

***SHELBY COUNTY EARLY INTERVENTION
PARENT HANDBOOK***



“A Coaching Program for Parents and Caregivers”

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SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

“To enhance the quality of life for people with developmental disabilities”

Laura Zureich-Superintendent
Nancy Stiefel-Director

Your Primary Service Provider is _____

Email and Phone # _____

SHELBY COUNTY EARLY INTERVENTION

We believe that Early Intervention programming should provide families with the necessary supports and resources to enhance their child's learning and development. We know that the primary role of a service provider in early intervention is to work with and support family members and caregivers in children's lives. We know that the process must be dynamic and individualized to reflect the child's and family member's preferences, learning styles, and cultural beliefs.

Our program provides opportunities for the Early Intervention staff to coach families and assist them in being their child's greatest teacher. This can be accomplished by working with families in their everyday activities and routines. We are a support to each family in their quest to help their child develop to their greatest potential.

- Early Intervention Staff

<u>OUR STAFF</u>			<u>Cell Phones</u>
Director	Nancy Stiefel	nstiefel@shelbydd.org	937-658-8434
Intake Coordinator	Tania Homan	thoman@shelbydd.org	937-658-8443
Speech Therapist	Alison Berning	aberning@shelbydd.org	937-658-8446
Developmental Specialist	Ashley Schindewolf	aschindewolf@shelbydd.org	937-658-8540
Developmental Specialist	Rachel Hausfeld	rhausfeld@shelbydd.org	937-658-8484
Occupational Therapist	Stephanie Buehler	sbuehler@shelbydd.org	937-658-6759
Occupational Therapist	Kendra Paulus	kpaulus@shelbydd.org	937-658-8717
Physical Therapist	Andrea Spencer	aspencer@shelbydd.org	937-658-6761
Physical Therapy Assistant	Molly Zimpfer	mzimpfer@shelbydd.org	937-658-8676

Shelby County Early Intervention Direct Phone Lines:

Director	Nancy Stiefel	937-658-6763
Intake Coordinator	Tania Homan	937-658-6766
Developmental Specialist	Rachel Hausfeld	937-658-6776
Developmental Specialist	Ashley Schindewolf	937-658-6776
Speech Therapist	Alison Berning	937-658-6776
Physical Therapist	Andrea Spencer	937-658-6775
Physical Therapy Asst.	Molly Zimpfer	937-658-6775
Occupational Therapist	Stephanie Buehler	937-658-6775
Occupational Therapist	Kendra Paulus	937-658-6775

SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES' PROGRAMS

The Shelby County Board of Developmental Disabilities hosts several programs for children. These include:

Preschool Classes at Shelby Hills Early Childhood Center, Fort Loramie Elementary, Jackson Center School, Hardin-Houston School - The preschool services at Shelby Hills are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Shelby Hills Early Childhood Center, Fort Loramie Elementary, Jackson Center School, Hardin-Houston School - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Childcare at Wilma Valentine Childcare - Wilma Valentine Childcare offers childcare services for children between the ages of 3-6 years of age. This non-profit childcare center is housed on the site of the Shelby County Board of Developmental Disabilities offices which includes Shelby Hills Early Childhood Center.

Early Intervention Program - Early intervention services are for infants and toddlers under 3 years of age who have been evaluated and are experiencing a developmental delay.

PARENT INFORMATION

HOURS OF OPERATION

Our office is open Monday-Friday from 8:00AM-4:00PM. Offices are located at 1200 S. Children's Home Road in Sidney. All Early Intervention staff and Help Me Grow staff have offices in the building that says Shelby Hills Early Childhood Center. Year-round services are offered through HMG service coordination and natural environment based programs. All services are coordinated through the IFSP (Individualized Family Service Plan) created by the family in conjunction with their Help Me Grow service coordinator and the Early Intervention staff.

Natural environment-based programs are offered and scheduled year-round according to the needs of the family and child. Each family will be assigned a Primary Service Provider who will visit the family on a schedule based upon the needs of the child and family. Some families may also be assigned a Secondary Service Provider.

CLOSED DAYS: The program will be closed on the following days.

Aug. 22, 2016	All SCBDD Staff Inservice Day
Sept. 5, 2016	Labor Day
Nov. 23-25, 2016	Thanksgiving Break
Dec. 22, 2016- January 2, 2017	Winter Break
Jan. 16, 2017	Martin Luther King Day
Feb. 20, 2017	Presidents Day
April 14, 2017	Spring Break
May 29, 2017	Memorial Day
July 3-7, 2017	Fourth of July shutdown
Sept. 4, 2017	Labor Day
Nov. 22-24, 2017	Thanksgiving Break
Dec. 22-29, 2017	Winter Break

ACCREDITATION

The Early Intervention program is accredited by the Ohio Department of Developmental Disabilities.

The Ohio Department of DD's telephone number is 1-866-313-6733 for any person to use to report a suspected violation by the Early Intervention Program.

ENROLLMENT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS

EARLY INTERVENTION SERVICES

To be eligible for Early Intervention services the child must be less than 3 years of age and found to have a developmental delay in at least one of the following areas: communication, emotional/social, motor, cognitive, or self-help via an evaluation.

EARLY INTERVENTION ASSESSMENTS

Children enrolled in the program shall be assessed in all developmental areas. These assessments are a team assessment and the participants in the assessment are determined by the needs of the child. Ongoing assessments occur to monitor progress and identify needs.

HELP ME GROW

Children enrolled in the program will have a Service Coordinator provided by Help Me Grow – the Central Intake and Referral site for Shelby County. Help Me Grow coordinates and has responsibility for writing the IFSP (Individualized Family Service Plan) that documents the needs of the child and the services that will be provided. HMG can be reached by calling 937-658-2185.

EPIC – Empowering Parents, Infants and Children

EPIC groups occur on the first consecutive Tuesday and Wednesday of the month for children aged 2 and up. Consideration may be given to a child and his/her caregiver to participate at a younger age should the EI team find it beneficial. Groups run from 10-11:30 and 1-2:30 on these days. Each child and caregiver will be assigned a time to participate in the EPIC groups based upon their availability. Each family will receive a calendar with the Early Intervention schedule at the time of enrollment. This calendar will include the dates for the EPIC groups and location. These are an additional service of the Shelby County Board of DD as a way to allow families the opportunity to network and allow the children an opportunity to play together alongside each other and the Early Intervention staff.

SPECIAL INSTRUCTIONS

1. If your natural environment visit needs to be rescheduled because of illness, doctor's appointment, etc., please notify your Early Intervention service provider by texting or calling their cell phone. If unable to reach them, please call the Early Intervention program at 498-0101.
2. You will receive a call from an Early Intervention service provider should they need to cancel and reschedule a visit for any reason.
3. If an EPIC group is canceled because of weather, you will receive a phone call through our One Call Now System.
4. Parents/Guardians will need to complete a One Call Now registration form and can register up to three phone numbers. It is the parent/guardian's responsibility to notify the Early Intervention program of any change in phone number. Changes should be communicated to the EI Program at 498-0101.

PARENTAL PARTICIPATION

1. Parents who need assistance with problems or complaints related to the program are asked to speak with the Director.
2. Parents are encouraged and expected to be an integral part of their child's program.
3. An adult age 18 or older must remain with the child and the Early Intervention staff during any natural environment visit and any EPIC group.
4. IFSP updates are held on a regular basis. These are important meetings where progress and concerns can be discussed with your HMG Service Coordinator. Your service coordinator has sought input from the EI Team for this update. Should you like to meet with your team, please feel free to contact your Service Coordinator OR your Primary Service Provider (PSP) listed on the front of this handbook.
5. Every parent will receive a copy of the Early Intervention Parent/Caregiver Natural Environment Agreement. A copy is included at the end of this handbook. This form gives suggestions to follow when staff is participating in natural environment visits with you and your child. We ask that each family read this agreement. Please contact the program if you have any questions regarding natural environment visits.

ARRIVAL AND DEPARTURE

Upon arrival for a monthly EPIC group if it is being held at the center, the adult participating with the child should wait in the waiting area. We ask that you sign in on the binder located at the desk. In case of emergency, we want a roster of every one that is in the building at any given time. The staff will come to the lobby to meet the families and lead them to the EPIC group area.

POLICIES

EXITING THE EARLY INTERVENTION PROGRAM

Your attendance in the Shelby County Early Intervention Program is voluntary. If, at any time you wish to no longer attend the program you can do so by contacting your Help Me Grow Service Coordinator.

Since attendance is voluntary and the staff of the Early Intervention Program have several children and families to see, we ask that you please contact the staff via call or text on their cell phone should be unable to keep your scheduled visit. If unable to contact the staff member, please call the EI program at 498-0101. If the staff have attempted to see you and your child for three (3) visits, but you were not home or, for some reason, unavailable for the visit, the Early Intervention staff will notify your HMG Service Coordinator that we are closing your case.

Your case may also be closed if staff have made three (3) documented attempts (two [2] via phone call, email, text, or home visit and the final attempt via mail) to contact you to reschedule a visit and you have not responded to any of their attempts. You will have 10 working days to respond to the letter prior to being exited from the Board's Early Intervention program and notifying you what you can do to re-open your case and thus, reinstate services with the EI Program.

NON-DISCRIMINATION POLICY

This program will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

REPORTING REQUIREMENTS

1. All staff members are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.
2. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the Early Intervention program. UI's help the parent to know what incident happened to their child how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other incidents are more serious (their child's health and safety is more at risk) and require that an investigation occur and that the case be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

1. Staff conduct a daily health check of children when on Board of Developmental Disabilities program property as requested or needed. The nurse is contacted when needed.
2. The nurses are trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in the nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to the center.

4. Children are to remain home and natural environment visits should be cancelled should they have any of the following:
 - A. temperature of 100 degrees Fahrenheit taken by axillary method when in combination with other signs of illness
 - B. unusual spots or rashes
 - C. diarrhea /more than one abnormally loose stool within a 24-hour period
 - D. Vomiting (two or more times within a 24 hour period)
 - E. evidence of lice, scabies, or other parasitic infestation
 - F. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - G. difficult or rapid breathing
 - H. stiff neck
 - I. yellowish skin or eyes
 - J. conjunctivitis
 - K. untreated infected skin patch(es)
 - L. unusually dark urine and/or grey or white stool
 - M. sore throat or difficulty swallowing
5. Should any of the above mentioned occur during a group time, the child shall be taken home by the adult attending the group with them. Should any of the above mentioned occur during a natural environment visit, the staff member will end the visit and make a phone call to reschedule at a mutually agreed upon time.
6. After an illness, the child may be re-admitted to the center or request a natural environment visit 24 hours after temperature has returned to normal or 24 hours after all symptoms have disappeared.
7. When staff becomes ill, they are sent home or will leave a natural environment visit. Upon their return to work, staff will contact the family to reschedule the visit if needed.

MEDICAL EMERGENCY PLAN

1. Location of First Aid: The first aid supplies are located in the clinic of the center with easy access to all staff members but out of the reach of children. The center nurse, staff member, or adult attending with the child will administer first aid.
2. Emergency Numbers:

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Memorial)	498-2311
National Poison Control	1-800-222-1222
Sheriff	911
Police	911

Staff is trained in first aid and CPR, which is provided by persons certified to meet State childcare guidelines.

3. Location of Children's Records including Medical Records: Records are located in the child's files in the Early Intervention office.
4. Dental first aid chart and emergency instructions are located in the clinic.

PARENT RIGHTS

Your rights include:

- The right to accept or decline some or all services from Help Me Grow program
- The right to be informed of your rights
- The right to provide informed written consent before any information about your child or family is shared between service providers
- The right to provide informed written consent before services begin
- The right to have your records kept private and confidential
- The right to review and make changes to records about your child and family at any time
- The right to request, be present at and take part in meetings about your child and family
- The right to make a formal complaint about services for your child
- The right to know to whom to make a written complaint and receive an answer to that complaint within 30 days
- The right to have your family's priorities and concerns addressed
- The right to have a designated staff member to support and facilitate your services
- The right to guide the Individualized Family Service Plan (IFSP)

Parents Rights of Children With a Developmental Delay or Disability

Parents of children with a developmental delay or disability have special rights stated in the federal law called Individualized with Disabilities Education Act (IDEA). If your child has a delay or disability, your rights include:

The right to the following services at no cost to you:

- Developmental evaluation to determine eligibility
- Help with transition planning before your child turns three and leaves Help Me Grow
- The right to have an advocate, friend or interpreter present at any or all contacts with service providers
- The right to receive written notice before there is a change in services. The written notice should include what and why the change is being proposed or denied.

Ways to make a complaint:

- Contact your local Help Me Grow Service Coordinator: (937) 498-2185
- Contact your local Board of DD: (937) 497-8155
- Contact the Bureau of Early Intervention Services at the Ohio Department of Health;
Ohio Department of Health
Help Me Grow
246 N. High Street
Columbus, OH 43215
614-644-8389
- Contact Ohio Department of DD
Hotline: 1-866-464-6733
TDD: 1-800-750-0750
- Contact Ohio Legal Rights Services
1-800-282-9181 (Also TDD)

EARLY INTERVENTION PARENT/CAREGIVER NATURAL ENVIRONMENT AGREEMENT

The Early Intervention program is most effective when parents, family members, and any other care providers involved with your child agree to work together with the Early Intervention staff and Help Me Grow staff as a team to decide how to best meet the needs of your child. The Shelby County Board of DD's Early Intervention staff will provide you with information and support at regularly scheduled visits that will give you the tools you need to help your child develop new skills and gain independence. You will be learning about activities and strategies that can be built right into your everyday routines. Participating in Early Intervention is voluntary, and in order to optimize our resources to serve you more efficiently we ask that you consider these points.

- During scheduled visits, please remain with your child AND the Early Intervention staff so that the staff can observe your child playing and interacting.
- We also encourage any family members that are strong motivators to you and your child to be involved, but know that sometimes pets, visitors and other family members can be more of a distraction. We would encourage them to use another room or be at another location during the visit in order to optimize the time during the visit.
- Some Early Intervention staff members are allergic to animals or are not animal lovers, please keep your pets in another room during any visit.
- So that we can all work together in a healthy environment, we request that there be no smoking in the room where the visit is taking place.
- If the child or other people in the environment where the visit is taking place have contagious illness (strep, flu symptoms, scabies, etc.) we ask that you cancel the visit and reschedule it for another time. We work with many children and families and we don't want to spread anything to any other child or family.
- If you have any nuisance pests in your home that can be spread (bed bugs, lice, etc.), we ask that you please inform the staff member.
- If you are unable to keep your scheduled appointment for any reason, please call in advance to save us an unnecessary trip. Our staff will do the same. If you have three absences or no shows, and/or have not responded to our attempts to contact you, we will contact your Help Me Grow service coordinator and inform them that we are closing the case for you and your child.