



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.

What to expect during your in-home visits.

Our licensed professionals will provide early intervention services by using coaching interactions to help parents and caregivers develop ways to support your child's learning and development.

Our priorities.

- We listen to parents and caregivers and build a partnership with you.
 - We provide in-home visits, parent coaching, and individualized strategies and interventions for your child.
 - By focusing on everyday learning opportunities in your home, we provide families and caregivers with the resources to help your child progress toward developmental milestones and desired outcomes.
 - We focus on increasing the confidence and competence of parents and caregivers so you can learn how to best help your child reach their potential.
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Our actions.

Review of previous joint plan.

At the beginning of each visit, you and your early intervention professional will talk about the joint plan and priorities from the last visit. You will share what you tried with your child, including what did and did not work.

Participate in planned activities and routines.

You will demonstrate how you and your child play and interact in the things you do every day. We might show you a strategy to use and then ask you to try it.

Joint planning.

At the end of each visit, together we will come up with a plan that outlines what you want to work on with your child in-between visits and what we plan to do at our next scheduled visit.



**Hope starts
with a plan.**

Tips for in-home visits.

We are partners in helping your child. Here are things you can do to make the most of our scheduled time together.

Don't worry about housekeeping.

We come to your home to engage with you and your child in a familiar, natural environment and to observe your everyday routines. We appreciate that dirty dishes in the sink or laundry on the chair are part of family life. We actually view them as learning opportunities to enhance your child's development and interactions. Our focus is on your child and your family.

Minimize distractions.

Our in-home visits go by quickly, so in order to give full attention during the visit, consider putting pets in another room, adjusting electronics, and engaging the primary people in your child's life. Siblings, pets, and technologies may play an important role in your child's life, so we want to include them in a positive, supporting, and timely matter.

Make notes.

When you think of a question or notice a new behavior in your child in between home visits, jot it down so you can share it at your next visit. Write new things to try with your child on a sticky note and put it where you'll see it each day, as a reminder to your family to add the new activity to your daily routine.

Policies & procedures.

If anyone in your family has shown signs of illness within the past 24 hours, including fever, vomiting, diarrhea, or positive test for illnesses such as influenza, Covid, or strep throat, please notify us so we can reschedule your visit or use a phone or video call.

Please leave outdoor lights on after dark and prepare a safe entrance to your home during snowy and icy conditions.

In case of inclement weather that impacts our ability to drive to your home, we will offer a session by phone or video call, or the opportunity to reschedule.

We look forward to providing early intervention services for you and your child.
