

Program Operations: Tasks and Responsibilities

Who	Will Do What	Timeline	Checkpoint
	<p>Implementation of Early Intervention Process</p> <p>Referral:</p> <ul style="list-style-type: none"> Intake information Share referrals with B-3 staff Initial contact with family Determine action/screening or evaluation/referral to other resources <p>Screening:</p> <ul style="list-style-type: none"> Screen, share information, determine next step in process <p>Evaluation:</p> <ul style="list-style-type: none"> Contact family Determine team, schedule evaluation times Evaluate, write evaluation report Meet with family Determine eligibility Next Steps <p>IFSP:</p> <ul style="list-style-type: none"> Determine participants in IFSP with family Schedule and conduct meeting Develop IFSP <p>Service:</p> <ul style="list-style-type: none"> Determine service coordinator Implement IFSP Periodic review of IFSP Ongoing assessment of service/child and family needs and progress <p>Collaboration with other agencies serving the family</p> <p>Transition from birth to three</p> <ul style="list-style-type: none"> Notification ??? <p>Service Coordination Activities:</p> <ul style="list-style-type: none"> List from Rosin Whitehead <p>Team Development and Support</p> <ul style="list-style-type: none"> Attend and actively participate in monthly 4 hr meetings Participate in learning opportunities offered 		

	<p>Schedule and contribute knowledge to cross disciplinary consultation</p> <p>Visits</p> <p>Practice open communication, active listening, interpersonal respect for team</p> <p>Supervision</p> <p>Supervisors from multiple agencies have planned monthly contact</p> <p>Staff will participate in planned individual supervision time</p> <p>Staff will bring issues from their work to supervision sessions</p> <p>Establish clear lines of supervision for dual agency Staff</p> <p>Implement at least 1 x year individual written performance review</p> <p>Administrative Function</p> <p>Contract development</p> <p>Hiring</p> <p>Record keeping/documentation review and storage</p> <p>Fiscal Management</p> <p>Documentation</p> <p>Legal documents of child and family</p> <p>Ongoing program documentation</p> <p>Program evaluation</p> <p>Records of program costs</p>		
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Marinette County Birth to Three Checklist

Child's Name _____ Date of Birth _____

Referral Date/Source _____

Initial Contact Date _____

Initial Paperwork

- _____ Birth to Three Referral form
- _____ HSRS CORE form (yellow)
- _____ Parent and Child Rights
- _____ Permission to Screen
- _____ Consent to Evaluate
- _____ Service Consent/Refusal Statement
- _____ Ability to Pay
- _____ Consent to Access Insurance
- _____ Family Needs Assessment
- _____ Release of Information _____

- _____ Special Instruction Referral form

Evaluation/Assessment/Plan

- _____ Denver II Screening
- _____ Battelle Developmental Inventory
- _____ Other Evaluation Tool(s) _____
- _____ IFSP
- _____ Child History _____ Eligibility Status Form _____ Abilities/Strength
- _____ Goals/Outcomes _____ El Services Summary _____ Add'l Services

Additional Paperwork

- _____ HSRS Birth to 3 Module form (purple)
- _____ Copy of form sent for Client #
- _____ Authorization for services _____

- _____ Information Data Sheet
- _____ File Access Log

Additional forms, if applicable

- _____ Financial Information (MA Case Management)
- _____ Copy of form sent to clerical staff
- _____ COP Functional Screen
- _____ COP Referral form
- _____ Family Support Referral form
- _____ Children's Case Manger Referral form

Waushara County Birth to 3 Program Procedures

New Referrals:

1. Record on new referral form
2. Record on referral tally sheet
3. Make a folder for office
4. Make a folder for the family
5. Open a CORE HSRS (yellow) form
6. Send referral to CESA 5
7. Send family a brochure with Cost Share/Insurance billing information
8. Add child's name to closed B-3 Master list for future disposal
9. Add child to roster under referrals

If child qualifies:

1. Send Cost Share form out to determine family share
2. Send letter to family recording their cost share/procedure
3. Open on Birth to 3 HSRS (purple) according to IFSP date
4. Attend IFSP updates
5. Have family fill out records disposal form
6. Add child to roster

If child doesn't qualify

1. Close on CORE HSRS
2. Put file in closed Birth to 3
3. Make sure child's name is on Master List for disposal

When a child is discharged from the program

1. Take their name off the roster
2. Make sure their name is on the closed Master List for disposal
3. Determine when disposal can take place, depending on parents preference
4. Close on both CORE HSRS and Birth to 3 HSRS
5. Combine county file and CESA 5 file
6. Make appropriate referrals
7. File case in closed Birth to 3 files

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