Early Intervention Orientation

Revised: August 2024

Getting to Know You

Ice Breaker Activity

Purpose

The purpose of this PowerPoint is to supplement the information that the Staff and Provider Engagement Team has provided in the Provider Guidance Manual (PGM) and the trainings that are available in Relias and on the Community Resource website. We hope that you find it helpful!

The PGM and the course, *Provider Guidance Manual Overview* can be found here, TEIS Service Provider Resources (tn.gov).

History of Early Intervention

Individuals with Disabilities Education Act (IDEA)— federal statute established in 1986, which is intended to maximize the development and school readiness of individuals with disabilities, birth through 21 years of age.

Differences Between Part B and Part C of IDEA

Part B (School System)

- Begins at age three
- Individualized Education Program
- IEP Team
- Measurable Child Goals
- Least Restrictive Environment
- Special Education Services
- Therapy Services

Part C (TEIS)

- Birth until third birthday; age five in Tennessee (if participating in the TEIS Extended Option)
- Individualized Family Service Plan
- IFSP Team
- Child and Family Outcomes
- Natural Environment
- Developmental Therapy
- Therapy Services

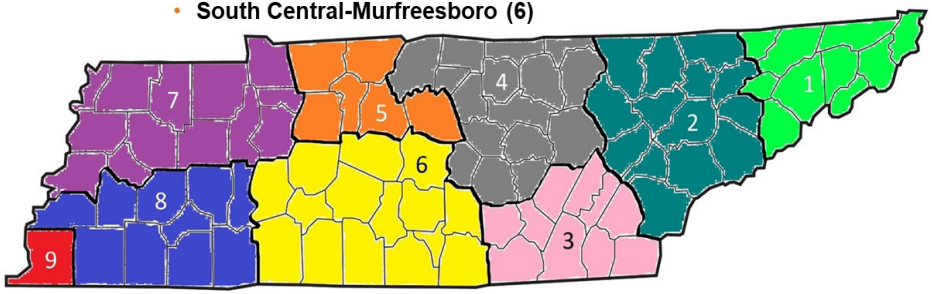
Tennessee Early Intervention System (TEIS)

TEIS

TEIS is Tennessee's Part C Program of the IDEA, operating under the lead agency, the Department of Disability and Aging (DDA). TEIS is a comprehensive statewide program of early intervention services for infants and young children with disabilities, and their families.

Point of Entry Offices (POEs)

There are nine POEs across the state of Tennessee. These offices determine Part C eligibility and provide coordination of services to all eligible children and their families. TEIS also has a statewide team that is available to support the nine POEs as needed.



Middle TN Region
- Upper Cumberland-Cookeville (4)
- Greater Nashville-Nashville (5)
- South Central-Murfreesboro (6)

West TN Region
- Northwest-Martin (7)
- Southwest-Jackson (8)
- Memphis Delta-Memphis (9)

East TN Region
- First-Johnson City (1)
- East-Knoxville (2)
- Southeast-Chattanooga (3)

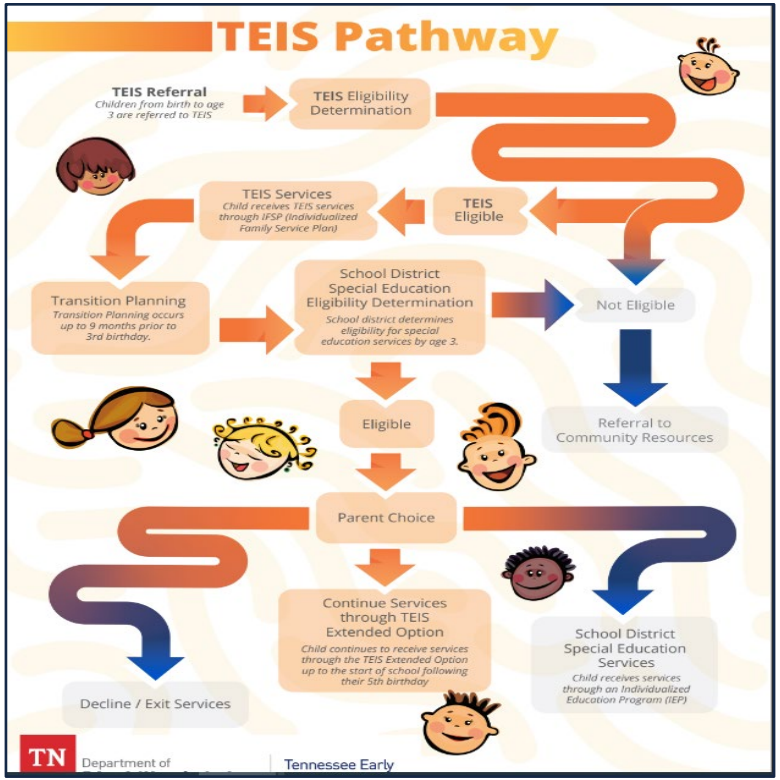
Point of Entry Offices

Each district office includes:

- District Administrator
- Program Coordinator(s)
- Administrative Secretary(s)
- Service Coordinators
- Service Coordinator Lead(s)
- Eligibility Specialist(s)

*Regional Administrators lead and oversee TEIS Offices statewide to ensure the provision of services and supports to families served through Tennessee Early Intervention System (TEIS).

A Child's Journey Through TEIS



Referral → Exit

Two Paths to Eligibility

Diagnosed Condition

- Diagnosed condition (noted in medical records)
- Premature Infant

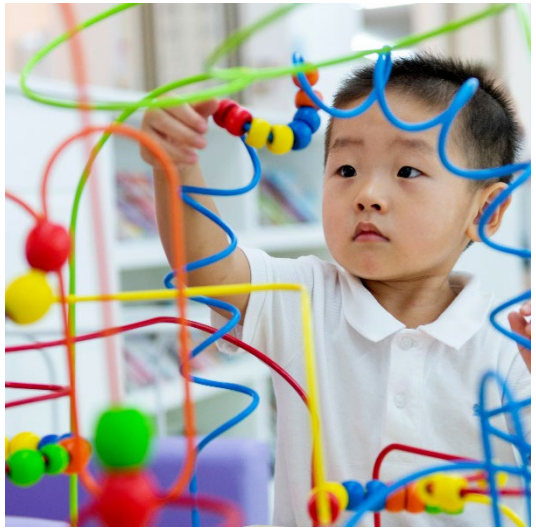
Developmental Delay

- 25% delay in at least two developmental areas
- 40% delay in one developmental area

*TEIS Eligibility Criteria can be found on the TEIS website, TEIS Eligibility Information (tn.gov).

Types of Evaluations

- ✓ Developmental Evaluation
  - Eligibility evaluation tool (chosen by TEIS)
  - Completed by Eligibility Evaluation Agency
  - Assesses physical, cognitive, communication, social/emotional, and adaptive skills



✓Hearing and Vision Screening

✓Ongoing assessment

✓Specialty therapy evaluations as needed

Family Guided Routines Based Intervention (FGRBI)

FGRBI is a service delivery model that is based on ongoing research focusing on developing and validating an early intervention approach that incorporates the Part C of IDEA mandates and the recommended evidence-based practices for supports and services for young children with special needs and their families.

Family Guided Routines Based Intervention (fgrbi.com)

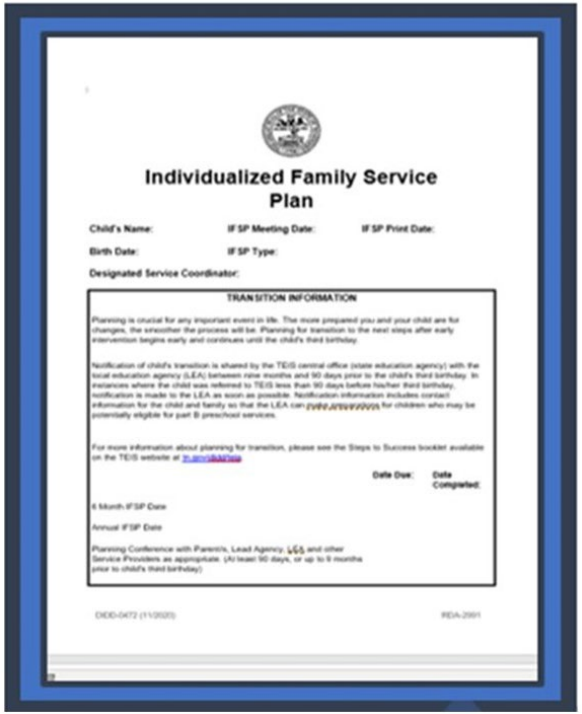
FGRBI

FGRBI:

- Encourages collaboration and coaching by involving caregivers in all aspects of the intervention process.
- Includes active practice during the family's everyday routines within their home and community.
- Focuses on parent/guardian's priorities.

http://fgrbi.com/

Individualized Family Service Plan (IFSP) Development



Individualized Family Service Plan

Child's Name: IFSP Meeting Date: IFSP Print Date:

Birth Date: IFSP Type:

Designated Service Coordinator:

TRANSITION INFORMATION

Planning is crucial for any important event in life. The more prepared you and your child are for changes, the smoother the process will be. Planning for transition to the next steps after early intervention begins early and continues until the child's third birthday.

Notification of child's transition is shared by the TEIS central office (state education agency) with the local education agency (LEA) between nine months and 90 days prior to the child's third birthday. In instances where the child was referred to TEIS less than 90 days before his/her third birthday, notification is made to the LEA as soon as possible. Notification information includes contact information for the child and family so that the LEA can [illegible] for children who may be potentially eligible for part B preschool services.

For more information about planning for transition, please see the Steps to Success booklet available on the TEIS website at [illegible]

Date Due: Date Completed:

6 Month IFSP Date

Annual IFSP Date

Planning Conference with Parents, Lead Agency, LEA, and other Service Providers as appropriate. (At least 90 days, or up to 9 months prior to child's third birthday)

DIDD-0472 (11/2020) REA-2001

IFSP

Individualized Family Service Plan (IFSP)—the written plan, developed for Part C eligible children, which includes individualized outcomes, and supports and services as determined by the IFSP team. The IFSP guides the early intervention process.

IFSP Components

The IFSP includes:

- Family assessment
- Child's present levels of development
- Functional goals
- Planned services
- Dates the services will begin and end
- Identification of the service coordinator

The IFSP Team

As a member of the IFSP team, you will work across several teams. Open lines of communication and engagement with other team members can lead to more success for the children and families you serve.

You can find a course on IFSP Teaming in Relias or on the Community Resource website, (IFSP Teaming).

Multidisciplinary Team

IFSP Team must include:

- Child's parent or caregiver
- TEIS Service Coordinator
- Early Intervention Evaluator
- Child's medical providers

May also include:

- Department of Children's Services (DCS) when applicable
- Other caregivers (ex: Childcare Teacher or Grandparent)
- Interpreter (if needed)
- Early Intervention Service Providers

Who does what?

Both TEIS and the Eligibility Evaluation Agency (EEA) participate in Initial IFSP development. TEIS contracts for eligibility evaluations with external agencies. Each grand region of the state (East, Middle, and West) has a contracted EEA.

TEIS Staff are responsible for:

- ✓ Processing TEIS referrals
- ✓ Requesting eligibility evaluations
- ✓ Requesting and entering medical records
- ✓ Determining eligibility
- ✓ Developing and monitoring the IFSP

Who does what?

The Eligibility Evaluation Agency is responsible for:

- ✓ Assigning an evaluator
- ✓ Scheduling and completing intake and evaluation
- ✓ Submitting documents to TEIS
- ✓ Entering evaluation information into Tennessee Early Intervention Data System (TEIDS)
- ✓ Notifying TEIS (Eligibility Specialist) when evaluation is complete

Service Coordinator

Service Coordinators provide case management for families who are enrolled in TEIS. Service Coordinators are responsible for the oversight, facilitation, and collaboration in the development, implementation, and evaluation of the Individualized Family Service Plan (IFSP) to improve child and family outcomes.

Service Coordinator

The Service Coordinator (SC):

- coordinates services for children and families
- provides targeted case management
- facilitates transition of child out of TEIS
- maintains child's case record

FGRBI: Service Coordinator Visit

https://vimeo.com/223316705

Developmental Therapy

The service of Developmental Therapy is provided by an Early Interventionist (EI).

Early Interventionists receive 24 hours of continuing education each year.

Early Interventionists are employed by various agencies known as Early Intervention Resource Agencies (EIRAs).

Early Interventionist

Early Interventionists provide individual and group intervention for infants and young children who have developmental delays or who are at risk for delays in the areas of cognitive, adaptive (self-help), social-emotional, fine motor, gross motor, and communication development.

Roles of the Early Interventionist

- ✓ Coach families to embed interventions within daily routines
- ✓ Complete ongoing assessments
- ✓ Participate in IFSP Meetings
- ✓ Collaborate with parent/guardian and other IFSP team members to support child's development
- ✓ Meet with family as noted on child's IFSP
- ✓ Document services and communication in the TEIS data system (TEIDS)

FGRBI: Early Intervention Visit

Video Samples can be found at www.fgrbi.com

Early Intervention Service Providers

Early Intervention Service Providers (EISPs) are entities (whether public, private, or nonprofit) or individuals that provide early intervention services under part C of IDEA. For TEIS, this typically refers to agencies/individuals contracted to provide services to children/families on the child's IFSP; including EIRAs, Eligibility Evaluation Agencies (EEA) and vendors.

Examples include Early Interventionists, Speech Pathologists, Physical Therapists, Occupational Therapy, Behavior Analysts, etc.

Early Intervention Service Providers

Speech-Language Pathologists (SLPs) assess, diagnose, and treat speech, language, social communication, cognitive-communication, and feeding and swallowing disorders

Physical Therapists (PTs) diagnose and treat medical problems or other health-related conditions that limit gross motor abilities to move and perform the functional activities of daily life

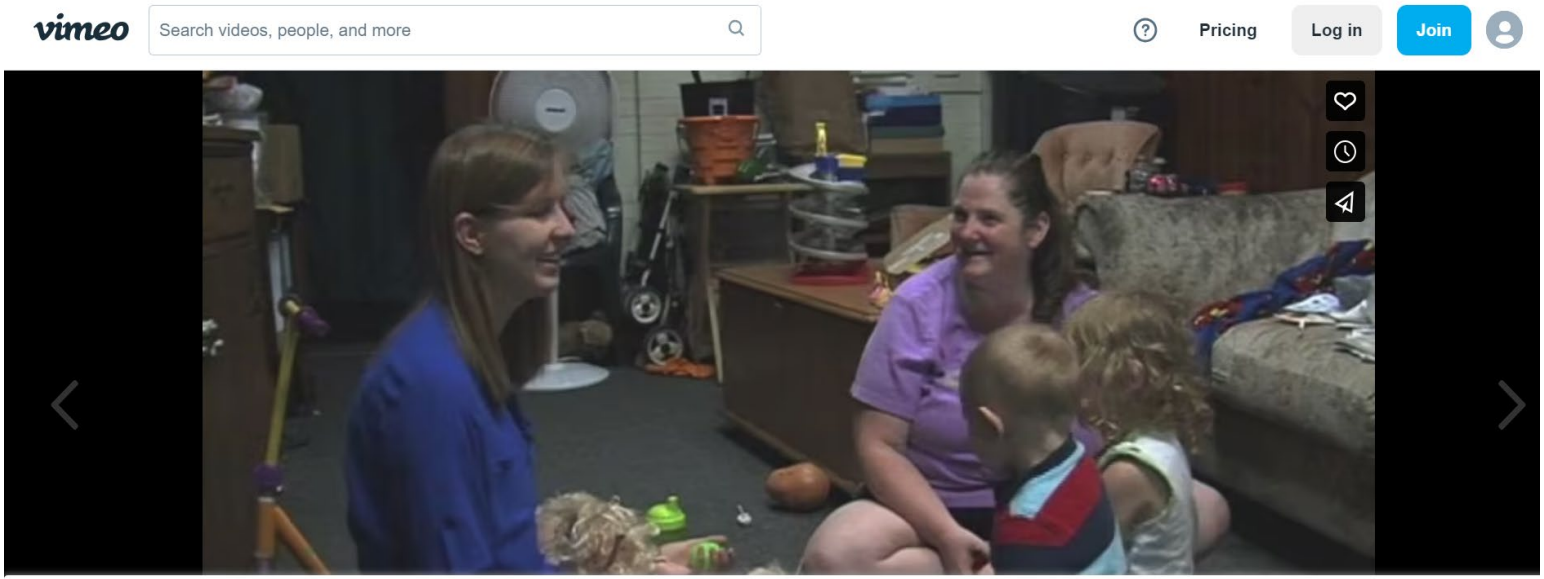
Early Intervention Service Providers

Occupational Therapists (OTs) address delays related to adaptive behavior, play, sensory processing, fine motor, and visual-motor skills to help people perform their daily living activities in all settings

Early Intervention Service Providers

- Board Certified Behavior Analysts (BCBA)
- Audiologists
- Teachers of the Visually Impaired/Orientation and Mobility Specialist
- Assistive Technology Providers

FGRBI: Video Therapy (PT,OT, ST, Behavior)



https://vimeo.com/116095092

Determining IFSP Services

- The IFSP is an individualized plan determined by the needs of the family

- Early interventionists focus on the whole family and monitor child's progress

- The need for more specialized therapy services is determined by the IFSP team

★ Parents can request a change in frequency or intensity of services at any time. Please note that the SC has 30 days from the time a parent makes a request to complete an IFSP Requested Review.

Determining Location of Services

To determine location of services, IFSP Teams must consider:

- What are the child's natural environments?
- Where can the child's goals best be addressed?
- What is the family's preference?

Determining Location of Services

IFSP Services may be provided in the following locations:

Home: child's home, grandma's house, etc.

Community: park, playground, library, etc.

Childcare Center: Mother's Day Out, Head Start, etc.

Center Based: Therapy clinics, Developmental Therapy Center, etc.

Co-Visit and Co-Treatment

Co-Visit

Early Interventionist providing Developmental Therapy attends the session of a provider of a different discipline to collaborate on the treatment of a mutually served child for the purpose of joint planning and IFSP teaming, ensuring consistency of therapeutic techniques across situations and settings. Six co-visits per discipline per calendar year are permitted for each child at the discretion of the IFSP team.

Co-Treatment

Providers of different professional disciplines providing treatment to the same child at the same time, during the same session with the District Administrator's approval.

Co-Visits

Two or more specialists from different disciplines collaborate to maximize child progress and family engagement

- Co-visit **MUST** benefit the child/family and must not be for scheduling convenience
- Specialists must both be service providers listed on the child's IFSP

Co-Visits (Continued)

- Documentation in TEIDS Service Logs and Contact Logs must clearly indicate rationale for co-visit
- TEIS allows Early Interventionists to co-visit with PT, OT, and SLPs up to six visits per discipline per calendar year for each child at the discretion of the IFSP team.

Co-Treatment

- Allows service provider to collaborate and discuss family goals, treatment plans and the child's developmental progress during shared sessions.

- Aids in generalization of skills to different contexts, caregivers, and environments.

Co-Treatment (Continued)

Allows for problem-solving to take place in the moment with more members of the team present.

IFSP Reviews

Meeting Participation

Early Interventionists providing Developmental Therapy may attend and count the following as a regular developmental therapy visit:

- Six-month IFSP Review Meeting
- Annual IFSP Meeting
- Transition Planning Conference
- Eligibility Meeting and IEP Meeting with Local Education Agency (LEA)
- TEIS Age 3 Extended Option Decision Meeting

Six Month IFSP Review Responsibilities

Early Interventionist: Submit the *Progress Toward Goals* report **ten days** prior to the meeting

Vendors: Submit updated progress reports towards IFSP goals to service coordinator

Service coordinator: Schedule meeting with IFSP team members up to 30 days prior to IFSP due date; conduct IFSP Meeting

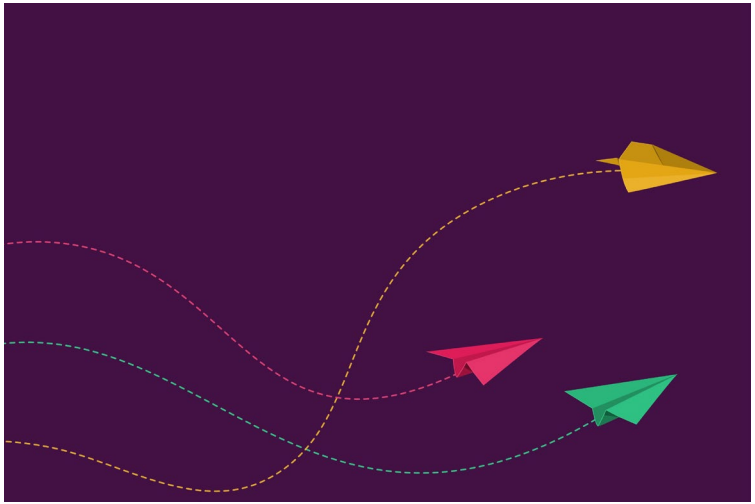
Annual IFSP Review Responsibilities

Early Interventionists: Submit the *Progress Toward Goals* report **ten days** prior to meeting

Vendors: Submit updated progress reports towards IFSP goals to service coordinator

Service Coordinator: Schedule meeting with IFSP team members up to 30 days prior to IFSP due date; obtain updated medical information from PCP; update IFSP goals/services

Transition



Transition Planning Conferences

Two types of Transition Planning Conferences (TPC) can occur

- **LEA TPC**: the meeting held for a child in TEIS after the child is at least two years and three months of age and no more than three years of age for the purpose of discussing future placements, steps and procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting after the child transitions out of early intervention.
  - EI may attend this meeting and count it as a scheduled session

Transition Planning Conferences

- **Non-LEA TPC:** an IFSP Meeting held with the parent/guardian and other IFSP team members between nine months and 90 days prior to the child's third birthday
  - It is entered in TEIDS as an IFSP Requested Review, or can be completed with another meeting (Initial IFSP, Six Month IFSP Review or Annual IFSP)
  - The purpose of this meeting is to discuss next steps for the child as he/she approaches their third birthday
  - The service coordinator facilitates this meeting
  - A child will not be eligible for the TEIS Extended Option if a Non-LEA TPC is held
  - EI may attend this meeting and count it as a scheduled session

Roles During the Transition Process

Service Coordinator gathers all reports from providers to submit to school district and schedules Transition Planning Conference with/without school district, depending on family preference, and invites IFSP team members

Early Interventionist may be asked to complete a form for the school system about the child and is encouraged to attend the Transition Planning Conference

Eligibility Determination Meeting

LEA Eligibility Determination Meeting:

LEA determines eligibility for services prior to the child's third birthday. If child is determined eligible, the Age 3 TEIS Extended Option Decision Meeting is held to discuss the family's options for services.

“Decision Meeting”

Age 3 TEIS Extended Option Decision Meeting

Parents/guardians are informed of their options when their child turns three. Parent/guardian chooses between the following:

1. Services through the TEIS Extended Option
2. Services through the school system
3. No services through TEIS or the school system

Documentation

Tennessee Early Intervention Data System (TEIDS)

TEIDS is the statewide data system for TEIS.

Trainings on TEIDS are available for TEIS Staff as well as Early Intervention Service Providers.

- Relias - TNDIDD (reliaslearning.com)
- Introduction to TEIDS for Early Intervention Service Providers

TEIDS

Child's Educational Record: Information entered by Service Coordinators within **five** days of activity

Service Log: Information entered by Early Intervention Service Providers within **five** days of service

Contact Log: Information entered by both Service Coordinators and Early Intervention Service Providers within **five** days of activity

TEIDS entries should be clear and in family friendly terms.

Professionalism

“Boundaries are a part of self-care. They are healthy, normal, and necessary”

-Doreen Virtue

Professional Behaviors

- Maintaining confidentiality
- Engaging appropriately with families
- Interacting professionally with peers and colleagues
- Establishing professional boundaries

Confidentiality

Confidentiality of families must be maintained at all times. TEIS must adhere to HIPAA and FERPA laws.

HIPAA **Health Insurance Portability and Accountability Act (HIPAA)**— a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.

FERPA **Family Educational Rights and Privacy Act (FERPA)**— a federal law that protects the privacy of student education records.

Code of Ethics for Early Interventionists

Code of Ethics for Early Interventionists

Division of Early Childhood Code of Ethics for Early Interventionists

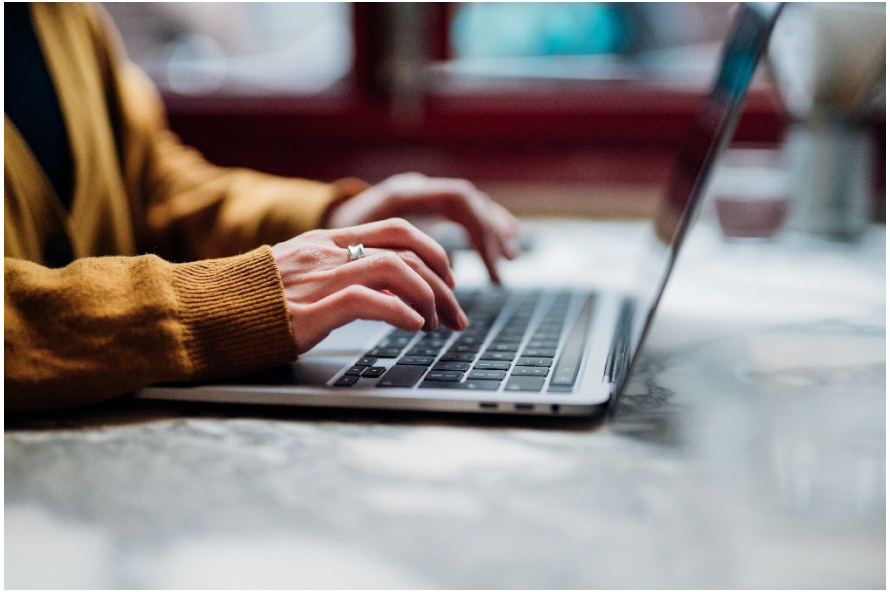
https://www.decdocs.org/member-code-of-ethics

Establishing Appropriate Boundaries

It is important to understand what your role is and what it is not. Professional boundaries are very important. It is best to set these boundaries from the very beginning.

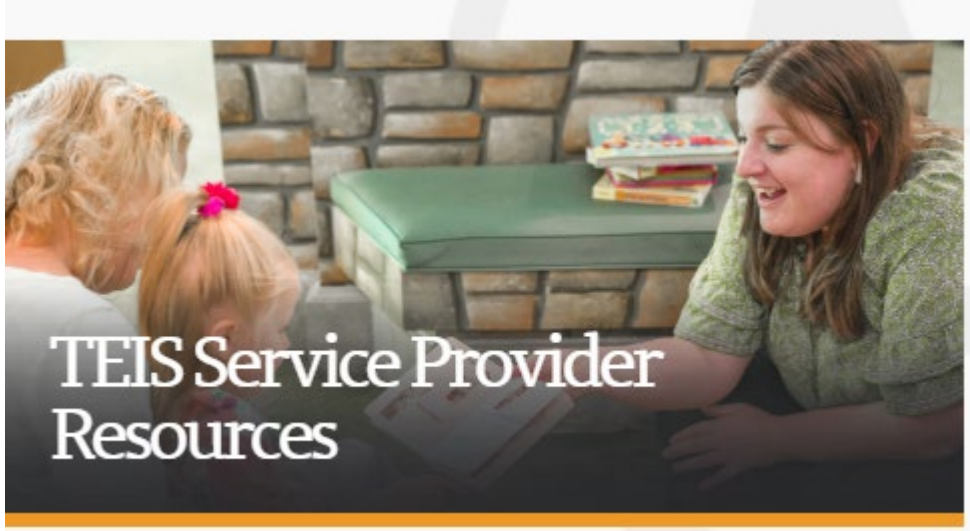
It is your role to assist family members in achieving goals. This includes pointing them in the right direction and giving them encouragement and support, but not doing the work for them. Be sure to remember that family members are leaders of the team and are very capable of problem solving and developing the solutions needed to help their child and family. We want to empower, not rescue.

Resources



Resources

Several trainings are available in Relias and on the TEIS Community Resources Website. You will be notified of new trainings as they become available through the Tri-Starts newsletter.



Relias Authentication (reliaslearning.com)

TEIS Community Resources

DDA

TENNESSEE DEPARTMENT OF DISABILITY AND AGING

TENNESSEE EARLY INTERVENTION SYSTEM (TEIS)

TEIS Website, Tennessee Early Intervention System (TEIS) (tn.gov)

DDA Website, Disability and Aging (tn.gov)

DDA Year in Review, 2023 Year in Review (youtube.com)

TEIS Parent Resources

Resources for families can be found on the TEIS website and Community Resource website as well.

We encourage parents and others in the Early Intervention community to sign up for the TEIS newsletter:
https://app.e2ma.net/app2/audience/signup/1925804/1918334/

Resources to Track Development

Zero to Three
https://www.zerotothree.org/

CDC Milestones
https://www.cdc.gov/ncbddd/actearly/milestones/index.html

CDC Milestone Tracker
https://www.cdc.gov/ncbddd/actearly/milestones-app.html

State Resources

Dolly Parton's Imagination Library https://imaginationlibrary.com/

Early Intervention Strategies for Success Blog
http://veipd.org/earlyintervention/

Autism Tennessee https://autismtennessee.wildapricot.org/

Support and Training Exceptional Parents (STEP)
https://tnstep.org/

Kidcentral https://www.kidcentraltn.com/

Training Websites

Universal Online Part C Early Intervention Curriculum

Family Guided Routines Based Intervention

Illinois Early Intervention Training Program

Training Websites

Division for Early Childhood

Early Childhood Technical Assistance Center

The Office of Special Education Programs

People First Language

Additional Resources

Parent Coaching
https://youtu.be/ZDx9L6yPMZU

Just Like You: Autism
https://youtu.be/S0w6carvS8k

Just Like You: Down Syndrome
https://youtu.be/5M--xOyGUX4

Just Like You: Facial Anomalies
https://www.youtube.com/watch?v=u7rGkJYmqiI

Questions

Your Feedback Matters

Please take a few moments to complete a 3-question survey about this course so we can better support your knowledge of the partnership between TEIS and Early Intervention Service Providers.

Link to Course Evaluation Survey:
https://stateoftennessee.formstack.com/forms/vendor_course_evaluation_3