Infant & Toddler Connection of Virginia Service Pathway

**DAY 1**

**REFERRAL**
- Record referral in ITOTS.
- Acknowledge receipt of referral in writing with referral source.
- Determine need for surrogate parent.

**INTAKE**
- Begin EI record.
- Intake/Service Coordinator makes initial contact with family. Schedules appointment.
- Request existing screening, medical and other information to assist in eligibility determination.
- Ensure that developmental screening has been or is completed unless there is a diagnosed condition or documented delay.
- Offer to assist family in completion of Medicaid, other program/support applications to determine eligibility, assistance.

**ELIGIBILITY DETERMINATION**
- Intake/Service Coordinator assembles eligibility determination documentation including developmental screening, medical information, parent report, formal/informal observation and assessment reports if available.
- Multidisciplinary team determines whether the child has a diagnosed condition that meets Virginia’s Part C eligibility criteria for a diagnosed physical or mental condition that has a high probability of resulting in developmental delay.
- Eligibility Uncertain (based upon existing information)
- Child Not Eligible
  - Refer to Community Programs
- Child Eligible
  - Multidisciplinary team determines eligibility under Developmental Delay or Atypical Development.
  - Carry-out necessary assessment activities to determine eligibility.

**ASSessment FOR SERVICE PLANNING**
- Intake/Service Coordinator explains the IFSP process and assists the family in preparing for the IFSP meeting.
- Identify ongoing Service Coordinator.
- Complete Family Cost Share
- Schedule and plan IFSP meeting. Notify all participants in writing.

**IFSP DEVELOPMENT**
- Conduct IFSP meeting. Complete development of the IFSP.
- Obtain informed, written parental consent to proceed and implement IFSP.
- With the assistance of the Service Coordinator, family selects IFSP service provider(s).
- Process authorization(s) for IFSP services; Service Coordinator to assist family in IFSP implementation.

- Implement IFSP: monitor, review and conduct annual re-determination of eligibility, identification of family needs. Develop new IFSP.

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Developed in collaboration with Solutions Consulting Group, LLC

“PS” indicates procedural safeguards moment.