New York State Department of Health

“Early Intervention Steps” Chart

**Family Concern**

1. **Referral** *(Unless parent objects)*
   - Referral source or parent suspects child of having developmental delay or disability
   - Family informed of benefits of Early Intervention Program (EIP)
   - Child referred to Early Intervention Official (EIO) within two days of identification
   - EIO assigns Initial Service Coordinator

2. **Initial Service Coordinator**
   - Provides information about EIP
   - Informs family of rights
   - Reviews list of evaluators
   - Obtains insurance/Medicaid information
   - Obtains other relevant information

3. **Evaluation** *
   - Determine eligibility
   - Family assessment (optional)
   - Gather information for Individualized Family Service Plan (IFSP)
   - Summary and report submitted prior to IFSP

4. **The IFSP Meeting** *
   (If child is eligible)
   - Family identifies desired outcomes
   - Early intervention services specified
   - Develop written plan
   - Family and EIO agree to IFSP
   - Identify Ongoing Service Coordinator (OSC)
   - EIO obtains social security number(s)

5. **IFSP Review Six Months, Evaluate Annually**
   - Decision is made to continue, add, modify or delete outcomes, strategies and/or services
   - If parent requests, may review sooner
     (If parent requests an increase in services, EIO may ask for supplemental evaluation)

6. **Transition**
   - Plan for transition included in IFSP
   - Transition to:
     - Services under Section 4410 of Education Law (3-5 system)
     - OR
     - Other early childhood services, as needed

**Early Intervention Services** *
- Assistive technology devices and services
- Audiology
- Family training, counseling, home visits, and parent support groups
- Medical services only for diagnostic or evaluation purposes
- Nursing services
- Nutrition services
- Occupational therapy
- Physical therapy
- Psychological services
- Respite services
- Service coordination
- Social work services
- Special instruction
- Speech-language pathology
- Vision services
- Health services
- Transportation and related costs

**AREAS OF DEVELOPMENT**
- Cognitive
- Physical (including vision and hearing)
- Communication
- Social/emotional
- Adaptive development

*Parent/guardian may access due process procedures.
Parent/guardian consent is required for evaluation IFSP, provision of services in IFSP, and transition.