

Service Coordinator Responsibilities – Enrolled Process

The Infant Toddler Program is responsible to assure that Service Coordinators are responsible for all activities during the enrollment process of a child and their family. The enrollment process includes overseeing the implementation of the IFSP and IFSP reviews up to and including the transition and exit from the program when the child turns three (3) years of age.

Service Coordinator Responsibilities for the Enrolled Process

Service Coordinator responsibilities for the enrolled process include the following:

- Overall coordination of services and communication among providers to ensure the plan is implemented.
- Oversees implementation of IFSP.
- Reviews progress toward meeting Outcomes and coordinates revision of the IFSP as necessary.
- Facilitates periodic and annual IFSP reviews.
- Contacts the family as identified in accordance with the frequency and duration identified in the IFSP.

The contact must be sufficient in meeting the individualized needs of the child and family being served.

Face-to-face contact must be made with the family at least every 90 days or more frequent if the need exists.

- Assists the family to gain access to other needed resources.
- Provides and assures provision of procedural safeguards, as needed.
- Provides and assures provision of system of payment policy, as needed.
- Facilitates the development of transition planning.
- Assists the family to complete paperwork, as needed.
- Continues to educate the family about the Infant Toddler Program.
- Documents any important information about the child or family in relation to early intervention services in the child's permanent record.
- Maintains and practices family-centered philosophies.
- Uses language that is familiar to the family.
- Provides support and encouragement to the family.

- Recognizes and acknowledges the family's strengths and resources.
- Ensures that professionals involved with the family collaborate in the provision of services.
- Contacts/works with service providers on the child's MDT team on a regular basis.
- Assists families to recognize and develop informal supports.
- Relates in a non-judgmental way to families.
- Recognizes and overcomes barriers to effective service provision.
- Negotiates and advocates on behalf of the child and family so needs can be met.
- Assists the family in taking responsibility for needed intervention.
- May include clinical intervention skills (e.g., assessment of parent/child interaction, family assessments, counseling and support, and family empowerment, etc.)
- Assists families in crisis situations and in transitions from the Infant Toddler Program.
- Facilitates the process to document the child's status at entry and exit in order to report the child's outcome measures using the Child Outcome Summary Form.
- Assists families in identifying available service providers.
- Coordinates with medical and health providers.
- Facilitates the development of a transition plan to pre-school activities, if appropriate, and facilitates all other transition activities.