

Philadelphia Intellectual disAbility Services Infant Toddler Early Intervention

Inclusion of All Young Children in Early Childhood Programs and Reduction of Expulsion and Suspension in Early Childhood Programs

Effective July 2017, the Office of Child Development and Early Learning requires the establishment of policies and procedures that will significantly limit the number of expulsions or suspensions of young children in all Early Childhood Education programs AND that will increase the inclusion of infants and toddlers with disabilities in high-quality Early Childhood Education programs.

Policy

Collaboration with Community Partners to Support Inclusion and Reduce Suspension or Expulsion

Philadelphia Infant Toddler Early Intervention collaborates with community partners to ensure that young children are included and have a successful experience in Early Childhood Education programs. We use resources and information available from the Early Learning Resource Center, PA Keys, Elwyn Early Learning, the Bureau of Certification and Behavioral Health partners, to support the learning, participation and belonging of all children. Cross training initiatives between Philadelphia Infant Toddler Early Intervention and Early Childhood Education programs are promoted. The Philadelphia Interagency Coordinating Council (PICCC) regularly offers families information about federal and state policies and laws to promote inclusion of young children and about resources and interventions to ensure that all children have the supports they need and deserve.

Infant Toddler Early Intervention Will Assist Families of Young Children and Early Childhood Education Programs When Children Are at Risk of Suspension or Expulsion

Service Coordinators and Early Interventionists will promote positive intervention of social emotional, behavior and other concerns for children who are in Early Childhood Education programs. Resources both within Early Intervention and from Early Learning and other community partners are used to prevent suspension and expulsion.

Procedures for Children at Risk of Suspension or Expulsion

I. New Referrals of Children to Infant Toddler Early Intervention (ITEI)

- A. For children and families not currently receiving Infant Toddler Early Intervention (ITEI) and are referred to ITEI, EI Intake asks the parent a) whether the child is in an Early Childhood Education (ECE) program and b) whether there are concerns, including behavioral concerns, about the child's successful participation in that setting. If yes, this information (including the name and address of the ECE program) is added as a "comment" for reason for referral in both the EI Intake and PELICAN database records.
- B. Upon completion of the EI Intake, the child is assigned to a Service Coordination Entity (SCE) in PELICAN. EI Intake will also send a secure email to the SCE with the subject line "at risk for suspension or expulsion" with the child's first and last name and date of birth.
- C. The assigned Service Coordinator (SC) will contact the family within 3 days and a) gather additional information about the child's status at the ECE program and b) schedule an Initial Home Visit (IHV) no later than 7 days from assignment and earlier if possible.
- D. Based on the needs of the child and family and the results of the information gathered during the IHV, the SC while with the family, will schedule an Initial Multidisciplinary Evaluation (IMDE) for the next available date and no later than 10 days from the IHV, to determine eligibility for ITEI. The

family is encouraged to involve the ECE program in the meeting. With the family's consent, the SC will contact the ECE program by phone, email or letter to invite them to the meeting.

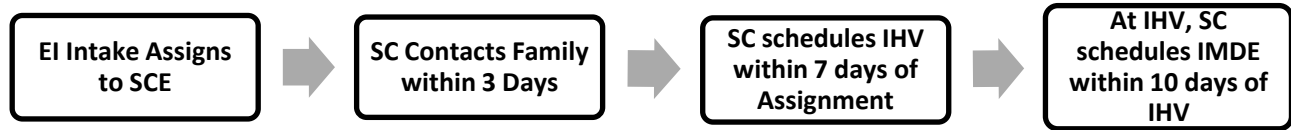


Figure 1 New Referral to ITEI

- E. If the infant or toddler is eligible, an Initial Individualized Family Service Plan (IFSP) will be developed and will include identification of behavior as a special consideration. If medical or other concerns are at issue, the team will identify and address these concerns as appropriate. When behavior is a special consideration:
 1. Philadelphia's **Behavior Support Policy** must be implemented and, as specified in this policy, a functional behavioral assessment and positive behavior support plan based on **Positive Behavior Intervention and Supports (PBIS)** strategies that are developmentally appropriate for infants and toddlers must be developed. The Early Interventionist can coach the ECE program and family to implement the plan.
 2. The IFSP team can support the ECE program and the family to request **Early Childhood Mental Health Consultation** through the PA Keys. ECMH consultation can help the ECE program and give recommendations.
 3. The IFSP team can recommend **Attachment and Biobehavioral Catch-Up (ABC)**, a parent coaching intervention for children between the ages of 6 months and 36 months. This intervention, delivered by an **Infant Toddler Social Emotional Coordinator (ITSE)**, occurs in the home (or similar setting) and helps parents or primary caregiver to strengthen the infant or toddler's development of social emotional relationships and positive behaviors.
 4. The team can include an Early Interventionist who is an **ITSE** as a consult or direct service to help the team, including the family and ECE program, address the social emotional or behavioral concerns of the infant or toddler.
- F. If the infant or toddler is not eligible, the SC will provide the family and the ECE program with early learning, behavioral health and other community resources to assist the family and ECE program to identify services for which the child, family or ECE program might be eligible.

Note: If the child was previously evaluated, determined not eligible and therefore not active in PELICAN, EI Intake will treat the referral as a new intake. The assigned SCE will consider this a request for a re-evaluation based on the concerns associated with the risk for suspension or expulsion.

II. Children Currently in Infant Toddler Early Intervention (ITEI)

A. Children with an Active Individualized Family Service Plan (IFSP)

1. Referral is Made to EI Intake

For children who have an active IFSP, EI Intake will notify the assigned SCE by secure email with the subject line "at risk for suspension or expulsion - currently active IFSP" on the same day of the referral. In the body of the email, in addition to the child and family specific information, EI Intake will note whether the referral was made by the family or the ECE program staff.

- a. For a referral made by the family, SC will follow up directly with the family by phone or email within 48 hours of the notification. An IFSP team meeting will be held within 10 calendar days of the date that the call was made to EI Intake. The family is encouraged to involve the ECE program in the meeting. With the family's consent the SC will contact the ECE program by phone, email or letter to invite them to the meeting.

- b. For a referral made by the ECE program, Service Coordinator will follow up directly with the ECE program by phone or email within 48 hours of the notification. The assigned Service Coordinator will also directly contact the family either by phone or email within 48 hours of the notification from EI Intake. An IFSP team meeting will be held within 10 calendar days of the date that the call was made to EI Intake.

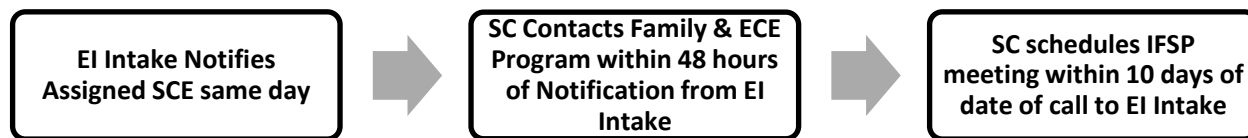


Figure 2 Child has Active IFSP & Referred to EI Intake by Family or ECE program

2. SC or Early Interventionist is Notified by the Family or ECE Program that the Child is at Risk for Suspension or Expulsion

- a. When the SC or Early Interventionist is notified by the family, the SC will follow up directly with the family by phone or email within 48 hours of the notification. An IFSP meeting will be held within 10 calendar days of the date of the notification. The family is encouraged to involve the ECE program in the meeting. With the family’s consent the SC will contact the ECE program by phone, email or letter to invite them to the meeting.
- b. When the SC or Early Interventionist is notified by the ECE program, the SC will follow up directly with the ECE program by phone or email within 48 hours of the notification. The SC will also directly contact the family either by phone or email within 48 hours of the notification. An IFSP meeting will be held within 10 calendar days of the date of the notification.

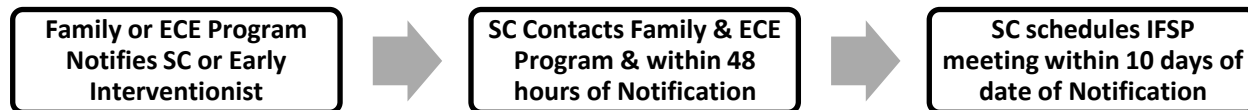


Figure 3 Child has Active IFSP & Family or ECE Program Notifies SC or Early Interventionist

3. IFSP Considerations for Children at Risk for Suspension or Expulsion

- a. If behavior is of concern and was not previously identified as a special consideration on the IFSP, it will be added to the IFSP. If medical or other concerns are at issue, the team will identify and address these concerns as appropriate. When behavior is a special consideration, follow procedures in I.E. 1 through 4 above.
- b. If behavior had already been identified as a special consideration and the child’s progress is limited or the behavior otherwise continues to be a challenge, then in addition to the options outlined in I.E. 1 through 4 above, as specified in Philadelphia’s Behavior Support Policy the IFSP team has multiple options to consider:
- i. change the PBIS strategies consistent with developmentally appropriate practice for infants and toddlers
 - ii. review the child’s progress with a supervisor for suggestions
 - iii. request a consult from a psychologist to obtain, integrate and interpret information about child behavior and child and family conditions related to learning, mental health and development
 - iv. request a consult from a social worker (see Social Work Practice Guidelines) that can include:
 - addressing home or ECE program concerns that impede the maximum effective use of EI services

- identification, mobilization and coordination of community resources to enable the infant or toddler and family to receive maximum benefit from EI services
- counseling about behavior concern
- counseling about difficulty with participating in community life
- appropriate social skill-building activities for the infant or toddler or parent
- assist the family to make appropriate referrals for behavioral health intervention such as Parent Child Interaction Therapy (PCIT) and other supports

B. Children enrolled in Regular Developmental Screening (RDS)

1. Referral is Made to EI Intake

For children who are enrolled in Regular Developmental Screening, and EI Intake will notify the assigned SCE by secure email with the subject line “at risk for suspension or expulsion - currently in RDS” the same day of the referral.

- For a referral made by the family, SC will follow up directly with the family by phone or email within 48 hours of the notification. An MDE meeting will be held within 10 calendar days of the date that the call was made to EI Intake. The family is encouraged to involve the ECE program in the meeting. With the family’s consent the SC will contact the ECE program by phone, email or letter to invite them to the meeting.
- For a referral made by the ECE program, the assigned SC will follow up directly with the ECE program by phone or email within 48 hours of the notification. The assigned SC will also directly contact the family either by phone or email within 48 hours of the notification from EI Intake. An MDE meeting will be held within 10 calendar days of the date that the call was made to EI Intake.

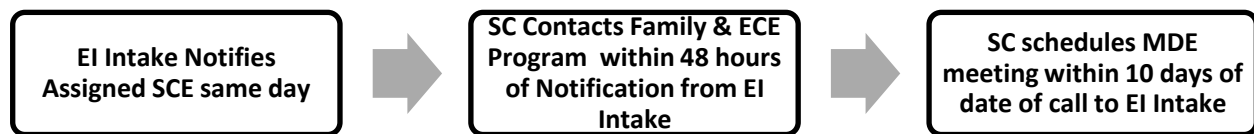


Figure 4 Child Enrolled in RDS & Referred to EI Intake by Family or ECE program

- If the infant or toddler is eligible, an IFSP will be developed and will include identification of behavior as a special consideration. If medical or other concerns are at issue, the team will identify and address these concerns as appropriate. When behavior is a special consideration, the team will follow the steps in I.E 1 through 4 above.
- If the infant or toddler is not eligible, the SC will provide the family and the ECE program with early learning, behavioral health and other community resources to assist the family and ECE program to identify services for which the child, family or ECE program might be eligible.

2. SC is Notified by the Family or the ECE that the Child is at Risk for Suspension or Expulsion

- When the SC is notified by the family, SC will follow up directly with the family by phone or email within 48 hours of the notification. An MDE meeting will be held within 10 calendar days of the date that the family originally notified the SC. The family is encouraged to involve the ECE program in the meeting. With the family’s consent the SC will contact the ECE program by phone, email or letter to invite them to the meeting.
- When the SC is notified by the ECE program, the SC will follow up directly with the ECE program by phone or email within 48 hours of the notification. The SC will also directly contact the family either by phone or email within 48 hours of the notification. An MDE meeting will be held within 10 calendar days of the date that the ECE program originally notified the SC or Early Interventionist.

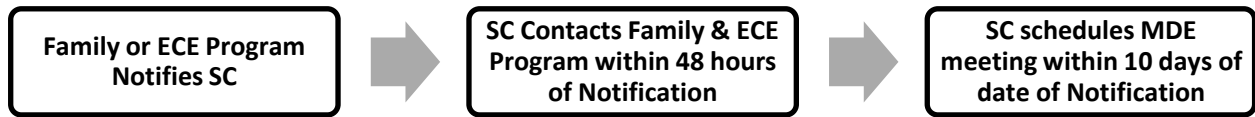


Figure 5 Child Enrolled in RDS & Family or ECE Program Notifies SC or Early Interventionist

- c. If the infant or toddler is eligible, an IFSP will be developed and will include identification of behavior as a special consideration. If medical or other concerns are at issue, the team will identify and address these concerns as appropriate. When behavior is a special consideration, the team will follow the steps in I.E 1 through 4 above.
- d. If the infant or toddler is not eligible, the SC will provide the family and the ECE program with early learning, behavioral health and other community resources to assist the family and ECE program to identify services for which the child, family or ECE program might be eligible.