

# **SHELBY COUNTY EARLY INTERVENTION PARENT HANDBOOK**



## **“A Coaching Program for Parents and Caregivers”**

1200 S. Children's Home Rd.  
Sidney, OH 45365-0925  
Phone: 937-497-8155  
FAX: 937-493-4612

SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

*Our mission is to: “Promote opportunities which support people of all abilities.”*

Leigh Anne Wenning - Superintendent  
Nancy Stiefel - Director

Your Primary Service Provider is \_\_\_\_\_

Email and Phone # \_\_\_\_\_

Revised: 6/19

**SHELBY COUNTY EARLY INTERVENTION**

We believe that Early Intervention programming should provide families with the necessary supports and resources to enhance their child’s learning and development. We know that the primary role of a service provider in early intervention is to work with and support family members and caregivers in children’s lives. We know that the process must be dynamic and individualized to reflect the child’s and family member’s preferences, learning styles, and cultural beliefs.

Our program provides opportunities for the Early Intervention staff to coach families and assist them in being their child’s greatest teacher. This can be accomplished by working with families in their everyday activities and routines. We are a support to each family in their quest to help their child develop to his or her greatest potential.

- Early Intervention Staff

	<b><u>OUR STAFF</u></b>	<b><u>Cell Phones</u></b>
<b>Director</b>	Nancy Stiefel	<a href="mailto:nstiefel@shelbydd.org">nstiefel@shelbydd.org</a> 937-658-8434
<b>Administrative Assistant</b>	Samantha Macy	<a href="mailto:smacy@shelbydd.org">smacy@shelbydd.org</a> call direct line
<b>Speech Therapist</b>	Alison Berning	<a href="mailto:aberning@shelbydd.org">aberning@shelbydd.org</a> 937-658-8446
<b>Developmental Specialist</b>	Ashley Schindewolf	<a href="mailto:aschindewolf@shelbydd.org">aschindewolf@shelbydd.org</a> 937-658-8540
<b>Developmental Specialist</b>	Daniele Kaffenberger	<a href="mailto:dkaffenberger@shelbydd.org">dkaffenberger@shelbydd.org</a> 937-658-8484
<b>Occupational Therapist</b>	Stephanie Buehler	<a href="mailto:sbuehler@shelbydd.org">sbuehler@shelbydd.org</a> 937-658-6759
<b>Occupational Therapist</b>	Kendra Paulus	<a href="mailto:kpaulus@shelbydd.org">kpaulus@shelbydd.org</a> 937-658-8717
<b>Physical Therapist</b>	Andrea Spencer	<a href="mailto:aspencer@shelbydd.org">aspencer@shelbydd.org</a> 937-658-6761
<b>Physical Therapy Assistant</b>	Molly Zimpfer	<a href="mailto:mzimpfer@shelbydd.org">mzimpfer@shelbydd.org</a> 937-658-8676

**Shelby County Early Intervention Direct Phone Lines:**

<b>Director</b>	Nancy Stiefel	937-658-6763
<b>Administrative Assistant</b>	Samantha Macy	937-658-6703
<b>Developmental Specialist</b>	Daniele Kaffenberger	937-658-6776
<b>Developmental Specialist</b>	Ashley Schindewolf	937-658-6776
<b>Speech Therapist</b>	Alison Berning	937-658-6768
<b>Physical Therapist</b>	Andrea Spencer	937-658-6775
<b>Physical Therapy Asst.</b>	Molly Zimpfer	937-658-6775
<b>Occupational Therapist</b>	Stephanie Buehler	937-658-6775
<b>Occupational Therapist</b>	Kendra Paulus	937-658-6775

**SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES’ PROGRAMS**

The Shelby County Board of Developmental Disabilities hosts several programs for children. These include:

**\* Preschool Classes at Shelby Hills Preschool, Fort Loramie Elementary, Jackson Center School, Hardin- Houston School, and Anna Elementary** - The preschool services at Shelby Hills are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

**\* Typical Preschool Classes at Shelby Hills Preschool, Fort Loramie Elementary, Jackson Center School, Hardin- Houston School, and Anna Elementary** - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

**\* Childcare at Wilma Valentine Childcare** - Wilma Valentine Childcare offers childcare services for children between the ages of 3-6 years of age (not yet in kindergarten). This non-profit childcare center is housed on the site of the Shelby County Board of Developmental Disabilities.

**\* Early Intervention Program** - Early Intervention services are for infants and toddlers under 3 years of age who have been evaluated and are determined to have a developmental delay and whose parents opt for services.

**\* Support and Service Administration (SSA)** – An SSA (case manager) will assist families and other caregivers with finding needed supports and services for any person (determined eligible at age 6 or older). Prior to age 6 a child and family can receive services if the child has an intellectual disability or a life-long developmental disability.

## PARENT INFORMATION

### HOURS OF OPERATION

Our office is open Monday-Friday from 8:00AM-4:00PM. Offices are located at 1200 S. Children's Home Road in Sidney. All Shelby County Board of Developmental Disabilities' (SCBDD) Early Intervention staff and the Early Intervention Service Coordinators have offices in the building that houses Shelby Hills Preschool. Year-round services are offered through Early Intervention service coordination and the SCBDD natural environment based programs. All services are coordinated through the IFSP (Individualized Family Service Plan) created by the family in conjunction with their Service Coordinator and the SCBDD Early Intervention staff.

Natural environment-based programs are offered and scheduled year-round according to the needs of the family and child. Each family will be assigned a Primary Service Provider who will visit the family on a schedule based upon the needs of the child and family. Some families may also be assigned a Secondary Service Provider.

**CLOSED DAYS:** The program will be closed on the following days:

<b>July 1-5, 2019</b>	<b>Fourth of July shutdown</b>
<b>Sept. 2, 2019</b>	<b>Labor Day</b>
<b>Nov. 27, 2019</b>	<b>Columbus Day exchange day</b>
<b>Nov. 28-29, 2019</b>	<b>Thanksgiving Break</b>
<b>Dec. 23, 2019</b>	<b>Veteran's Day exchange day</b>
<b>Dec. 24-31, 2019</b>	<b>Winter Break</b>
<b>Jan. 1, 2020</b>	<b>New Year's Day</b>
<b>Jan. 2-3, 2020</b>	<b>Non-Contract Days</b>
<b>Jan. 20, 2020</b>	<b>Martin Luther King Day</b>
<b>Feb. 17, 2020</b>	<b>President's Day</b>
<b>April 10, 2020</b>	<b>Non-Contract Day</b>
<b>May 25, 2020</b>	<b>Memorial Day</b>
<b>June 29 – July 3, 2020</b>	<b>Fourth of July shutdown</b>
<b>Sept. 7, 2020</b>	<b>Labor Day</b>
<b>Nov. 25, 2020</b>	<b>Columbus Day exchange day</b>
<b>Nov. 26-27, 2020</b>	<b>Thanksgiving Break</b>
<b>Dec. 24, 2020</b>	<b>Veteran's Day exchange day</b>
<b>Dec. 25-31, 2020</b>	<b>Winter Break</b>

### ACCREDITATION

The Early Intervention program is accredited by the Ohio Department of Developmental Disabilities.

The Ohio Department of Developmental Disabilities Support Center telephone number is 1-800-617-6733.

## ENROLLMENT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS

### SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (SCBDD) EARLY INTERVENTION SERVICES

To be eligible for Early Intervention (EI) services the child must be less than 3 years of age and found to have a developmental delay in at least one of the following areas: communication, emotional/social, motor, cognitive, or self-help via an evaluation.

### EARLY INTERVENTION EVALUATION

Children enrolled in the program may be evaluated in all developmental areas. These evaluations are with our team and the participants in the evaluation are determined by the needs of the child. Ongoing evaluations can occur to monitor progress and identify needs.

### OHIO EARLY INTERVENTION

Children enrolled in the program will have an Ohio Early Intervention Service Coordinator. The Service Coordinators are employees of the Family and Children First Council of Shelby County. Any referral for Early Intervention (EI) is made through Help Me Grow the central intake and referral site for the Western Region, of which Shelby County is a part, at 1-800-755-4769. The Service Coordinator coordinates and has responsibility for writing the IFSP (Individualized Family Service Plan) that documents the needs of

the child and/or family and the services that will be provided. Your Early Intervention Service Coordinator is either Diann Rodrigues or Jessica Meyer and they can be reached by calling 937-498-2185.

### **SPECIAL INSTRUCTIONS**

1. If your child's natural environment visit needs to be rescheduled because of illness, doctor's appointment, etc., please notify your Early Intervention service provider by texting or calling their cell phone. If unable to reach them, please call the Early Intervention program at 497-8155.
2. You will receive a call from an Early Intervention service provider should they need to cancel and reschedule a visit for any reason. You also will be contacted by your Early Intervention provider should they be late for a visit. This does happen since, oftentimes, your service provider is coming from another visit. If you are unsure about a scheduled visit, please feel free to call the EI program at 937-497-8155 or call or text your child's service provider on his/her cell phone.
3. Parents/Guardians will need to complete a One Call Now registration form and can register up to three phone numbers. It is the parent/guardian's responsibility to notify the Early Intervention program of any change in phone number. Changes should be communicated to the EI Program at 497-8155.

### **PARENTAL PARTICIPATION**

1. Parents who need assistance with problems or complaints related to the program are asked to speak with the Director.
2. Since the EI program operates with a coaching model, Parents are encouraged and expected to be an integral part of their child's program which means they, or another caretaker, must remain with the child and the Early Intervention staff during any visit.
3. Parents are asked to please make note on a calendar of scheduled visits as the EI providers are not always able to give a reminder text or phone call about scheduled visits.
4. IFSP updates are held on a regular basis. These are important meetings where progress and concerns can be discussed with your Ohio Early Intervention Service Coordinator. Your service coordinator has sought input from the EI Team for this update. Should you like to meet with your team, please feel free to contact your Service Coordinator OR your Primary Service Provider (PSP) listed on the front of this handbook.
5. Please read the Early Intervention Parent/Caregiver Natural Environment Agreement. A copy is included at the end of this handbook. This form gives suggestions to follow when staff is participating in natural environment visits with you and your child. Please contact the program if you have any questions regarding natural environment visits.

### **POLICIES**

#### **EXITING THE EARLY INTERVENTION PROGRAM**

Your attendance in the Shelby County Early Intervention Program is voluntary. If, at any time, you wish to no longer attend the program you can do so by contacting your Early Intervention Service Coordinator. Since attendance is voluntary and the staff of the SCBDD Early Intervention Program have several children and families to see, we ask that you please contact the staff via call or text on their cell phone should you be unable to keep your scheduled visit. If unable to contact the staff member, please call the EI program at 497-8155. If the staff have attempted to see you and your child for three (3) visits, but you were not home or, for some reason, unavailable for the visit, the Early Intervention staff will notify your EI Service Coordinator that we are requesting a letter to be sent regarding closing your case.

Your case may be closed if staff have made three (3) documented attempts (two [2] via phone call, email, text, or home visit and the final attempt via mail) to contact you to reschedule a visit and you have not responded to any of their attempts. You will have 10 working days to respond to the letter prior to being exited from the SCBDD's Early Intervention program and notifying you what you can do to re-open your case and thus, reinstate services with the EI Program.

#### **NON-DISCRIMINATION POLICY**

This program will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

## **REPORTING REQUIREMENTS**

1. All staff members are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.
2. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a documentation process for the Early Intervention program. UI's help the parent to know what incident happened to their child and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. If a parent/guardian was present and the incident was very basic and common for the child's age, the EI staff will not write an incident report. Other incidents are more serious (a child's health and safety is more at risk) and require that the staff write an incident report and an investigation will likely occur and the case will be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

## **MANAGEMENT OF COMMUNICABLE DISEASE POLICY**

1. Staff conduct a daily health check of children when on home visits or at the Board of Developmental Disabilities program property as requested or needed. The nurse is contacted when needed.
2. The nurse is trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in the nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to the center. It also is a reference tool for resuming home visits in the EI program.
4. Children are to remain home and natural environment visits should be cancelled should they have any of the following:
  - A. temperature of 100 degrees Fahrenheit taken by axillary method when in combination with other signs of illness
  - B. unusual spots or rashes
  - C. diarrhea /more than one abnormally loose stool within a 24-hour period
  - D. Vomiting (two or more times within a 24 hour period)
  - E. evidence of lice, scabies, or other parasitic infestation
  - F. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - G. difficult or rapid breathing
  - H. stiff neck
  - I. yellowish skin or eyes
  - J. conjunctivitis
  - K. untreated infected skin patch (es)
  - L. unusually dark urine and/or grey or white stool
  - M. sore throat or difficulty swallowing
5. Should any of the above mentioned occur during a group time, the child shall be taken home by the adult attending the group with them. Should any of the above mentioned occur during a natural environment visit, the staff member will end the visit and make a phone call to reschedule at a mutually agreed upon time.
6. After an illness, the child may be re-admitted to the center or request a natural environment visit 24 hours after temperature has returned to normal or 24 hours after all symptoms have disappeared.
7. When staff becomes ill, they are sent home or will leave a natural environment visit. Upon their return to work, staff will contact the family to reschedule the visit if needed.

## **MEDICAL EMERGENCY PLAN**

1. Location of First Aid: The first aid supplies are located in the clinic of the preschool with easy access to all staff members but out of the reach of children. The center nurse, staff member, or adult attending with the child will administer first aid. Dental first aid chart and emergency instructions are located in the clinic.

## 2. Emergency Numbers:

Children's Services	937-498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Health)	937-498-2311
National Poison Control	1-800-222-1222
Sheriff	911
Police	911

Staff is trained in first aid and CPR, which is provided by persons certified to meet State childcare guidelines. Children's records, including medical records, are located in the child's files in the Early Intervention office.

## PARENT RIGHTS

### Your rights include:

- The right to accept or decline some or all services from the Ohio Early Intervention program
- The right to be informed of your rights
- The right to provide informed written consent before any information about your child or family is shared between service providers
- The right to provide informed written consent before services begin
- The right to have your records kept private and confidential
- The right to review and make changes to records about your child and family at any time
- The right to request, be present at, and take part in meetings about your child and family
- The right to make a formal complaint about services for your child
- The right to know to whom to make a written complaint and receive an answer to that complaint within 30 days
- The right to have your family's priorities and concerns addressed
- The right to have a designated staff member to support and facilitate your services
- The right to guide the Individualized Family Service Plan (IFSP)

### Parents Rights of Children with a Developmental Delay or Disability

Parents of children with a developmental delay or disability have special rights stated in the federal law called Individuals with Disabilities Education Act (IDEA). If your child has a delay or disability, your rights include: **The right to the following services at no cost to you:**

- Developmental evaluation to determine eligibility
- Help with transition planning before your child turns three and leaves Early Intervention
- The right to have an advocate, friend or interpreter present at any or all contacts with service providers
- The right to receive written notice before there is a change in services. The written notice should include what and why the change is being proposed or denied.

### Ways to make a complaint:

- Contact your local Ohio Early Intervention Service Coordinator: (937) 498-2185
- Contact the Shelby County Board of DD: (937) 497-8155
- Contact Ohio Department of Developmental Disabilities  
Ohio Early Intervention Program  
30 East Broad Street, 12<sup>th</sup> Floor  
Columbus, OH 43215  
614-466-6879  
TDD: 1-800-750-0750
- Contact Ohio Legal Rights Services  
1-800-282-9181 (Also TDD)

## **EARLY INTERVENTION PARENT/CAREGIVER NATURAL ENVIRONMENT AGREEMENT**

The Early Intervention (EI) program is most effective when parents, family members, and any other care providers involved with your child agree to work together with the Early Intervention staff and your Ohio Early Intervention service coordinator as a team to decide how to best meet the needs of your child. The Shelby County Board of DD's Early Intervention staff will provide you with information and support at regularly scheduled visits that will give you the tools you need to help your child develop new skills and gain independence. You will be learning about activities and strategies that can be built right into your everyday routines. Participating in Early Intervention is voluntary, and in order to optimize our resources to serve you more efficiently we ask that you consider these points.

- During scheduled visits, please remain with your child AND the Early Intervention staff so that the staff can observe your child playing and interacting.
- We also encourage any family members that are strong motivators to you and your child to be involved in the Early Intervention visit.
- Some Early Intervention staff members are allergic to animals or are not animal lovers; please keep your pets in another room during any visit unless the EI staff member has requested otherwise.
- So that we can all work together in a healthy environment, we request that there be no smoking in the room where the visit is taking place.
- If the child or other people in the environment where the visit is taking place have a contagious illness (strep, flu symptoms, scabies, etc.), we ask that you cancel the visit and reschedule it for another time. We work with many children and families and we don't want to spread anything to any other child or family.
- If you have any nuisance pests in your home that can be spread (bed bugs, lice, etc.), we ask that you please inform the staff member. Together you will determine if the visit needs to be rescheduled or scheduled at another location.
- If you are unable to keep your scheduled appointment for any reason, please call in advance to save us an unnecessary trip. Our staff will do the same. If you have three absences or no shows, and/or have not responded to our attempts to contact you, we will contact your Ohio Early Intervention service coordinator and inform them that we are closing the case for you and your child.