

# Introduction to Early Intervention in Philadelphia



**2014 - 2015**

**Providing Family-Centered Participation-Based  
Services within Everyday Activities and Routines  
Using a Transdisciplinary Approach**

## Objectives

Upon completion of this course, participants will be able to:

- Understand the inter-related components of early intervention services: natural environments, family-centered, participation-based, and transdisciplinary team approach;
- Promote child's participation in family-selected activities and routines in family's natural environments;
- Engage and teach families strategies to help their children learn and participate;
- Select child intervention strategies, including adaptations and assistive technology, to promote children's learning and participation; and
- Refine beliefs about recommended practices through collaboration with other participants via thoughtful and respectful sharing of ideas.

This study guide is designed for use by participants to meet State professional development requirements. **In order to demonstrate successful course completion, participants must complete all assignment components and attend all class meetings.** If you successfully complete the course, **YOU** can print out your certificate of completion by accessing: <http://jeffline.tju.edu/cfsrp/tlc/transcript/>.

**Certificates are available for printing after June 1<sup>st</sup> of the fiscal year (e.g., June 1, 2015).**

## TLC Contact Information

**If you have questions about the course and the materials in this package, please contact:**

Ela Samarxhi, Clinical Research Assistant, at (215) 503-4020 or [exs038@jefferson.edu](mailto:exs038@jefferson.edu).  
All contact information is on the website and listed below:

Ela Samarxhi  
Child and Family Studies Research Programs  
Thomas Jefferson University  
TLC- Edison Building,  
130 South 9<sup>th</sup> Street, 6<sup>th</sup> floor  
Philadelphia, PA 19107  
Website: <http://jeffline.tju.edu/cfsrp/>

## Course Overview

Participants attend 3 class sessions and make **two videotapes with the same child/family** - one **prior to attending the first class** (but brought to the first class) and one that will be submitted at the final class. Tapes allow each participant to view his/her own practice and reflect on how the session went. Participants must discuss (with Ela Samarhxi) any situation where they will not have an initial tape at the first class. If you have not spoken with Ela and come to the first class without a tape, you will be asked to leave the class.

Guidelines for making tapes are described later in this packet. Please select a child/family for whom you have written consent and know will be able to be videotaped a 2<sup>nd</sup> time. Participants must discuss with the instructor any situation where they are unable to videotape a child a 2<sup>nd</sup> time. The instructor will recommend and approve an alternate activity. **2<sup>nd</sup> videotapes of a child who is different from the one on the first tape will not be accepted without this approval.** Videotapes must be a MINIMUM of 20 minutes in length.

## Overview of Course Requirements

Component	
<u>Attendance</u> at 3 class sessions	Class 2 date _____
	Class 3 date _____
Alternative Assignment	Alternative assignments are for social workers, supervisors, or service coordinators who do not provide intervention directly to children. [Please discuss any issues you have with caseload, families, tapes, etc. with Ela Samarhxi].
<b>Assignment 1 Due at Class 1</b> <ul style="list-style-type: none"> <li>➤ Videotape of Typical Practice with a child/family (Videotape 1)</li> <li>➤ TLC AV Consent Form (on the website)</li> <li>➤ Provider Demographic Form</li> </ul>	The first tape and family/provider consent form <b>must</b> be brought to the first class. Class participants who come to the initial class will not be admitted if they do not have a completed tape and consent form. In these cases, participants will need to select another class to attend.

Component	
<p><b>Assignment 2 Due at Class 2</b> to be completed with the same child/family videotaped for Tape 1</p> <ul style="list-style-type: none"> <li>➤ Assessment of Family Activities/Routines (on website)</li> <li>➤ Family Demographic Form (on website)</li> <li>➤ Child's IFSP</li> </ul>	<p>Will be turned in during Class 2 and will be logged in by the class instructor.</p>
<p><b>Assignment 3 - Due at Class 3</b> to be completed with the same child/family videotaped for Tape 1</p> <ul style="list-style-type: none"> <li>➤ Videotape of Practice with a child/family (Videotape 2)</li> <li>➤ Planning and Reflection Form (on website)</li> </ul>	<p>Tapes are due and will be turned in during Class 3 and logged in by the instructor.</p>

ALL ASSIGNMENTS MUST BE BROUGHT TO THE APPROPRIATE CLASS. IF YOU DO NOT HAVE YOUR ASSIGNMENTS COMPLETED, YOU MUST NOTIFY THE INSTRUCTOR PRIOR TO THE CLASS AND RECEIVE THE INSTRUCTOR'S PERMISSION TO SUBMIT THE ASSIGNMENTS AT A DIFFERENT TIME.

Any assignment with prior instructor approval for being late must be sent CERTIFIED MAIL TO THE TLC OFFICE attn. Ela Samarxhi. WE ARE NOT RESPONSIBLE FOR MATERIALS THAT ARE NOT SENT THROUGH CERTIFIED MAIL. Keep a copy of your work in case your material is lost.

## Guidelines for Video Recordings

- Videos are examples of what happens during a typical visit. They should be **AT LEAST 20-30 minutes in length** to show interactions between the provider-child-family that occur during the visit. **We are unable to accept videos that are less than 20 minutes.**
- Tapes may be submitted a variety of formats. We are capable of viewing tapes in the following formats: mini dv, dvd, cd, or flash-stick. If you are unsure whether we will be able to view your tape format, please contact Ela Samarxhi at [exs038@jefferson.edu](mailto:exs038@jefferson.edu) **before** submitting your tape.
- We are able to receive video files electronically IF sent via dropbox or youtube (see directions at the end of this packet). **WE CANNOT RECEIVE VIDEO FILES VIA EMAIL** because the length (size) of the files needed for this class are too large for email.
- CFSRP has video cameras that you may borrow - however, please set this up ahead of schedule so that we may ensure we have a camera available. Contact Ela Samarxhi at (215) 503-4020 or [exs038@jefferson.edu](mailto:exs038@jefferson.edu)
- Please check your recording and make sure that 20-30 minutes are recorded and may be played back before submitting for your assignments.
- It is optimal for you to make a copy of your recording before turning it in so that you have a back-up in case your original recording is lost and in order to provide a copy for the family.
- When Recording Your Tape:
  - Please use a blank tape (or media) specifically for the Introduction to Early Intervention video.
  - Ideally, you do not want yourself or a family member to be holding the camera. Try to find a colleague who could attend the session with you OR use a tripod (note: CFSRP also has tripods you may borrow). Remember that you are trying to make a recording of a typical early intervention session for you and the family/child.
  - Check the recording at the start to make sure that it is recording and that the sound is appropriate.
  - Introduce/identify participants in the video (remember CFSRP staff do not necessarily know who is the provider versus who is the mother, etc.).
  - Do not tape directly into sunlight.
  - If using a tripod, please check the camera periodically to ensure participants are still in the frame.
  - If recording onto a **DVD**, you must **FINALIZE** your disc or it will not play on independent machines (see your owner's manual).
  - Make sure that your tape is at least
- Submitting Your Tape or video file in Person or by Mail:  
Clearly label your tape with:

- a. Introduction to Early Intervention Course 2013-2014
- b. Group number. Video\_ (initial or 2<sup>nd</sup> tape)
- c. Your First and Last Name and Agency

**Please be sure that your material is packed securely. Loose materials cannot be accepted.**

**REMINDER: Make a copy of your tape. We are unable to return discs, flash drives, old tapes from previous courses, or make copies of tapes for you. Having your own copy is useful if your tape gets damaged or is lost in the mail.**

## FORMS/MATERIALS NEEDED FOR ASSIGNMENTS

All of these forms are to be downloaded from our website:

<http://jeffline.tju.edu/cfdocs/cfsrp/ne.cfm>



### Child and Family Studies Research Programs

CFSRP is a part of the [Occupational Therapy Department](#), School of Health Professions, at Thomas Jefferson University in Philadelphia.

130 South 9th Street, Suite 600  
Philadelphia, PA 19107  
215-503-4020  
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[cfsrp@jefferson.edu](mailto:cfsrp@jefferson.edu)

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*Improving the quality of services for families and their children with special needs in the communities in which they live.*

TLC Home

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Participation-Based  
Services

#### An Introduction to Early Intervention in Philadelphia: Providing Family-Centered Participation-Based Services within Everyday Activities and Routines

New service coordination staff, service providers and supervisors who are new to Philadelphia Infant/Toddler Early Intervention need to complete this course within the first 12 months of their employment. This Introduction will provide an overview of each of the four practice areas listed in the Philadelphia County Early Intervention Model, with an emphasis on components 2 and 3:

1. Meaningful Outcomes
2. Child Interventions
3. Family Interventions
4. Progress Monitoring

[Intro to EI Materials](#)



*I want to know more about...*

Natural Environments [AT](#)  
[Request Form](#) [Evidence-based](#)  
[Practice](#) [Self-Choice Options](#)  
[PA Annual Training](#)  
[Regulations Register for](#)  
[OUNCE Things to improve my](#)  
[practice](#) [Inclusion Transcript](#)  
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[Ideas to share with families](#) [FEMA](#)  
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[Philadelphia](#) [Experience with EI](#)  
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[Preservice Handbook](#) [Policies &](#)  
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[Calendar](#)

### Needed For Assignment 1

- Consent Form (needed one time on same child/family)
- Provider Demographic Form

### Needed For Assignment 2

- Assessment of Family Activities and Routines (if you have completed this form previously with this family as part of your regular practice, you may submit the form that you have already completed.)
- Family demographic form for the family in video 1 and 2 (same family)

### Needed for Assignment 3

- Reflection Form

### Alternate Assignment:

If you are a service coordinator, social worker, or a supervisor, you may be eligible to

complete an alternate assignment to substitute for the videos of home visits with the child/family. Please contact Ela Samarxhi PRIOR to the start of the course to make arrangements to complete this assignment so that your instructor may give you the necessary materials at your first class.

## **CLASS REQUIREMENT CHECKLIST**

Use this checklist to ensure that you have completed all the assignments to complete course credit. Please be sure to review this checklist at the beginning of the Class and reference it as you go through the course.

<b>When</b>	<b>What</b>	<b>I Have Completed This Component</b>
Due at Class 1	Videotape 1	
	AV Consent Form	
	Provider Demographic Form	
Due at Class 2	Family Demographic form (for Videotape 1 family)	
	Caregiver Assessment of Family Activities & Routines (for Videotape 1 family)	
	IFSP for child in Videotape 1	
Due at Class 3	Planning and Reflection Form	
	Videotape 2 (same child/family as video 1)	

**Be sure to plan for sending your video in person or via mail with DVD, flash drive, etc. For electronic submissions, see the next page for YouTube and DropBox directions.**



## Submitting 20-30 minute Videos Via YouTube or DROPBOX

### CONSIDERATIONS:

- **Privacy-** videos must be made private and only shared with TLC
- **Video tape label:** Your first and last name, TLC Course title, Video time
  - Example: Ela Samarxhi, Intro to EI 2014-15, Video 1
  - Do not include the family or child's name you are working with in the title or description of the video
- Share video files with: [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com)
- **Tape sessions must be 20 to 30 minutes long**
- It is your responsibility to check that the video plays when it's uploaded and that it has been received.

## YouTube

1. **Send directly from device:** Android devices iPhone, iPad and iPod touch devices

Upload videos using the YouTube app- this is available for free in the application store your device provides

1. Download the YouTube app- make an account
2. After taking a video, select it in the Gallery and press the Menu button
3. Now select Share with Youtube from the pop-up menu.
4. Give the video a title before uploading it
  - a. Your first and last name, Course title, Video time

Example: Ela Samarxhi, Intro to EI, 1<sup>st</sup> Video

5. Scroll down for more details or open the More details area. Make sure the privacy settings are set at **Private**
6. Press upload or publish (dependent on the device your using)
7. Wait for the video upload to complete
8. Go online to your YouTube account, click on the Upload drop down menu and select Video Manager Option – There you will see the video you uploaded through your device. As shown in the image below.



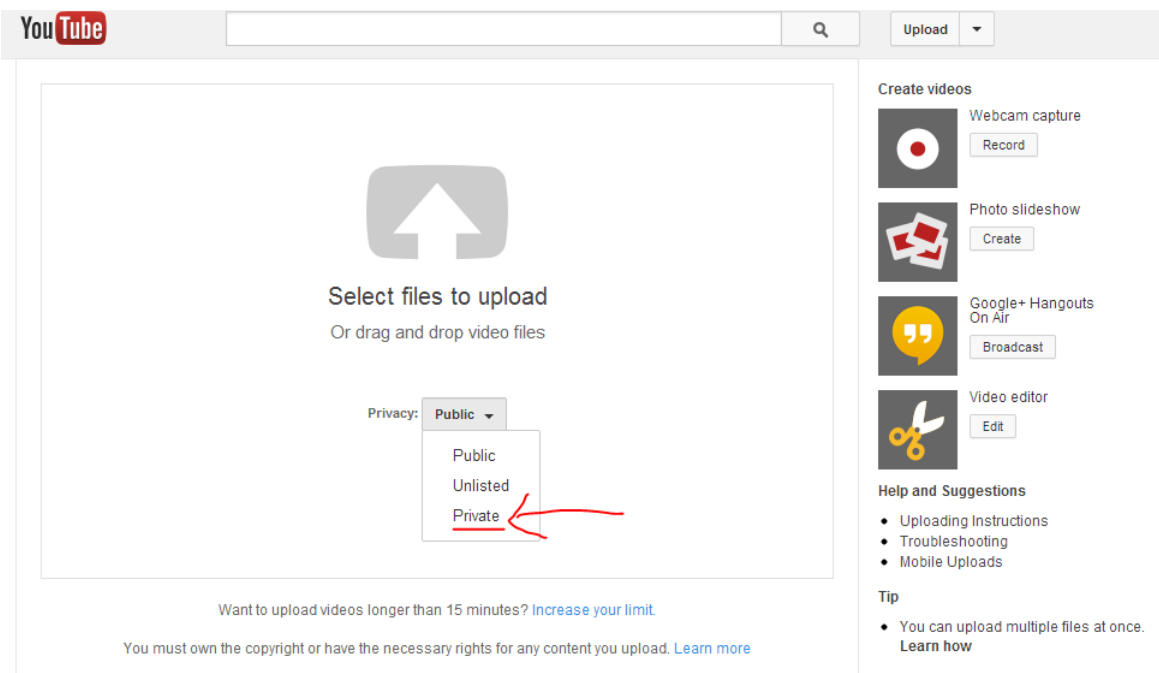
9. Select Privacy (the image of the key lock, shown in picture above). Then share the video with [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com) (as shown in the image below).

10. Select to **Save changes**  
**DO NOT SHARE THE VIDEO WITH US THROUGH A LINK OR EMAIL THE LINK WE WILL NOT BE ABLE TO ACCESS IT!** By selecting the privacy settings as private ONLY those whom you register to share the video with can see the video, not who you share the link with!!

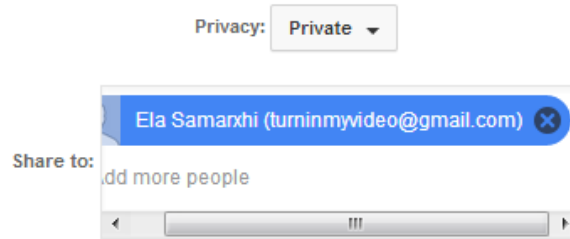
## 2. Send from your computer

Upload video by connecting your camera, phone or tablet to your computer and saving the video to your desktop

1. Start by making a youtube account: [www.youtube.com](http://www.youtube.com)
2. Select Upload- next to the search browser on the very top of the youtube page
3. Under Privacy- Select Private. As indicated in the image below

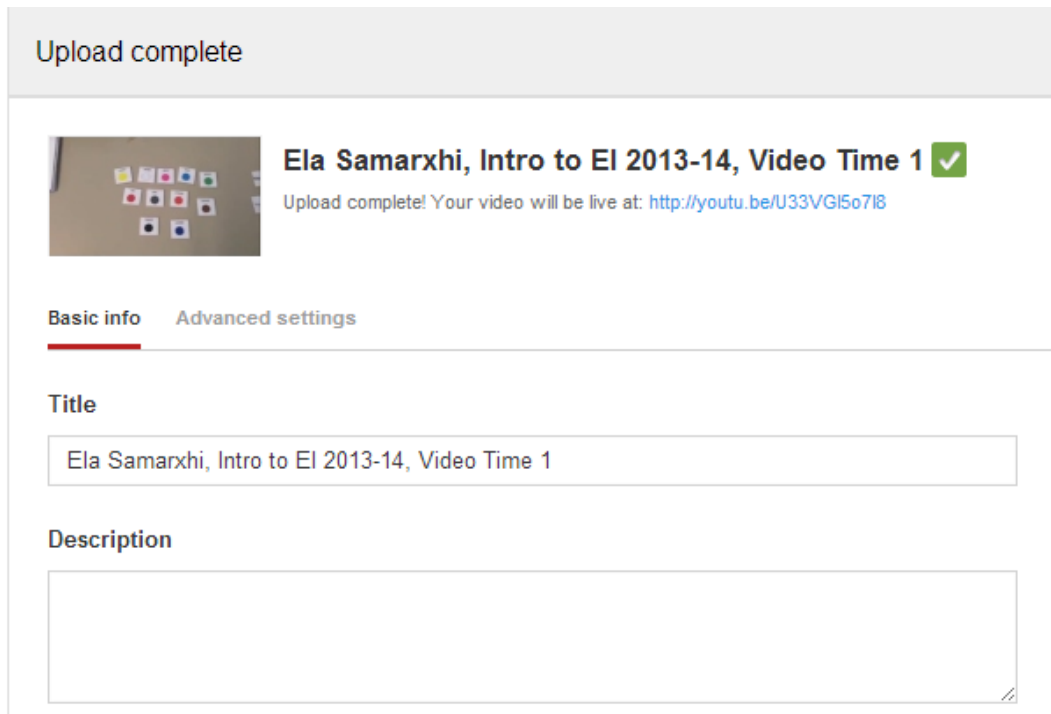


4. Once the video has been made private, you will be prompted with a ' Share to' option. In the box enter [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com) just as it's displayed below.




5. Select the video file to upload.
6. Make sure the video has completely uploaded before moving on to the next steps. When file reaches 100% youtube will indicate that the videos has been fully uploaded, you may then tittle the video.
  - a. Tittle of video should be: Your First & Last name, the course tittle, and the video time

Example: Ela Samarxhi, Intro to EI, 1<sup>st</sup> Video



7. Double check that the privacy settings are set to private and the video is being shared with [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com), follow the Red Arrows shown in the image below.

Upload complete Video Manager + Add more videos

 **Ela Samarxhi, Intro to EI 2013-14, Video Time 1** ✓  
Upload complete! Your video will be live at: <http://youtu.be/U33VG5o7I8> + Add to ▾

**Basic info** Advanced settings 🔒

**Title**

**Description**

**Privacy settings** ⓘ  
**Private** ▾  
Only people you choose can view  
Ela Samarxhi (tuminmyvideo@gmail.com)

8. Then select to **SAVE CHANGES**

**DO NOT SHARE THE VIDEO WITH US THROUGH A LINK OR EMAIL THE LINK WE WILL NOT BE ABLE TO ACCESS IT!** By selecting the privacy settings as private ONLY those whom you register to share the video with can see the video, not who you share the link with!!

## Dropbox

### CONSIDERATIONS:

- **Privacy-** videos must be made private and only shared with TLC (Dropbox files are private and can only be viewed by those whom the file is shared with)
- **Video tape label:** Your first and last name, TLC Course title, Video time
  - Example: Ela Samarxhi, Intro to EI, Video 1
  - Do not include the family or child's name you are working with in the title or description of the video
- Share video files with: [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com)
- **Tape sessions must be 20 to 30 minutes long**
- It is your responsibility to check that the video plays when it's uploaded and that it has been received.
- **Dropbox allows 2GB of free space, if you use Dropbox for other projects you need to make sure there's enough space for the video.**

You **MUST** use **Dropbox application** to share video files

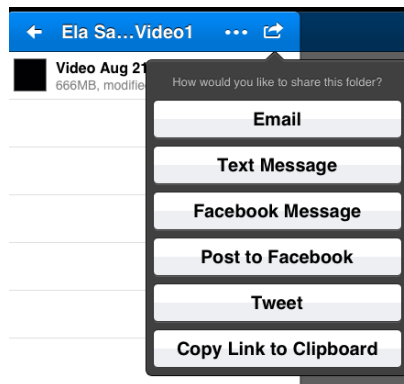
**Do not upload video through Dropbox website-** we will not be able to access the video!

### **1. Send directly from device (Android, iPhone, iPod touch, iPad, Blackberry, KindleFire & Windows phone)**

1. Download Dropbox mobile application to your device- available for free in the application store of your device
2. Create a Dropbox account (if you don't already have one)

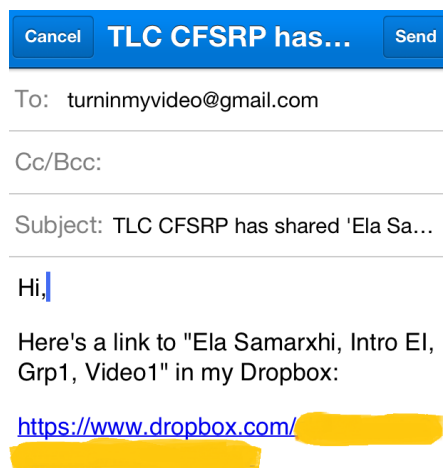
- You can do this through the Dropbox application after you've downloaded it or go on the Dropbox website: [www.dropbox.com](http://www.dropbox.com)
3. Create a folder within your Dropbox- Tap the menu button on the top-right corner of the screen and choose create folder.
  4. Name the folder: Your first and last name, Course title , Video time
    - Example: Ela Samarxhi, Intro, Video 1
  5. Select the folder you've just created and tap the menu button again (on the top-right corner of the screen) and chose Upload.
  6. Thumbnails from your phone's photo and video gallery will appear or your phones local memory (this varies on the device you are using)
    - To upload a video from your device's storage tap the 'other files' button from the pop up menu
  7. Tap the video you'd like to upload and you'll green or blue check overlay on that video
  8. Tap the upload button to upload the selected video to Dropbox
  9. Check the upload status for your movie- locate the file in your Dropbox and look at the progress bar underneath the movie's name, wait until uploads complete and play the video to test it.
    - If the video does not upload and you use Dropbox for other projects- you will need to remove some of the other data you've saved to make room for the video

10. Within the folder you've created (where your video is) tap the forward arrow on the top-right corner of the screen next to the menu button and a pop up menu will show asking you how you would like to share the folder (see picture below)



11. From the pop up menu select to share the folder through Email.

12. This will take you to your email account with a new email already composed; the body of the email should already have the link to your video in it along with your folders name.



13. Direct the email to: [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com)

14. Send email.



## 2. Send thru your computer:

1. Upload your video by connecting your camera, phone or tablet to your computer and saving the video to your desktop
2. Give the video a tittle
  - Your first and last name, Course tittle, Video time

Example: Ela Samarxhi, Intro, Video 1

3. Create a Dropbox account at [www.dropbox.com](http://www.dropbox.com)
4. Install the Dropbox desktop application on your computer- **You must upload videos through Dropbox desktop application and not through the website!**
  - Install the Dropbox desktop application at:  
<https://www.dropbox.com/downloading?src=index>
5. Place your video in the Dropbox application (that should now be available in your desktop)
  - Drag the video file from the Desktop to the Dropbox app image

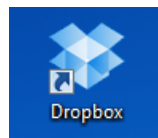
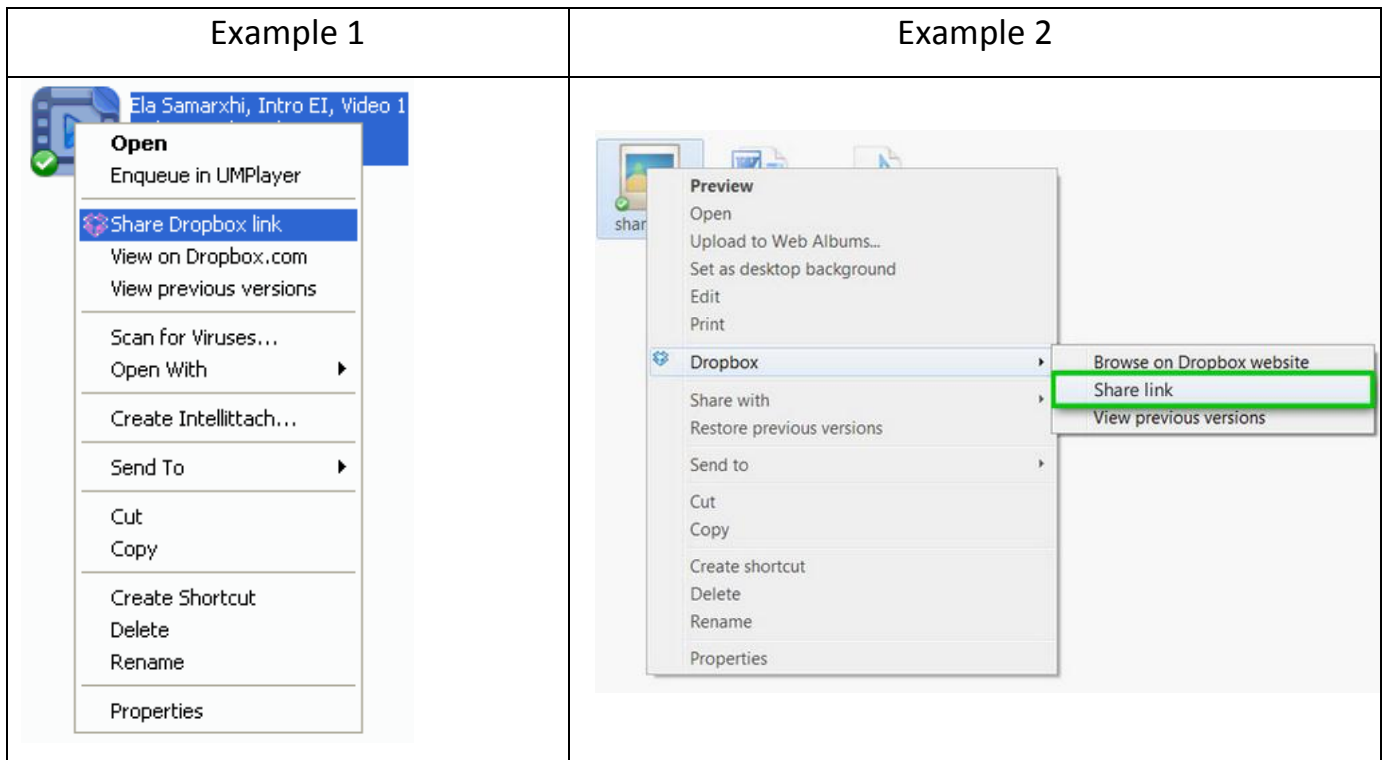


Image of Dropbox app on any device

6. Right –click on the video file to open its contextual menu and select Dropbox >Share Link. The link will be copied and you can immediately paste it anywhere.

- Depending on the type of computer system you're using, the 'Share Dropbox link' option may vary. Below are two different examples.



7. Login to your email account, create/compose a new email and paste the link in the message area of the email (to paste you can right-click the field and select paste from the dropdown menu). A link should then be visible in your email.

- This step needs to be done immediately after step 6.

8. Direct the email to: [turninmyvideo@gmail.com](mailto:turninmyvideo@gmail.com)

9. Make email subject: Your first and last name, Course title, Video time

- Example: Ela Samarxhi, Intro to EI 2014-15, 1<sup>st</sup> Video

10. Send the email