

Infant Toddler Program Service Coordination

Service Coordination is provided to all families while they are enrolled in the Infant Toddler Program. Service Coordination services refer to activities carried out by a Service Coordinator that assist and enable a child and family to receive the multidisciplinary evaluation, Individualized Family Service Plan (IFSP) development, rights, procedural safeguards, and services that are authorized to be provided by the Infant Toddler Program.

Service Coordinator Responsibilities

A Service Coordinator is the individual assigned to a child and family who is responsible for coordinating the development of supports and services to assist in the delivery of appropriate early intervention services. The Service Coordinator's responsibilities include:

- Assisting parents of eligible children in obtaining access to needed early intervention services and other services identified on the IFSP, including making referrals to providers for needed services and scheduling appointments for the child and their family.
- Coordinating the provision of early intervention services and other services (such as educational, social, and medical services that are not provided for diagnostic or evaluative purposes) that the child needs or is being provided.
- Coordinating evaluations and assessments.
- Facilitating and participating in the development, review, and evaluation of IFSPs.
- Conducting referral and other activities to assist families in identifying available early intervention providers.
- Coordinating, facilitating, and monitoring the delivery of services to ensure that the services are provided in a timely manner.
- Conducting follow-up activities to determine that appropriate EI services are being provided.
- Informing families of their rights and procedural safeguards
- Coordinating the funding sources for services required under Part C.
- Facilitate the development of a transition plan to preschool, school, or if appropriate, to other services.