

Philadelphia Department of Behavioral Health and Intellectual disAbility Services

Infant Toddler Early Intervention

Infants and Toddlers Newly Admitted and Residing in Residential Facilities

Policy

Children newly admitted and those presently residing in residential facilities have the same rights as other children who live with their parent or guardian. Children living in residential facilities describes children who are in a 24-hour living setting in which care is provided for one or more children. Children living in residential facilities may or may not be “wards of the state,” depending upon whether they are in the custody of a County Children and Youth Agency. To ensure that the child’s service needs are met, the EI program and the residential facility coordinate their evaluation, planning, and service delivery activities so that the child has one evaluation and service plan that meets the requirements of IDEA and the facility’s responsibilities.

(Announcement EI-09 #13) Procedures

A. Referral and Intake

1. Residential Facilities will refer children to Infant Toddler Early Intervention within two days of admission to the facility.
2. Early Intervention (EI) Intake will follow up with the family to complete the intake and assignment to a Service Coordination Entity.
3. If a parent or other legal authority cannot be located, the Service Coordinator will notify the County and a surrogate parent will be promptly identified and appointed.
4. The assigned IT Service Coordinator (SC) will contact the family to complete the initial visit so they can explain the program, procedural safeguards, meet the child and obtain written consent for the multidisciplinary evaluation process.

B. ISP/IFSP Implementation

1. IT Service Coordinator will attend and participate in the Individual Support Plan (ISP) meeting at the facility which is held no later than thirty days from the child’s admission to the facility.
2. If the ISP addresses the child’s needs, then the ISP will be adopted as the Individualized Family Service Plan (IFSP) and will include copies of assessments and treatment plans completed by the facility. The IFSP effective date will be the date of the ISP meeting.
3. If the family is not in attendance at the ISP/IFSP meeting the IT SC will follow up to obtain the parent’s signature on the Parent’s Rights Agreement [PRA] so they can implement the IFSP.
4. The IFSP will list Service Coordination as the only Early Intervention service.

5. The services provided by the facility will be listed in the Child and Family section of the IFSP as community resources.
6. If the assessment or ISP is inadequate, services are not being delivered, or the facility does not or is not willing to coordinate with Philadelphia Infant Toddler Early Intervention, the Service Coordinator will notify the County, who will in turn contact OCDEL at 717 346 9320 within 2 days of the SC's on-site visit.
Announcement EI-10#04
7. If the facility does not provide services within 14 days of when the SC conducts its on-site review, then Philadelphia Infant Toddler Early Intervention will provide the services, in the short term, until the facility meets its responsibilities.
8. If the current treatment plan is not meeting the child's needs, the SC will request an IFSP meeting to take place no later than 45 days after Infant Toddler Early Intervention receives the referral.
9. The SC will assure that an annual evaluation to confirm continued eligibility will be conducted in conjunction with the re-evaluation by the facility but no longer than 364 days from the last evaluation.

C. County EI Program Oversight

1. The IT SC will monitor the services and the child's progress through quarterly review meetings.
2. Non-compliance and resistance to County oversight will be reported to OCDEL pursuant to Announcement **EI-09 #13 that states:**

The EI program ensures that the services in the IFSP are provided. If the residential facility does not provide the services identified in the IFSP, the EI program should contact OCDEL at 717-346-9320, so that OCDEL staff can intervene, including by working directly with the program office(s) in the Department of Public Welfare (DPW) that has oversight of the residential facility.

D. Transition Planning

1. If a child participates in an EI program and transfers to or from a residential facility, the EI program should facilitate a smooth transition to or from the residential facility and, if the child is discharged to a setting in a different county, to the new EI program. **Announcement EI-09 #13**
2. Transition planning for discharge from the facility will begin thirty days from the pending discharge date.
3. If the child will remain in Philadelphia County and is 2.6 or younger, the EI program will add a Special Instructor to the IFSP to support the child and family with the transition.

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