

Procedures Document	Outline of Document Contents
Child Find Activities	<ul style="list-style-type: none"> • Mandated Agency Responsibilities for Child Find • IDEA/Part State Office Responsibilities • Reporting Child Find Activities
Central Referral	<ul style="list-style-type: none"> • Receipt of Referrals • Referral Verification (CRT) • Special Considerations (homeless, hospitalized and hospice) • Scheduling an Intake and Evaluation Visit (CRT) • Rescheduling an Intake Visit (CRT) • Referral Closure
Family Right and Safeguards	<ul style="list-style-type: none"> • Requirements for Rights and Safeguards • Notification and Explanation of Rights and Safeguards • Confidentiality and Release of Information • Examination of Records • Written Consent • Accepting or Declining Services without Jeopardy • Prior Written Notice and Meeting Notification (PWN) • Native Language/Preferred Mode of Communication • Surrogate Parents • Complaints
Procedures for Complaint Investigation and Dispute Resolution	<ul style="list-style-type: none"> • Dispute Resolution • Options for Dispute Resolution <ul style="list-style-type: none"> ○ Written formal complaints ○ Mediation ○ Due process hearing ○ Civil Action • Monitoring of dispute resolution <ul style="list-style-type: none"> ○ Reporting dispute resolution • Definitions
Orientation, Intake and Screening	<ul style="list-style-type: none"> • Appointment preparation • Orientation and intake meeting • Screening <ul style="list-style-type: none"> ○ Developmental ○ Autism Spectrum Disorder (ASD) • Special Considerations (native language) • Appendix: Family Guide to the IDEA/Part C System
Determination of Initial Eligibility	<ul style="list-style-type: none"> • Categories of Eligibility <ul style="list-style-type: none"> ○ Developmental Delay ○ Established Risk Condition • Preparation for Eligibility Evaluation • Determining Eligibility based on Established Risk Condition • Determining Eligibility based on significant developmental delay(s) • Use of Informed Clinical Opinion (ICO) • Native Language of Child
Initial and Annual Family Assessment	<ul style="list-style-type: none"> • Purpose • Procedural Safeguards for Family Assessment • Steps in Conducting the Family Assessment

BABYNET PROCEDURES CONTENT SUMMARY

Initial and Annual Child Assessment	<ul style="list-style-type: none"> • Purpose • Procedural Safeguards for the Child Assessment • Steps in Conducting the Child Assessment <ul style="list-style-type: none"> ○ Initial Child Assessment ○ Annual Child Assessment
Service Coordination Services	<ul style="list-style-type: none"> • Overview • Qualifications of a Service Coordinator • Knowledge and Skills of Service Coordinators • Assignment of the Intake Coordinator • Assignment of the Service Coordinator for Development, Implementation, and Review of the IFSP • Responsibilities of Service Coordinators • Service Coordination Transfers <ul style="list-style-type: none"> ○ Same District ○ Different District • Appendix A: <ul style="list-style-type: none"> ○ Transportation Services ○ Transportation Logs ○ Reimbursement for Transportation Services
Early Intervention Records	<ul style="list-style-type: none"> • Record Closure • Adoption While Receiving Part C Services
Initial IFSP Procedures	<ul style="list-style-type: none"> • Preparation for the Initial Individualized Family Service Plan • Members of the Initial IFSP Team • Required Content of the Initial IFSP <ul style="list-style-type: none"> ○ IFSP Outcomes ○ Part C Services ○ Other Services • Special Considerations <ul style="list-style-type: none"> ○ Autism Spectrum Disorder (ASD) ○ No provider available ○ Non-Natural Environment Justification ○ Therapy Assistants • IFSP Consents and Signatures • Required Activities Following the Initial IFSP Team Meeting
Child Outcome Summary Process	<ul style="list-style-type: none"> • Early Childhood Outcomes • Collection of Data for the Entry Rating • Collection of Data for the Exit Rating • Appendix A: <ul style="list-style-type: none"> ○ Teaming Practices ○ Decision Tree ○ Definitions for Outcome Ratings
Periodic Review of the IFSP	<ul style="list-style-type: none"> • Change Reviews of the IFSP • Formal Change Reviews • Administrative Change Reviews • Procedures for a 6-month Review of the IFSP • Procedures for the Annual Review of the IFSP <ul style="list-style-type: none"> ○ Including Autism Screening and Services • Required Content of the Annual IFSP

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	<ul style="list-style-type: none"> • IFSP Consents and Signatures for Formal Change, 6-month, and Annual Reviews of the IFSP
Family Outcomes	<ul style="list-style-type: none"> • Family Outcomes • Administration/Distribution of the Family Outcomes Surveys: First 6-month Review of the IFSP • Administration/Distribution of the Family Outcomes Surveys: At BabyNet Exit
System of Payments	<ul style="list-style-type: none"> • System of Payment Requirements • Responsibilities of the Service Coordinator • Insurance Coverage: <ul style="list-style-type: none"> ○ Private Insurance Only (HIIRF, Consent, etc.) ○ Medicaid Only
Service Provider Agreements	<ul style="list-style-type: none"> • Early Intervention Service (EIS) Providers • Procedures for Executing and SCDHHS Agreement • Denial of Provider Agreement Applications • EIS Provider Change of Information • Reporting Misconduct • Initiation of Formal Investigation • Appendix A <ul style="list-style-type: none"> ○ Service Provision, Billing, and Reimbursement • Appendix B <ul style="list-style-type: none"> ○ Procedures for Assistive Technology Devices and Services • Appendix C <ul style="list-style-type: none"> ○ Procedures for Use of Foreign Language Interpreter and Translator Services
Early Intervention Services in Natural Environments	<ul style="list-style-type: none"> • Natural Environments • Procedures for Identifying Settings on the IFSP • Exceptions to Natural Environments • Special Considerations • Early Intervention Services <ul style="list-style-type: none"> ○ Audiology ○ Early Intensive Behavior Intervention (Autism Services) • Health Services • Nutrition • Occupational Therapy, Physical Therapy, and Speech-Language Pathology Therapy • Service Coordination
Determination of Annual Eligibility	<ul style="list-style-type: none"> • Criteria for Annual Eligibility • Ongoing Eligibility for Children with Established Risk Conditions • Ongoing Eligibility for Children with Confirmed Developmental Delay • Results of Annual Eligibility Evaluation • Special Considerations (native language)
Transition at Age 3	<ul style="list-style-type: none"> • Transition Planning • Transition Notification • Transition Referral • Transition Conference
Child Outcome Summary Process Procedures	<ul style="list-style-type: none"> • Early Childhood Outcomes • Collection of Data for the Entry Rating

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	<ul style="list-style-type: none"> • Collection of Data for the Exit Rating • Appendix A: <ul style="list-style-type: none"> ○ COS Process Discussion Prompts ○ Teaming Practices ○ Definitions for Outcome Ratings
Comprehensive System of Personnel Development (CSPD)	<ul style="list-style-type: none"> • Requirements for CSPD • IDEA/Part C System Personnel • The SC Part C Credential Process: Initial Credential • Renewal of Credential • Part C Core Curriculum, SCEILS System (Formerly TECSBOOK)
Local Early Intervention System Teams	<ul style="list-style-type: none"> • Local Early Intervention System (LEIS) Team • State Office Activities • LEIS Team Activities
State General Supervision Plan	<ul style="list-style-type: none"> • Introduction • Identify and Issue • Measure and Quantify • Analyze Root Cause • Assign Responsibility (Findings and Local Determinations) • Verify Resolution and Follow-Up
Public Participation	<ul style="list-style-type: none"> • Federal Grant Application • Proposed or Revised Policies and Procedures