



Early Intervention Services Step-By-Step Overview.

1. Referral:

- * Anyone with concerns about a child's development (from birth to age 3) may make a referral to Infant Toddler Services of Kansas to determine if early intervention services would be beneficial for the child.
- * Referrals may be made by phone, in writing, in person, or through a website form.
- * When a referral is received, a Family Service Coordinator will be assigned to initially assist your family.

2. Initial Contact:

- * A representative from the Infant Toddler Services of Kansas program will contact you by your preferred contact method to gather information.
- * We will ask about your child's development and medical history.
- * We work together to schedule a time for an in-home visit.

3. Evaluation:

- * The evaluation team consists of two licensed early intervention professionals who will visit your home.
- * We will observe and interact with your child through routines and play. We will ask about your child's strengths, interests, and your family's support system (grandparents, church, neighbors, child care). This information helps us support you and your child; please share as much as you feel comfortable sharing.
- * The evaluation team will determine if your child is eligible to receive early intervention services by reviewing records, observation, and curriculum-based assessment.
- * A copy of your rights as a parent under the Individuals with Disabilities Education Act (IDEA – Part C) will be explained and given to you.

4. Individualized Family Service Plan (IFSP):

- * If your child is determined eligible for early intervention services, and you want to receive services, your Family Service Coordinator will work with you to create an Individualized Family Service Plan (IFSP).
- * Based on the priorities you identify for your child and family, we will set routine-based outcomes and include those in the IFSP. Together we will identify what services your child and family will need to reach those outcomes.
- * The initial IFSP must be created within 45 days of the referral.

5. Early Intervention Services:

- * Your child will receive services from a licensed early intervention professional as outlined in the IFSP at no cost to you.
- * Services will be provided in your child's natural setting, such as at home, child care, or wherever your child spends the day.
- * One early intervention professional will be identified as your child's primary provider, with a team of other licensed professionals providing support via team meetings and joint visits.

6. IFSP Review:

- * As the needs of your child and family change, outcomes and services may need to change as well.
- * The IFSP will be reviewed at least every 6 months to make sure it continues to fit the needs of your child and the priorities of your family.
- * You may request an update or review of your IFSP at any time.

7. Transition:

- * Children transition out of early intervention services when they turn 3 years old, when they are no longer eligible for services, or when the family chooses to withdraw from services.
 - * Transition plans are outlined in the IFSP. Your Family Service Coordinator will help connect your child to additional services as needed after age 3 and facilitate the transition to school or community programs.
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