

Entry 3, Question 1: Relationship with Child and Family

ENTRY 3

QUESTION 1: RELATIONSHIP WITH CHILD AND FAMILY

Describe your relationship with this child and family, addressing the following items:

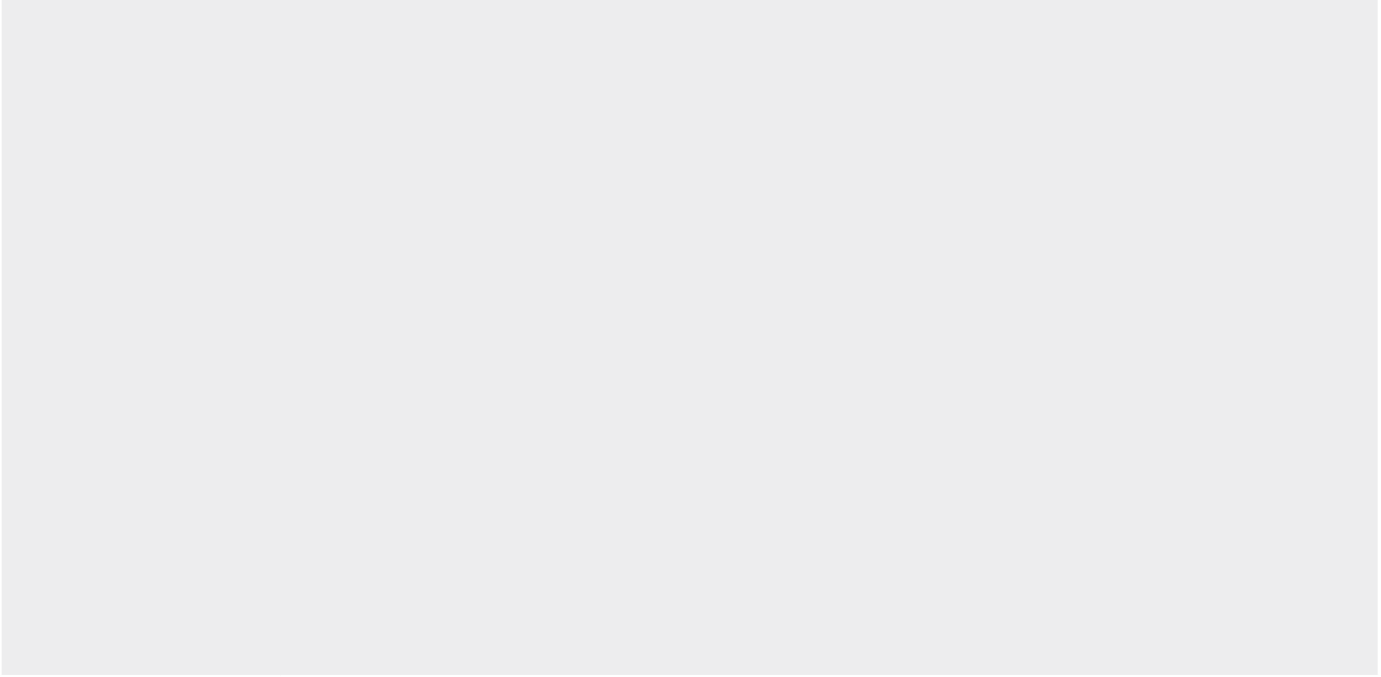
- 1A.** How does your choice of this family illustrate the depth of your practice? What is unique about this child and family? What changes did you make in your practice? What did you learn from working with this family? (2,000 character max) Please make sure you respond to all questions in this section.

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1B. Briefly describe your own role within the EI team, and identify the members of the EI program team working with this child and family throughout their EI experience (2,000 character max).

1C. How did you get to know this family? How did your relationship evolve and change throughout this family's EI experience? (2,000 character max) Please make sure you respond to all questions in this section.

1D. Describe the main challenge you encountered in meeting the needs of this child and family (2,000 character max).



Entry 3, Question 2: Evaluation and Assessment

The response to this question will document knowledge and skills related to the eligibility determination process, including eligibility criteria, and preparing the family for an eligibility determination process or ongoing assessment.

The question also addresses how the Applicant shares information gathered through the eligibility process.

Guidance: The term “evaluation” refers to an eligibility evaluation. The term “assessment” refers to any other assessment of the child and family, including, but not limited to, administration of a supplemental tool, observation of the child, and gathering information from caregivers.

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QUESTION 2: EVALUATION AND ASSESSMENT

2A. Describe this child’s eligibility determination process, including the composition of the team and your participation, if any. Describe how you prepared the family for this process, any subsequent eligibility determination, or ongoing assessment (2,000 character max). Please make sure you respond to all questions in this section.

2B. Describe how you shared the information gathered through the eligibility process with this family. Provide a specific example of what information you shared with this family. Give an example of how you evaluated what the family understood about this information (2,000 character max). Please make sure you respond to all questions in this section.

2C. Describe how this child meets the Massachusetts Early Intervention eligibility criteria (2,000 character max).

Entry 3, Question 3: Developing the Initial IFSP

The response to this question will document how the Applicant collaborated with and supported the family in the development of the IFSP; ensured the family's understanding of the IFSP process; and gathered information regarding the family's strengths, concerns, priorities and resources.

Guidances:

- Team members include families and all involved staff from the EIP.
- Key collaborators include, but are not limited to, health providers and staff from the Department of Children and Families (DCF), the Department of Developmental Services (DDS), Early Education and Care (EEC), and the Local Education Agency (LEA).

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QUESTION 3: DEVELOPING THE INITIAL IFSP

3A. Describe your activities to ensure that this family understood and participated in the IFSP process. How did you evaluate the family's understanding of the process? (2,000 character max) Please make sure you respond to all questions in this section.

3B. Describe your activities to support IFSP development by gathering information regarding this child and family's strengths, concerns, priorities and resources from the family, other team members and key collaborators. Provide specifics about the information you gathered (2,000 character max). Please make sure you respond to all questions in this section.

[Empty response area for question 3B]

Entry 3, Question 4: Service Coordination Activities Throughout the Ongoing Implementation of the IFSP

The response to this question will document how the Applicant utilized the IFSP as a vehicle to engage in ongoing dialogue with the family while implementing the IFSP.

Guidances:

- “To embed strategies in daily routines” means they are individualized and match the interests and routines of each child and family.
- Carryover may include activities or strategies that the family can use in daily routines or ongoing activities that service providers employ to ensure that outcomes and strategies are addressed.
- Procedural safeguards are defined as “The policies and procedures established to ensure providers inform families of their rights to written notice, use of native language, informed consent, records, confidentiality, and options for the impartial timely resolution of disputes associated with the provision of early intervention services.” (Early Intervention Operational Standards, Revised 2006, Section II, p.11)

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QUESTION 4: SERVICE COORDINATION ACTIVITIES THROUGHOUT THE ONGOING IMPLEMENTATION OF THE IFSP

4A. Describe what you did as service coordinator to engage this family over time to review, update, and modify the IFSP (2,000 character max).

Cite below one specific page in a submitted IFSP where you document the dialogue or discussion you had with this family to review, update, or modify the IFSP.

Portfolio page #:

4B. Describe how you linked services to functional/measurable outcomes and strategies, embedding interventions in this family's natural routines (2,000 character max).

[Empty text area for response]

Cite below one specific page in a submitted IFSP where you documented a functional/measurable outcome.

Portfolio page #:

Attach one progress note that shows how you collaborated with this family to meet the functional/measurable outcome highlighted on this IFSP page. Label this progress note "Work Sample #1".

Cite below the page of your portfolio that contains Work Sample #1.

Portfolio page #:

4c. Describe how you used this child and family’s strengths, resources, concerns, priorities and learning styles to develop appropriate strategies and promote carryover of strategies within family daily routines (2,000 character max).

Cite below one specific page in a submitted IFSP where you documented your support for this family to carry over strategies.

Portfolio page #:

Attach one progress note that shows your activities to support the carryover of strategies highlighted on this IFSP page. Label this progress note “Work Sample #2.” (NOTE: Do not use the same progress note used for Work Sample #1 in Question 4B.)

Cite below the page of your portfolio that contains Work Sample #2.

Portfolio page #:

4D. Describe how you supported this child and family in natural settings to promote IFSP outcomes and strategies that support infant-toddler learning opportunities. Give specific examples of your activities with this family (2,000 character max). Please make sure you respond to all questions in this section.

4E. Describe how you helped this family access and coordinate health and other community resources, being specific about resources shared. (This may include correspondence with the pediatrician, review of current diet and/or immunizations, or provision of information about public benefits.) (2,000 character max)

4F. Describe how and when you provided this family with the Family Rights document. How did you explain the purpose of procedural safeguards throughout your ongoing service coordination with this family? (2,000 character max) Please make sure you respond to all questions in this section.

[Empty response area for question 4F]

Entry 3, Question 5: Reflection

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QUESTION 5: REFLECTION

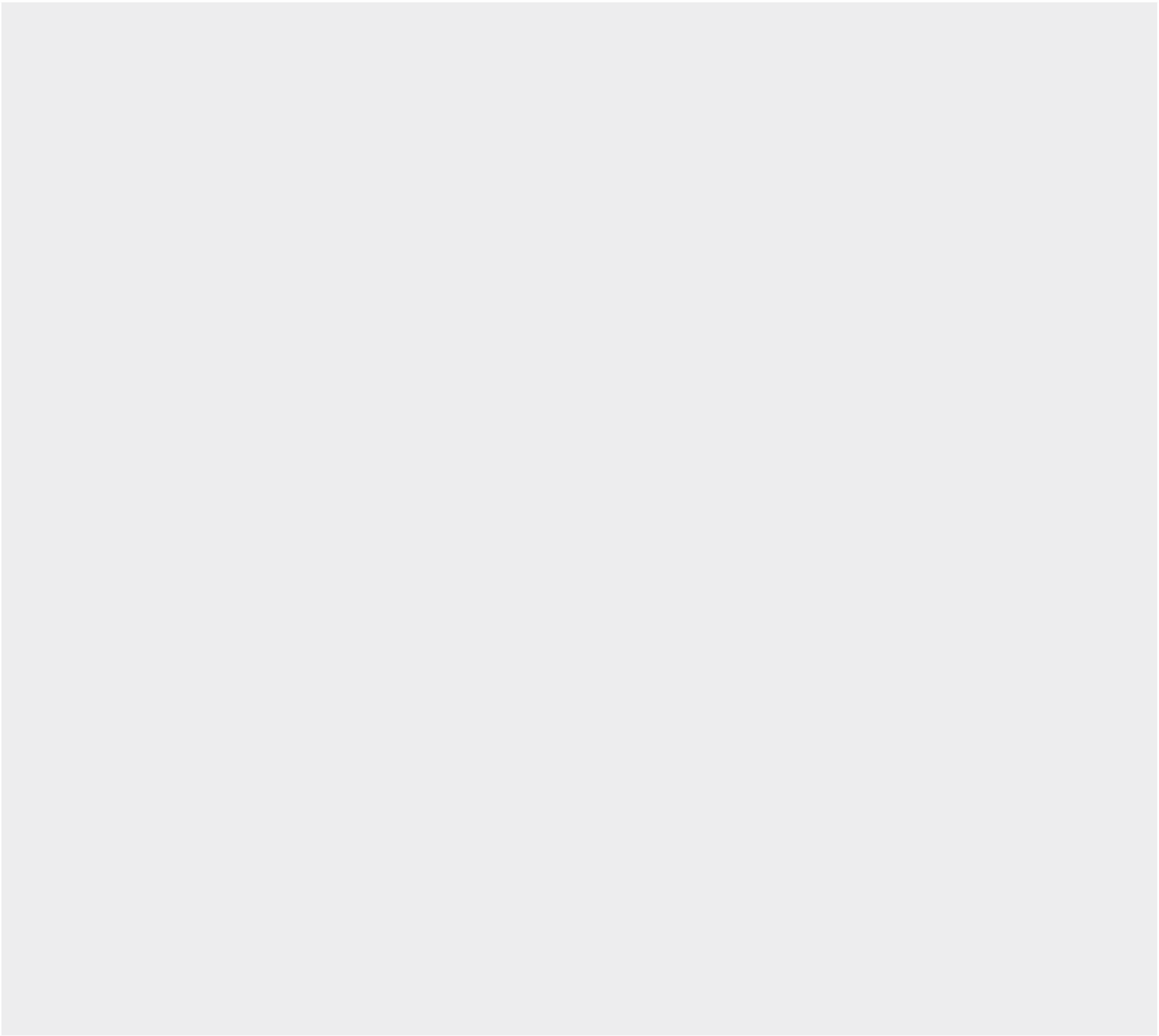
The response to this question will document how your experience with this family has influenced your approach to engaging families in Early Intervention.

5A. What did you learn from this experience about engaging families in the IFSP development process?
(3,300 character max)

5B. How did you grow working with this family? What worked well? (3,300 character max) Please make sure you respond to all questions in this section.

[Empty response area for question 5B]

5c. What would you have done differently? How might you change your practice as an Early Intervention Specialist in the future? (3,300 character max) Please make sure you respond to all questions in this section.



Entry 3: IFSP Checklist

Instructions: Complete the checklist for one complete IFSP for which you were the Service Coordinator for a minimum of six months. It must highlight your Entry 3 child and family. Any components that are missing or incomplete must be addressed in the comments section. The “General Comments” section below includes both your reflections on the

IFSP you submitted and responses to three questions about IFSP requirements.

Guidance: IFSPs must have been developed by and reflect the ongoing work of the Applicant. The Applicant must have been service coordinator for at least six months of the IFSP.

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IFSP CHECKLIST

Name of Applicant	
Start and End Date of IFSP Used for This Checklist	
Date of Referral to EI	
Date of initial IFSP Meeting	

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Initial IFSP meeting held within 45 days of referral	<input type="checkbox"/>	
Applicant is listed on the cover sheet as the service coordinator	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Family's perception of their strengths, concerns, priorities and resources	<input type="checkbox"/>	
Other services and community resources that will be involved with the child and family	<input type="checkbox"/>	
Child's strengths and areas of concern	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Complete Developmental Profile (all domains). This should include current health information (medical, nutrition and feeding)	<input type="checkbox"/>	
Vision and Hearing status is documented	<input type="checkbox"/>	
Child and family outcomes that the family wants to achieve are present	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Strategies to meet the family's desired outcomes are present	<input type="checkbox"/>	
Service delivery page lists start dates, type of service, location, frequency, duration, service provider and discipline, and end dates	<input type="checkbox"/>	
People identified by the family to participate in the delivery of services	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Statement of how collaboration with individuals in these settings will occur	<input type="checkbox"/>	
Justification if services are not provided in natural settings, and a plan to move toward natural settings	<input type="checkbox"/>	
Each early intervention service has a start date on or following the IFSP meeting date	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
<p>For a child \geq 30 months or before, as appropriate:</p> <p>Transition plan with step-by-step activities for the child and family to transition from the EI system. The plan includes the 5 points of transition: review of options; educational opportunities for the family regarding the transition process; support networks available; identification of information to be sent to LEA/community providers; and a specific plan for the transition to the next setting</p>	<input type="checkbox"/>	
<p>Written documentation that the invitation to the Transition Planning Conference with family and LEA has been sent</p>	<input type="checkbox"/>	
<p>Parent/caregiver signature stating that the parent participated in the development of the IFSP, was informed of the family's rights, and consents to services</p>	<input type="checkbox"/>	

ENTRY 3: IFSP CHECKLIST CONT'D

IFSP contains the following:	Check if complete	Comments if not complete (660 character max)
Review Pages are completed at least every six months to reflect progress, changes in outcomes, and services	<input type="checkbox"/>	

General Comments (each response is 2,000 character maximum):

1. Is there anything reflected in the IFSP that was not addressed in your narrative?

2. Provide a narrative response to the following:

A. What is your understanding of the requirement that all IFSP services are to be provided within 30 days of parental consent? Why is this important? Was this requirement met with your Entry 3 family? If not, why not? Please make sure you respond to all questions in this section.

[Empty response area for question A]

B. What is your understanding of the requirement that parental consent be obtained prior to the release of any part of the IFSP that contains personal identifiers? Why is this important? Was this requirement met with your Entry 3 family? If not, why not? Please make sure you respond to all questions in this section.

[Empty response area for question B]

c. What is your understanding of the requirement that written prior notice is to be given to the family for initial and subsequent IFSP meetings? Why is this important? Was this requirement met with your Entry 3 family? If not, why not? Please make sure you respond to all questions in this section.

[Empty response area for question c.]