

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
Baby Watch Early Intervention Program Policy: 1.A.7	Page 1 of 7	
CHILD FIND		
<p>RATIONALE: To make Part C early intervention referrals and services accessible to all Utah infants and toddlers, regardless of geography and other barriers to service.</p> <p><i>Related Policies, Applicable Standards, Statutes:</i></p> <p>34 CFR § 303.301 Public awareness program-information for parents 34 CFR § 303.302 Comprehensive child find system 34 CFR § 303.303 Referral procedures 34 CFR § 303.310, 34 CFR §§ 303.320-303.322 Post-Referral procedures-Screenings, Evaluations, and Assessments 34 CFR § 303.701 State performance plans and data collections 34 CFR § 303.702 State use of targets and reporting</p>		
Original Effective: 7/01/2013	Revision: February 2023	Next Review Due: 3 years after

I. DESCRIPTION

An overview of Utah's current Part C early intervention (EI) child find system, including community and interagency partnerships, referral processes, a central directory, and public awareness programs

This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

Assessment: As described in §303.321, the ongoing procedures used by qualified personnel to identify the child's unique strengths and needs and the early intervention services appropriate to meet those needs throughout the period of the child's eligibility.

Child Abuse Prevention and Treatment Act (CAPTA): One of the key pieces of legislation that guides child protection. CAPTA was most recently reauthorized by the CAPTA Reauthorization Act of 2010 (P.L. 111-320).

Children's Health Insurance Program (CHIP): A program that provides low-cost health coverage to children in families that earn too much money to qualify for Medicaid.

Comprehensive Child Find System: As described in §303.302, the required system that ensures that all infants and toddlers who are eligible for Part C early intervention services are identified, located, and evaluated in a timely manner.

DHHS or department: Utah Department of Health and Human Services and collectively all its operational units.

Early Hearing Detection and Intervention (EHDI): The program that provides oversight to healthcare practitioners to ensure all newborns receive early screening, diagnosis and intervention for hearing loss.

Early Intervention Service (EIS) Program: As described in §303.11, an entity designated by the lead agency for reporting. Baby Watch contracts with local EI programs to provide Part C services throughout Utah.

Evaluation: As described in §303.321, the procedures used by qualified personnel to determine a child's initial and continuing eligibility.

Local Education Agency (LEA): As described in §303.23, a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State. Public school districts, charter schools, and USDB may all serve as LEAs in Utah.

OU: Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, an assistant deputy director, or a division director.

Public Awareness Activities: Public awareness activities include any type of communication, social media channel, material, product, paid and earned media, evaluation, or marketing strategy designed to reach specific audiences or those outside the department. Activities may be ongoing or time-limited.

Public Awareness Materials: Any material produced to communicate a message to a broad audience including, but not limited to, the following: advertisements, brochures, fact sheets, mailers, newsletters, newspaper inserts, paid social media ads, reports, scripts, social media accounts, videos, websites, etc.

Underrepresented Groups: Groups who traditionally (or historically) have not had equal access to economic opportunities because of discrimination or other societal barriers.

III. POLICY

A. Equitable Access Assurance

1. Baby Watch Early Intervention Program serves a culturally and socioeconomically diverse population of infants and toddlers and their families.

2. Utah is committed to equal access and service quality for all infants and toddlers who are referred to, and served in, the Part C program, as well as the early intervention service providers and the general public.
3. Baby Watch Early Intervention Program is advised by and works with its Interagency Coordinating Council (ICC) to identify and address barriers.
4. Baby Watch Early Intervention Program ensures that local EI programs provide an environment free from discrimination and harassment on the basis of gender, race, national origin, color, disability or age.

B. Child Find System

1. Baby Watch Early Intervention Program, with the advice and assistance of the ICC, shall implement a comprehensive Child Find system that:
 - a) Ensures all infants and toddlers with disabilities in the state who are potentially eligible for early intervention services through Baby Watch are: i) Identified, ii) Located, and iii) Evaluated.
 - b) Is consistent with Part B of IDEA through the Utah State Board of Education (USB E).
 - c) Includes a system for referring a child as soon as possible, but in no case more than seven days after the child has been identified.
 - d) Ensures rigorous standards for appropriately identifying children with disabilities and developmental delays for services through Baby Watch that will reduce the need for future service.
 - e) Ensures the referral of specific at-risk infants and toddlers under the age of three who:
 - 1) Are the subject of substantiated cases of child abuse or neglect, or
 - 2) Are identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure
 - f) Provides for coordination with all other major efforts to locate and identify children by other state agencies responsible for administering the various education, health, and social service programs, including:
 - 1) Infants and toddlers with disabilities who are experiencing homelessness
 - 2) Maternal and Child Health programs
 - 3) Early Periodic Screening Diagnosis and Treatment (EPSDT) under Title XIX of Social Security Act
 - 4) Programs under the Developmental Disabilities Assistance and Bill of Rights Act (DD Act)
 - 5) Head Start Act (including Early Head Start programs)
 - 6) Supplemental Security Income (SSI) program under Title XVI of the Social Security Act
 - 7) Child protection and child welfare programs, including programs administered by, and services provided through, the foster care agency and the state agency responsible for administering the Child Abuse Prevention and Treatment Act (CAPTA)
 - 8) Programs that provide services under the Family Violence Prevention and Services Act (FVPSA)
 - 9) Childcare programs in the state

- 10) Early Hearing Detection and Intervention (EHDI) systems administered by the Centers for Disease Control (CDC)
- 11) Children's Health Insurance Program (CHIP)
- 12) Indian infants and toddlers with disabilities residing on a reservation geographically located in the state
- g) Eliminates unnecessary duplication of tasks by Baby Watch and local EI programs by coordinating with other agencies involved in child find.
- h) Provides for participation with primary referral sources including:
 - 1) Physicians
 - 2) Parents of infants and toddlers
 - 3) Childcare programs and early learning programs
 - 4) LEAs and schools
 - 5) Public health facilities
 - 6) Other public health or social service agencies
 - 7) Other clinics and healthcare providers
 - 8) Public agencies and staff in the child welfare system, including child protective services and foster care
 - 9) Homeless family shelters
 - 10) Domestic violence shelters and agencies
 - 11) Hospitals, prenatal and postnatal facilities
- 2. Any person who has a concern about a child's development may make a referral to Baby Watch or their local EI program and must include:
 - a) Child's name
 - b) Child's date of birth
 - c) Parent contact information
- 3. Baby Watch shall review child count data on a regular basis to ensure that all populations (by race, ethnicity, socioeconomic status, or geographic region) are receiving appropriate EI services.
- 4. Although a referral to Part C may be made; neither the evaluation nor services can be provided without parent consent.

C. Central Directory

- 1. Baby Watch Early Intervention Program shall maintain a central directory by assuring that the following information is identified:
 - a) Services
 - b) Resources
 - c) Experts
 - d) Professionals
 - e) Other groups (including parent support groups and advocate associations)
- 2. These sources are designed to provide assistance to eligible children and their families, and are developed in coordination with families and community groups, including the local EI programs.

3. Utah's Part C's central directory shall include information regarding:
 - a) Public and private EI services and resources
 - b) Parent Training and Information Centers (PTICs)
 - c) Professionals available within the state
 - d) Professionals and other resources that provide assistance to eligible children and their families
 - e) Research projects being completed within the state
4. The above information shall be provided in detail to allow:
 - a) The general public the ability to determine the nature and scope of services provided from each of the resources listed in the directory
 - b) Families or caregivers the opportunity to contact by phone, email, or written correspondence, any of the resources provided in the directory
5. The central directory shall be:
 - a) Readily available to the general public
 - b) Updated annually

D. Public Awareness Program

1. Baby Watch Early Intervention Program shall maintain a broad, ongoing public awareness program using a variety of methods to inform all Utah residents about the importance of early identification of infants and toddlers with disabilities and developmental delays and the availability of EI services.
2. Baby Watch Early Intervention Program shall develop, prepare, and disseminate information and materials to all primary referral sources (especially hospitals and physicians) to share with families, especially families with premature infants or infants with other physical risk factors associated with learning or developmental complications.
3. Baby Watch Early Intervention Program shall adopt procedures for assisting the primary referral sources to disseminate the information about the availability of EI services to families of infants and toddlers with disabilities.
4. Methods for informing the public and locating children and families shall include:
 - a) Maintaining a central directory that is updated on an annual basis
 - b) Maintaining a toll-free phone line that will link families and other concerned individuals to the local point of entry for local EI programs
 - c) Participating with the ICC in the development and implementation of a plan for effective outreach, which may include:
 - 1) Websites
 - 2) Digital and social media
 - 3) Email
 - 4) Public service announcements
 - 5) Billboards

- 6) Other platforms
 - d) Reporting the results of these efforts on an annual basis
 - e) Maintaining a website which provides pertinent information regarding the EI system
 - f) Maintaining a system for supplying and distributing public awareness materials, especially through:
 - 1) The Baby Watch point of entry
 - 2) Local EI providers
 - 3) Community partners
5. The public awareness program shall inform Utah residents about:
 - a) The EI system in the state
 - b) The central directory
 - c) The child find system
 - d) The purpose and scope of the EI system
 - e) How to make a referral for a Part C evaluation and other EI services or Part B special education preschool services
 6. The public shall include, but is not limited to:
 - a) Individuals with disabilities
 - b) Public agencies at the state and local level
 - c) Private and public providers
 - d) Professional associations
 - e) Parent groups
 - f) Advocacy associations
 - g) Child protective services
 - h) Individuals experiencing homelessness
 - i) Childcare providers
 - j) Healthcare providers
 - k) Hospitals
 - l) Unserved and underserved populations of Utah
 - m) All minority populations throughout the state
 - n) Utah Schools for the Deaf and the Blind (USDB)
 - o) Non-profit organizations
 7. Baby Watch Early Intervention Program shall work with local EI programs throughout the state, the ICC, rural areas, tribal organizations, and other community members, as necessary, in order to provide for the involvement and development of a coordinated program of public awareness.
 8. Baby Watch Early Intervention Program shall offer various avenues to provide information on available services to families across the state:
 - a) Baby Watch Early Intervention Program toll-free phone number
 - b) Baby Watch Early Intervention Program website
 - c) Utah Parent Center
 - d) United Way of Salt Lake
 - e) Help Me Grow Utah

- f) Medical Home Portal
- g) Other public awareness activities

IV. PROCEDURES

A. Help Me Grow Utah (HMGU)

1. Local EI program directors and administrators shall participate in annual in-service training from HMGU to include an overview of:
 - a) The HMGU system
 - b) Contract activities
 - c) Information about HMGU support, referrals, and tracking activities
 - d) Annual survey results to evaluate the perception and usage of HMGU
2. Upon parent/guardian consent, each child that is determined not eligible for EI services during initial or annual eligibility determination shall be referred by the local EI program to HMGU to track the child's development over time and re-refer to EI as appropriate.
3. Local EI programs shall utilize the HMGU system for child find, referrals, and screenings.

B. Local Public Awareness and Child Find Efforts

1. Local EI program directors shall report to Baby Watch on an annual basis their efforts in conducting child find in their assigned catchment area.
2. Baby Watch and local EI programs shall complete child find activities to identify Indian infants and toddlers with disabilities which include, but are not limited to:
 - a) Notices published in native languages on tribal lands
 - b) Collaboration with state agencies that provide services on tribal lands
3. Baby Watch and local EI programs shall complete child find activities to identify infants and toddlers with disabilities or developmental delays whose families are experiencing homelessness which include collaboration with other state agencies that provide services to children and families experiencing homelessness
4. Local EI programs shall adopt procedures for assisting the primary referral sources in their catchment area(s) to:
 - a) Disseminate Baby Watch brochures to the parents of infants and toddlers with developmental delays or disabilities
 - b) Refer a child under the age of 3 for an evaluation or EI services

V. EXCEPTIONS

Baby Watch may make exceptions to this policy as necessary.