**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. |