

<b>UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES</b>		
<b>Baby Watch Early Intervention Program Policy: 1.B.1</b>	<b>Page 1 of 3</b>	
<b>SERVICE COORDINATION</b>		
<p><b>RATIONALE:</b> For service coordinators to guide and educate families as they navigate Utah’s Part C early intervention system</p> <p><i>Related Policies, Applicable Standards, Statutes:</i></p> <p>34 CFR §303.11: Early Intervention Service Program  34 CFR §303.12: Early Intervention Service Provider  34 CFR §303.13: Early Intervention Services  34 CFR §303.31: Qualified personnel  34 CFR §303.321: Evaluation  34 CFR §303.34: Service coordination services  34 CFR §303.344(e): Other services  34 CFR §303.344(g): Service coordinator  Baby Watch Policy 1.A.2 Comprehensive System of Personnel Development  Baby Watch Policy 1.B.3 IFSP Development, Implementation, and Review  Baby Watch Policy 1.B.6 Eligibility Criteria  Baby Watch Policy 1.B.10 Transition to Preschool and Other Programs</p>		
<b>Original Effective: 7/01/2013</b>	<b>Revision: February 2023</b>	<b>Next Review Due: 3 years after</b>

**I. DESCRIPTION**

The unique role and responsibilities of service coordinators in Utah’s Part C system

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**

**Baby & Toddler Online Tracking System (BTOTS):** The secure database used by local EI programs and providers to record service information. BTOTS is designed to track EI activities, encourage compliance with state and federal regulations, and support compliance and monitoring with statewide child information.

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

**Individualized Family Service Plan (IFSP):** As described in §303.20, a written plan for providing early intervention services to an infant or toddler with a disability and their family.

**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.

**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.

**Qualified Personnel:** As described in §303.31, personnel who have met state-approved or recognized certification, registration, licensing, or other comparable requirements that apply to the areas in which the individuals are conducting evaluations and assessments, or providing EI services.

**Service Coordination:** As described in §303.34, services provided by a service coordinator to assist and enable an infant or toddler with a disability and the child's family to receive the services and rights, including procedural safeguards, required under Part C.

**Service Coordinator:** As described in §303.34, the individual who is responsible for 1) coordinating all services required under Part C across agency lines; and 2) Serving as the single point of contact for the family.

**State Education Agency (SEA):** As described in §303.36, the state board of education or other agency or officer primarily responsible for the state supervision of public elementary schools and secondary schools.

## II. POLICY

- A. Early intervention service coordination is a mandated service under Part C of IDEA, provided at no cost to families.
- B. Service coordination is an active, ongoing process that assists and enables families to access services and assures their rights and procedural safeguards.
- C. Each child and family referred to and determined eligible for EI shall be assigned a service coordinator who is responsible for:
  1. Coordinating all services required under Part C across agency lines
  2. Serving as the single point of contact to help parents obtain appropriate services and assistance
- D. Service coordinators are qualified personnel, and must have a current Early Intervention Specialist credential
- E. EI service providers working under a Professional Authorization or Provisional Credential are NOT authorized to provide service coordination.

- F. Baby Watch supports local EI programs in using dedicated, blended, and hybrid service coordination models.
  
- G. Service coordination responsibilities may include, but are not limited to:
  - 1. Assisting parents of eligible children in obtaining timely access to needed EI services and other services identified in the IFSP, including making referrals to providers for needed services and scheduling appointments for the child and their families
  - 2. Coordinating the timely provision of EI services and other services such as educational, social, and medical services
  - 3. Coordinating multidisciplinary evaluations and assessments, including family-directed assessments to determine the family's concerns, priorities, and resources
  - 4. Facilitating and participating in the timely development, review, and evaluation of IFSPs
  - 5. Assisting families relocating within Utah in identifying and transferring to other local EI programs
  - 6. Coordinating, facilitating, and monitoring the delivery of services to ensure that appropriate EI services are provided in a timely manner
  - 7. Informing families of their parent rights and dispute resolution options available in early intervention
  - 8. Ensuring that the provision of verbal and written communications is delivered to the family in their native language or mode of communication, when feasible to do so
  - 9. Assisting and supporting the child and the family to ensure a smooth transition from EI services, as appropriate, which include:
    - a) Completing a timely Referral Notification to the SEA and LEA
    - b) Facilitating the development of a timely transition plan to identify steps and services for transitioning the child to Part B special education preschool or other community services.
    - c) Facilitating a timely transition conference
  - 10. Ensuring the completion of child entry and exit scores for outcome reporting purposes

### **III. EXCEPTIONS**

Baby Watch may make exceptions to this policy as necessary.