

## Local Early Intervention System Teams

*Approved: July 1, 2019*

*Updated: January 7, 2020*

*Who is responsible: Service Coordinators, Supervisors, Early Intervention Providers, Local Interagency Partners*

### Local Early Intervention System Team

Each of the four geographic areas of the IDEA/Part C early intervention system shall maintain at least one interagency and interdisciplinary team representing the local early intervention system (LEIS). Teams will meet monthly with guidance and support from the IDEA/Part C State Office.

### IDEA/Part C State Office Activities

IDEA/Part C State Office staff will:

- Maintain and update master copy of e-mail lists.
- Post calendar of scheduled monthly meetings on IDEA/Part C website.
- Post listserv messages announcing local webinars.
- Develop agenda with local participation.
- Post monthly minutes on IDEA/Part C website.
- Share information between each of the four geographic areas of IDEA/Part C early intervention system and IDEA/Part C State Office during monthly meetings.

Standing State Agenda Items for monthly meetings:

- IDEA/Part C State Office updates.
- Local compliance and performance data for State Performance Plan Indicators 1, 7, and 8c; other indicators as appropriate.
- Response to questions and concerns sent in advance of monthly meetings.

### Local Early Intervention System Team Activities

Suggested Participants for monthly meetings:

- Family advocacy organizations
- Local Intake Office Supervisor; SC Department of Disabilities and Special Needs (SCDDSN) and SC School for the Deaf and the Blind (SCSDB) local Service Coordinator Supervisors
- Service Coordinators
- Early Intervention Service (EIS) providers
- LEA contact for Preschool Children with Disabilities Services
- First Steps County Partnership personnel
- Head Start/Early Head Start personnel
- IDEA/Part C Program Managers

LEIS team members will send questions to the appropriate IDEA/Part C State Office contact in advance of monthly meeting. The standing local agenda items may include, but are not limited to:

Standing Local Agenda Items for monthly meetings:

- Local Child Find activities
- Referrals
- Service coordination matrix
- Local EIS provider capacity

- Exits & Transition
- Missing and invalid data
- Local feedback
- IDEA/Part C State Office Updates