e.g., standardized instrument that must be administered in a particular way, *parents cannot assist child during testing.*
* BDI -f2f at center. Follow up interview complete within 2 weeks
* Administer & calculate raw score BDI in all domains unless a parent has refused evaluation in any domain (see permission to evaluate for details) Enter BDI raw scores into BTOTS.
* Complete BTOTS visit note on day of visit. (1 f2f, 1 interview)
* Select Initial or other eligibility determination as service type. (or annual eligibility at annual)
* **Update** section: provide any new information parent provided e.g. saw doctor last week, started to use more words.
* **Today** section: Provide a summary evaluation visit e.g., child’s behavior, level of participation, parent comments that other team members should know. Include standardized scores
* **Plan** Note interview date, can contact SC questions/BDI results at IFSP.
* BDI evaluator does not provide statement of if child is eligible or not.
* File BDI protocol in child’s chart in Brigham or Logan office.
	+ Leave BDI protocol for Tremonton (Kathryn service coordinator) at Brigham office. Documents will be brought to Logan.

**Team (SLP, OT, PT, RN, ABC, Behavior, Nutrition, LCSW, other)*** Always review COVID questions with family before f-2-f session. Families should sign form -See [covid question form](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:07871a13-99f6-4df3-a80e-b7c913a4ac8e)
* Identify need to provide Permission to Evaluate, [Parent’s Rights](../forms/Parent%20Rights%20EN.pdf) &/or Prior Notice (service coordinator will send PN with initial dates/times/place, if you change the date/time/ place you must provide another PN).
* Request Release of Information, as appropriate.
* Complete assessments appropriate for referral concerns: **SLP** AEPS soc. comm., HELP or CAPP; **PT** PDMS or HELP; **OT** sensory, feeding, AEPS/HELP fine motor, adaptive; **RN** Baby Watch HVH (evaluate b-12m with SC); **ABC** FEAS, interview, **Behavior** CBCL; **Other** as appropriate
* Score, if possible at visits. Discuss assessment results with parent.
* Talk with the parent about their concerns for their child and how the concerns limit their child’s function and participation in daily routines and activities appropriate for child’s age.
* Complete BTOT visit form.
* In **Update** section: list parent concerns, routines, activities discussed.
* In **Today** section: list summary of assessment, child strengths & needs, and other information provided by the parent.
* In **Plan** section: provide any information that the parent needs immediately, if appropriate. Remind them of the date and time of the IFSP. Include recommended outcomes if not attending IFSP
* Enter required scores for your assessment(s) on Up to 3 Eligibility Form.

**Service Coordinator*** Will evaluate new referrals birth-12 months in conjunction with RN.
* Call parent, introduction, short description of upcoming process, confirm initial evaluation and assessment dates & times
* Review/confirm teleintervention consent. Request signature.
* Send Prior Notice for initial evaluation/assessment dates.
* Complete RBC
* Start discussion about transition if child is 23 months or older.
* Complete BTOT visit form.
* In **Update** section: list parent concerns, routines, activities that are particularly impacted.
* In **Today** section: list summary of assessment and other information provided by the parent.
* In **Plan** section: provide any information that the parent needs immediately, if appropriate. Remind them of the date and time of the IFSP.
* Discuss Family Fee, give parent link to bnp and family fee ID
 | **Service Coordinator*** Discuss Family Fee. Give **BNP** link and family fee ID. Remind family to update at annual
* Ask, to hold a team staffing for child if needs of child & family are complicated.
* Confirm IFSP meeting with parent. Confirm with team at Tuesday meeting.
* Send Prior Notice if date/time/ place has changed.
* Prepare forms
	+ Transfer parent concerns & routines/activities/interests/resources from each team member’s visit note **Update tab** to Present Levels of Development (PLD) Concern and Routines sections.
	+ Ensure all sections of PLD are complete.
* Facilitate IFSP meeting guiding whole team participation
	+ Review parents’ rights
	+ Review all assessment results
	+ Review parent concerns
	+ Parent prioritizes concerns
	+ *At Periodic & Annual review facilitate rate current outcomes*
	+ Team develops child and family outcomes to address concerns
	+ Complete Transition Steps for children 24 months or older.
	+ Discuss Transition and document at each IFSP
	+ Request Release of Information, as appropriate.
	+ Team determines services (frequency, intensity, duration) needed to meet the outcomes.
	+ Discuss transportation reimbursement.
	+ Identify 1st visit date for each individual (not necessary for group/family class) service within 45 calendar days of the service start date. 1st service **must** be provided in July or December when required. Document on visit note
* Complete Visit Note, document discussion, identify any immediate needs.
* Explain to parent how to find IFSP in parent portal.
* Enter IFSP into BTOTS using IFSP wizard.

**Team (SLP, OT, PT, RN, ABC, Behavior, Nutrition, LCSW, other)*** At staff meeting, confirm ready for meeting.
* Provide recommendations if unable to attend
* SC copies concerns, priorities, routines/interests/resources from **Update tab**. Copies assessment information from **today tab**. Copies recommended outcomes from **Plan tab** if not attending.
* Note: Use parent-friendly easy to understand individualized information .
* Provide 1st visit date & time- within 45 calendar days of the service start date. 1st service **must** be provided in July or December when required.
 | **Service Coordinator*** Coordinate & schedule assessments and Periodic Review meeting on 1st Tues.
* Ask, to hold a team staffing for child if needs of child & family are complicated.
* Call parent, short description of upcoming process, confirm dates & times.
* Send Prior Notice for dates/times/place.
* Update Family Assessment /Interview
	+ Interview parent about their concerns for their child and how the concerns limit their child’s function and participation in daily routines and activities appropriate for child’s age - using Up to 3 form.
* Complete BTOT visit form or paper visit form. In **Update** section: list parent concerns, routines, activities that are particularly impacted. In **Today** section: list summary of assessment and other information provided by the parent.

In **Plan** section: provide any information that the parent needs immediately, if appropriate. Remind them of the date and time of the IFSP.**Team (SLP, OT, PT, RN, ABC, Behavior, Nutrition, LCSW, other)*** Identify need to provide Permission to Evaluate, Parent’s Rights &/or Prior Notice (service coordinator will send PN with initial dates/times/place, if you change the date/time/ place you must provide another PN).
* Request Release of Information, as appropriate.
* Update assessments: Assessment tool may vary based on need of child.: **SLP** AEPS soc. comm., HELP or CAPP; **PT** PDMS or HELP; **OT** sensory, feeding, AEPS/HELP fine motor, adaptive; **ABC** AEPS condensed; **Behavior** interview, observation; **Other** as appropriate
* Score, if possible at visits. Discuss assessment results with parent.
* Talk with the parent about their concerns for their child and how the concerns limit their child’s function and participation in daily routines and activities appropriate for child’s age.
* Complete BTOT visit form or paper visit form. In **Update** section: list parent concerns, routines, activities discussed.
* In **Today** section: list summary of assessment, child strengths & needs, and other information provided by the parent.
* In **Plan** section: provide any information that the parent needs immediately, if appropriate. Remind them of the date and time of the IFSP.
* Enter required information for your assessment on Up to 3 Eligibility Form in 6 month/periodic review section.
* enter assessment session in btots
 | **Service Coordinator*** Coordinate & schedule assessments and IFSP meeting on 1st Tues.
* Ask, to hold a team staffing for child if needs of child & family are complicated.
* Call parent, short description of upcoming process, confirm dates & times.
* Send Prior Notice for dates/times/ place.
* Identify need to provide Permission to Evaluate, Parent’s Rights &/ or revised Prior Notice
* Administer & score BDI in all domains unless a parent has refused evaluation in any domain.
* Enter BDI scores into BTOTS. Enter BDI information on Up to 3 Eligibility Form
* Update Family Assessment/ Interview
	+ Interview parent about their concerns for their child and how the concerns limit their child’s function and participation in daily routines and activities appropriate for child’s age - using Up to 3 form.
* Start discussion about transition if child is 24 months or older.
* Enter required information for BDI assessment on Up to 3 Eligibility Form.
* Complete BTOT visit form or paper visit form. In **Update** section: list parent concerns, routines, activities that are particularly impacted. In **Today** section: list summary of assessment, child strengths & needs, and other information provided by the parent. In **Plan** section: provide any information that the parent needs immediately, if appropriate. Remind them of the date and time of the IFSP.

**Note:** SC will also do a BDI at the time the child exits the program. See Exit BDI process for details.**Team (SLP, OT, PT, RN, ABC, Behavior, Nutrition, LCSW, other)**Same as Initial & Ongoing Assessment. Assessment tool(s) may vary based on need of child. |