### Initial Intake

**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

<table>
<thead>
<tr>
<th>BDI Evaluator</th>
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<tbody>
<tr>
<td>• Will evaluate all new referrals —(exits - ?annual)</td>
</tr>
<tr>
<td>• Check Well Sky for BDI appointments, confirm with fam.</td>
</tr>
<tr>
<td>• Always review COVID questions with family before f-2-f session. Families should sign form -See <strong>covid question form</strong></td>
</tr>
<tr>
<td>• Always complete BTOTS Prior Notice*</td>
</tr>
<tr>
<td>• Identify need to obtain a Permission to Evaluate, complete on btots *(unless completed)</td>
</tr>
<tr>
<td>• Identify need to provide Parent’s Rights, provide Baby Watch brochure *if need perm to eval.</td>
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<tr>
<td>• Explain the purpose and process for administering the BDI e.g., standardized instrument that must be administered in a particular way, <strong>parents cannot assist child during testing</strong></td>
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<tr>
<td>• BDI -f2f at center. Follow up interview complete within 2 weeks</td>
</tr>
<tr>
<td>• Administer &amp; calculate raw score BDI in all domains unless a parent has refused</td>
</tr>
</tbody>
</table>

**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

### Initial Evaluation for Eligibility Determination

**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**

### Initial & Annual IFSP Meetings, Periodic Review/6 mo.

**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
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.

• Today 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.

• 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.

• Update assessments: Assessment tool may BDI information on Up to 3 Eligibility Form

• Update Family Assessment/ Interview

• 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 appropriate for child’s age - using Up to 3 form.

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 today tab. Copies recommended outcomes from Plan tab if not attending.

• Note: Use parent-friendly easy to understand individualized information.

• 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
- 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.
- 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 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.

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)

- 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.

Assessment tool(s) 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.

Note: SC will also do a BDI at the time the child exits the program. See Exit BDI process for details.
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

• 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**

may vary based on need of child.
- 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.