

SERVICE COORDINATION

Service Coordination services are the only early intervention services explicitly identified in the Individuals with Disabilities Education Act with specific responsibilities.

Service Coordinators coordinate:

- across agency lines, serving as a single point of contact
- required evaluations and assessments
- access to treatment/services, making referrals, scheduling appointments
- services identified on the IFSP in a timely manner
- funding sources to pay for early intervention services
- the development of transition plans

Service coordinators Help:

- families of children with a disability gain access to early intervention services
- infants and families access treatment and supports from qualified providers
- with follow up services
- parents understand their rights and the procedural safeguards
- develop, review and evaluate the IFSP.

Service

Coordination:

- The Individuals with Disabilities Education Act requires it!
- Parents and Professionals advocated for it.
- Only role with specific requirements in the law.
- Only role that must be assigned to every family.
- Only role that is guaranteed with no out-of-pocket costs to families.



Whether a Service Coordinator is a dedicated Service Coordinator or a dual role service coordinator (is the Team Lead and is the service coordinator), works for the TBEIS contractor, DDD or ASDB, the role and responsibilities are the same.

WHAT THE REGULATIONS SAY:

§303.34 Service coordination services (case management).

"Service coordination services mean:

(1) 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 this part.

(2) Each infant or toddler with a disability and the child's family must be provided with one service coordinator who is responsible for—

- i. Coordinating all services required under this part across agency lines; and
- ii. Serving as the single point of contact for carrying out the activities described...in this section.

(3) Service coordination is an active, ongoing process that involves—

- i. Assisting parents of infants and toddlers with disabilities in gaining access to, and coordinating the provision of, the early intervention services required under this part; and
- ii. Coordinating the other services identified in the IFSP...that are needed by, or are being provided to, the infant or toddler with a disability and that child's family."

Specific service coordination services include-

Helping infants and families access necessary treatment and supports from qualified providers

Making appropriate referrals and scheduling appointments for assessments and services

Coordinating early intervention and other services (e.g., educational, social, and medical that are not provided for diagnostic or evaluative purposes)

Coordinating evaluations and assessments

Being involved in the development, review, and evaluation of the individualized family service plan (IFSP)

Conducting referral and other activities to assist families in identifying available providers

Coordinating, facilitating and monitoring the delivery of services in a timely manner

Conducting follow-up activities

Advising families of their rights and procedural safeguards

Coordinating funding sources for required services

Facilitating the development of transition plans

Services for infants and toddlers with disabilities are multidisciplinary (§303.24), which means the involvement of two or more separate disciplines with respect to—

(a) Evaluation of the child and assessments of the child and family; and

(b) The IFSP team in §303.340 must include involvement of the parent and two or more individuals from separate disciplines or professions and one of these individuals must be the service coordinator.

§303.344 (g)(1) states "The IFSP must include the name of the service coordinator from the profession most relevant to the child's or family's needs (or who is otherwise qualified to carry out all applicable responsibilities under this part), who will be responsible for implementing the early intervention services identified in a child's IFSP, including transition services, and coordination with other agencies and persons."