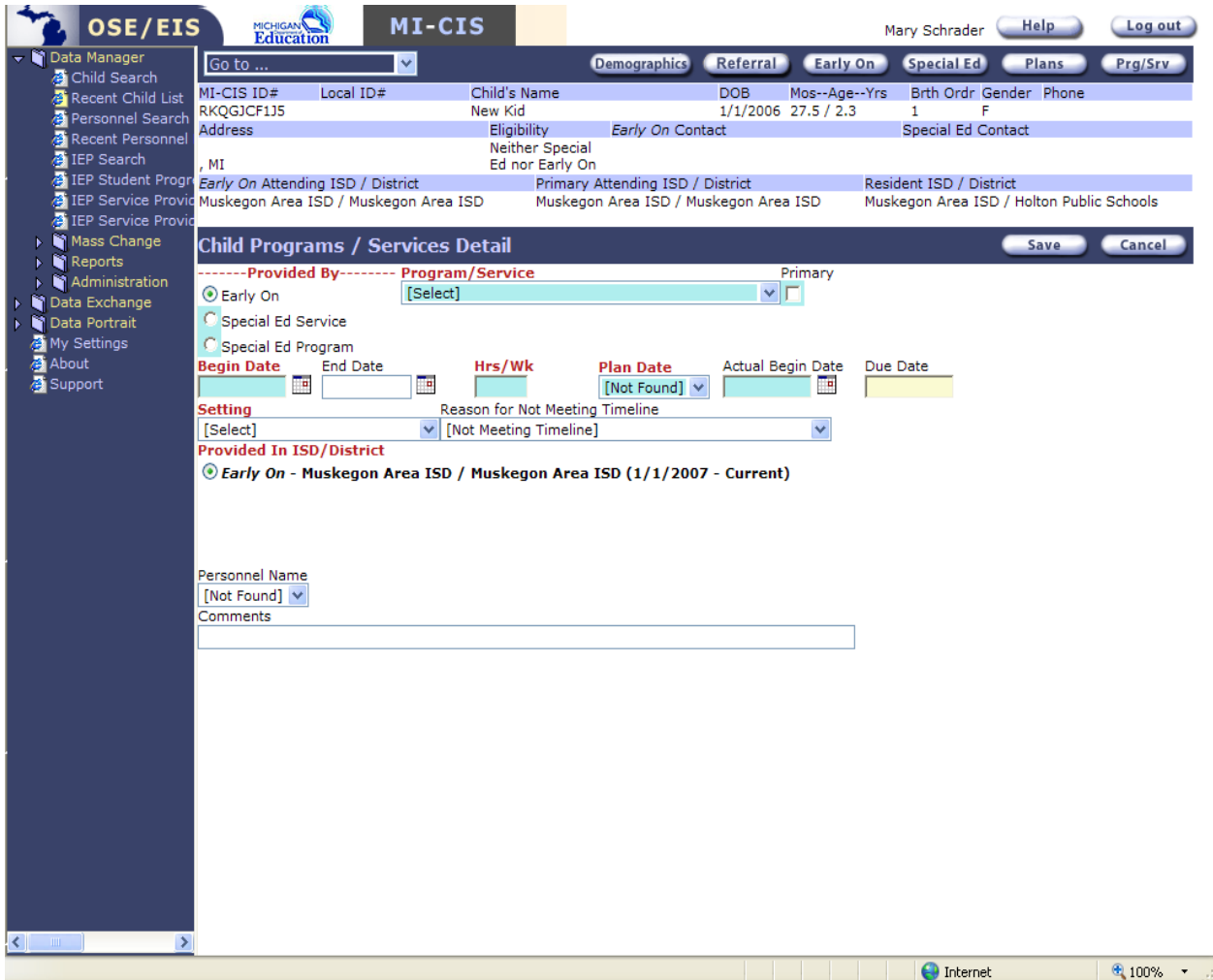


Child Programs Services Detail (EO)

Child Programs/Services (*Early On*)

About Child Programs Services for *Early On* ®



Information regarding Services for *Early On* eligible children is entered on the Child Programs / Services Detail screen. The screen for a NEW service is accessed by clicking on the “Prg/Srv” button located at the top of the child’s record, or may be selected on the “Recent Child List” screen when the desired child record is selected. Then select NEW to enter the new plan.

To view a Service that has already been entered, click on the “Prg/Srv” button, and select the desired service given in the Programs/Services list.

Note: Fields shown in red MUST be entered before the child or student record can be saved.

Fields listed alphabetically

Actual Begin Date	5
Begin Date	6
Due Date	7
End Date	8
Hrs/Wk	9
Personnel Name	10
Plan Date	11
Primary (Service)	12
Program / Service	13
Provided In ISD/District	18
Reason for Not Meeting Timeline	19
Setting	20

Child Programs/Services (*Early On*)

Field: **Actual Begin Date**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required on new services
Used by grantees for SPP/APR reporting.

Definition:

The date the provider actually begins the agreed upon service as specified in the IFSP.

Timely services are defined as the provision of services within 30 calendar days from when a parent/guardian consents to the provision of early intervention services.

MICIS Entry:

Enter the date service actually began as provided by the service provider. The report “Actual Services Start Date” provides a data entry document to assist both providers and data entry personnel with recording the required data.

For “Service Coordination” enter the date of the IFSP as the Actual begin date.

Child Programs/Services (*Early On*)

Field: **Begin Date**

Screen: Child Programs / Services Detail (*Early On*)

Use: Local data management

Definition:

This is the date according to the IFSP, when a specific service is determined to be needed and the provision of the service is authorized by the parent. (Date of IFSP)

MICIS Entry:

Enter DD/MM/YY or DD/MM/YYYY for the date of the IFSP that a specific service is promised.

Child Programs/Services (*Early On*)

Field: **Due Date**

Screen: Child Programs / Services Detail (*Early On*)

Use: Local data management

Definition:

The date by which the service promised on the IFSP must actually begin.

Timely services are defined as the provision of services within 30 calendar days from when a parent/guardian consents to the provision of early intervention services.

MICIS Entry:

This is a displayed field which is calculated as 30 days from the IFSP date.

Child Programs/Services (*Early On*)

Field: **End Date**

Screen: Child Programs / Services Detail (*Early On*)

Use: Local data management

Definition:

The date the student is no longer eligible for services under the current IFSP. This date is either the date specified by the IFSP for the end date of a particular service, or the date prior to a subsequent IFSP which authorizes either the continuation of services or the start of new services. The date represents the last date the child is eligible to receive services, NOT the last day a particular service provider saw the child. It is NOT intended for use as a service log.

MICIS Entry:

End date of services is auto filled with the date prior to a subsequent IFSP. The IFSP determines specific service needs for the duration of the IFSP, or, for a particular time period within the IFSP, e.g. for a three month period. If the child may receive a particular service until the next IFSP, **leave the field blank**. If the IFSP determines the child needs a service for a limited period within the IFSP, enter the specified date. The child must be receiving at least one service to be included in the Periodic Count.

Child Programs/Services (*Early On*)

Field: **Hrs/Wk**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required

Definition:

The average time a particular service is to be provided, calculated by the week.

MICIS Entry:

Enter the Number of hours or percent of an hour that a service is to be provided as promised on the IFSP. The amount of time and the setting are calculated to provide the Primary Setting in which the child receives services. Figure the amount of time per month and divide by 4.

Examples:

- The child receives Special Instruction 1/2 hour per week. Enter .5 Hrs/Week.
- The child receives Special Instruction 1 hour, 2x a month. Enter .5 Hrs/Week.
- The child receives Special Instruction 1/2 hour, 4x a month. Enter .5 Hrs/Week.
- The child receives Special Instruction 30 minutes a month. Enter .13 Hrs/Week.
- The child receives Special Instruction 15 minutes 2x a month. Enter .13 Hrs/Week.
- The child receives Special Instruction 15 minutes a week. Enter .25 Hrs/Week.

For Service Coordination, the hours per week is not usually indicated on the IFSP (only the name of the assigned Service Coordinator is provided). Enter a minimal number, e.g. .1 or .01 hours to record the service. This will allow a variety of reports to be run based on the coordinator's caseload.

Child Programs/Services (*Early On*)

Field: **Personnel Name**

Screen: Child Programs / Services Detail (*Early On*)

Use: Local data management

Definition:

The person who will provide the specific service required to address the needs of the child.

MICIS Entry:

The drop down for **Personnel Name** displays local providers who “work with” *Early On* children AND have the assignment to the service being recorded. If the appropriate personnel do not display in the drop down, Check to make sure the Employment and Assignment for the desired name is correct, AND that the Personnel Demographics screen shows that he/she “Works With Early On”.

Child Programs/Services (*Early On*)

Field: **Plan Date**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required
Used by grantees for SPP/APR reporting.

Definition:

The date of the IFSP when the service was promised.

MICIS Entry:

The drop down will display all IFSPs for the child. Select the appropriate IFSP for which the service is promised. The Actual Services Begin Due Date will be calculate from this date.

Child Programs/Services (*Early On*)

Field: **Primary (Service)**

Screen: Child Programs / Services Detail (*Early On*)

Use: Local data management

Definition:

The service which receives the greatest amount of time, or determined to be the primary need of the child.

MICIS Entry:

Check the "Primary" box for a service determined to be "primary". When selecting a service as "Primary", an asterisk is displayed after the service name on the Program/Services list, and is used in some local reports. The main thing to remember is that Service Coordination **IS NOT** a primary service. Make sure the record has at least one **Primary** service.

Child Programs/Services (*Early On*)

Field: **Program / Service**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required
Used by grantees for SPP/APR reporting.

Definition:

Types of services;

(1) **Assistive technology** (*Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities.*) Assistive technology service means a service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. Assistive technology services include--

- (i) The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment;
- (ii) Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities;
- (iii) Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
- (iv) Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- (v) Training or technical assistance for a child with disabilities or, if appropriate, that child's family; and
- (vi) Training or technical assistance for professionals (including individuals providing early intervention services) or other individuals who provide services to or are otherwise substantially involved in the major life functions of individuals with disabilities.

(2) **Audiology** includes--

- (i) Identification of children with auditory impairment, using at risk criteria and appropriate audio logic screening techniques;
- (ii) Determination of the range, nature, and degree of hearing loss and communication functions, by use of audio logical evaluation procedures;
- (iii) Referral for medical and other services necessary for the habilitation or rehabilitation of children with auditory impairment;
- (iv) Provision of auditory training, aural rehabilitation, speech reading and listening device orientation and training, and other services;
- (v) Provision of services for prevention of hearing loss; and

Child Programs/Services (*Early On*)

(vi) Determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices.

(3) **Family training, counseling, and home visits** means services provided, as appropriate, by social workers, psychologists, and other qualified personnel to assist the family of a child eligible under this part in understanding the special needs of the child and enhancing the child's development.

(4) **Health Services** means services necessary to enable a child to benefit from the other early intervention services under this part during the time that the child is receiving the other early intervention services. The term **includes** such services as

(i) clean intermittent catheterization, tracheotomy care, tube feeding, the changing of dressings or colostomy collection bags, and other health services; and

(ii) Consultation by physicians with other service providers concerning the special health care needs of eligible children that will need to be addressed in the course of providing other early intervention services.

The term does not include the following:

(1) Services that are

(i) Surgical in nature (such as cleft palate surgery, surgery for club foot, or the shunting of hydrocephalus); or

(ii) Purely medical in nature (such as hospitalization for management of congenital heart ailments, or the prescribing of medicine or drugs for any purpose).

(2) Devices necessary to control or treat a medical condition.

(3) Medical-health services (such as immunizations and regular "well-baby" care) that are routinely recommended for all children.

Note: The definition in this section distinguishes between the health services that are required under this part and the medical-health services that are not required.

(5) **Medical services** only for diagnostic or evaluation purposes means services provided by a licensed physician to determine a child's developmental status and need for early intervention services.

(6) **Nursing services** includes--

(i) The assessment of health status for the purpose of providing nursing care, including the identification of patterns of human response to actual or potential health problems;

(ii) Provision of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and

Child Programs/Services (*Early On*)

(iii) Administration of medications, treatments, and regimens prescribed by a licensed physician.

(7) **Nutrition services** includes

- (i) Conducting individual assessments in
 - (A) Nutritional history and dietary intake;
 - (B) Anthropometric, biochemical, and clinical variables;
 - (C) Feeding skills and feeding problems; and
 - (D) Food habits and food preferences;
- (ii) Developing and monitoring appropriate plans to address the nutritional needs of children eligible under this part, based on the findings in paragraph (d)(7)(i) of this section; and
- (iii) Making referrals to appropriate community resources to carry out nutrition goals.

(8) **Occupational therapy** includes services to address the functional needs of a child related to adaptive development, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in home, school, and community settings, and include—

- (i) Identification, assessment, and intervention;
- (ii) Adaptation of the environment, and selection, design, and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills; and
- (iii) Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.

(9) **Physical therapy** includes services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation. These services include--

- (i) Screening, evaluation, and assessment of infants and toddlers to identify movement dysfunction;
- (ii) Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
- (iii) Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.

(10) **Psychological services** includes

- (i) Administering psychological and developmental tests and other assessment procedures;
- (ii) Interpreting assessment results;

Child Programs/Services (*Early On*)

- (iii) Obtaining, integrating, and interpreting information about child behavior, and child and family conditions related to learning, mental health, and development; and
- (iv) Planning and managing a program of psychological services, including psychological counseling for children and parents, family counseling, consultation on child development, parent training, and education programs.

(11) **Service coordination** services means assistance and services provided by a service coordinator to a child eligible under this part and the child's family that are in addition to the functions and activities included under Sec. 303.23.

(12) **Social work services** includes

- (i) Making home visits to evaluate a child's living conditions and patterns of parent-child interaction;
- (ii) Preparing a social or emotional developmental assessment of the child within the family context;
- (iii) Providing individual and family-group counseling with parents and other family members, and appropriate social skill-building activities with the child and parents;
- (iv) Working with those problems in a child's and family's living situation (home, community, and any center where early intervention services are provided) that affect the child's maximum utilization of early intervention services; and
- (v) Identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from early intervention services.

(13) **Special instruction** includes

- (i) The design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction;
- (ii) Curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's individualized family service plan;
- (iii) Providing families with information, skills, and support related to enhancing the skill development of the child; and
- (iv) Working with the child to enhance the child's development.

(14) **Speech-language pathology** sign language and cued language services, including:

- (i) Identification of children with communicative or oropharyngeal disorders and delays in development of communication skills, including the diagnosis and appraisal of specific disorders and delays in those skills;

Child Programs/Services (*Early On*)

(ii) Referral for medical or other professional services necessary for the habilitation or rehabilitation of children with communicative or oropharyngeal disorders and delays in development of communication skills; and

(iii) Provision of services for the habilitation, rehabilitation, or prevention of communicative or oropharyngeal disorders and delays in development of communication skills.

(15) **Transportation** and related costs includes the cost of travel (e.g., mileage, or travel by taxi, common carrier, or other means) and other costs (e.g., tolls and parking expenses) that are necessary to enable a child eligible under this part and the child's family to receive early intervention services.

(16) **Vision services** means

(i) Evaluation and assessment of visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities;

(ii) Referral for medical or other professional services necessary for the habilitation or rehabilitation of visual functioning disorders, or both; and

(iii) Communication skills training, orientation and mobility training for all environments, visual training, independent living skills training, and additional training necessary to activate visual motor abilities.

MICIS Entry:

Select the service designed to meet the unique needs of the child and the child's family according to the IFSP.

Although Service Coordination is not usually listed under the "Early On Services" to be provided, the child **does** receive service coordination. The Service Coordinator is recorded on the IFSP. Recording the "Service Coordination" service in this field will allow for a wider variety of reports based on the individual provider.

Child Programs/Services (*Early On*)

Field: **Provided In ISD/District**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required
Used by grantees for SPP/APR reporting.

Definition:

The service area currently determined to be the operating/attending district for the provided service.

MICIS Entry:

The current operating/attending district will display. If the child is active in two districts, an option to select the appropriate district is provided.

Child Programs/Services (*Early On*)

Field: **Reason for Not Meeting Timeline**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required (Conditional)
Used by grantees for SPP/APR reporting.

Definition:

The provision of all services must be initiated within 30 calendar days from the time a parent/guardian consents to the provision of early intervention services. When services are not provided within 30 days of the IFSP, a reason for the delay is required. Reasons include:

- **Natural Disaster:** Also know as “Act of God.” Situations where extreme weather related conditions exist that prevent the participation or delivery of services.
- **Exceptional Family Circumstances:** An exceptional circumstance refers to the family’s need to postpone one of the required components of IDEA 2004 from occurring. Examples of exceptional circumstances are: family illness, hospitalization, child hospitalized or sick, etc.. When a family cites an exceptional circumstance, it must be noted in the IFSP. Exceptional family circumstances documented in the child’s record could be a cause for delay in provision of evaluation and assessment, timely services, and transition planning.
- **Other:** Any reason other than those provided.

MICIS Entry:

In the event that the “Actual Service Begin” date occurs after the 30 day due date required for the begin of timely services, the user is required to select a “Reason for Not Meeting Timeline.”

Child Programs/Services (*Early On*)

Field: **Setting**

Screen: Child Programs / Services Detail (*Early On*)

Use: *Early On* Periodic Count reporting (December and June) – Required
Used by grantees for SPP/APR reporting.

Definition:

The service setting in which the infant or toddler receives the early intervention service.

Codes:

Home: Early intervention services are provided primarily in the principal residence of the child's family or caregivers.

Community-based Setting: Early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting: Early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and early intervention center/class for children with disabilities.

MICIS Entry:

Enter the setting for each service or part of service provided to the child. If the same service is provided in multiple settings, enter service multiple times with the appropriate setting. For example, if the child receives Special Instruction one hour in the home, and one hour in a Special Education classroom setting, enter the service twice and assign the appropriate setting. The hours per week and the setting will calculate to provide the PRIMARY setting, and display on the *Early On* screen. When time is divided equally between settings, the order for selection of settings is: Home, Community, Other.