

## **FY27 PROGRAM DESCRIPTION**

HAMHDS PROGRAM: INFANT AND TODDLER CONNECTION OF HENRICO AREA  
PARENT INFANT PROGRAM  
CARF PROGRAM: SERVICES FOR CHILDREN AND YOUTH

## **PHILOSOPHY OF PROGRAM**

Parents teach their children everyday – they are the ones who make the most difference in their child's development. The Infant & Toddler Connection of Henrico Area is committed to providing families with the information and support they need in order to access early intervention supports and services and to make decisions for their child and family about how early intervention service providers will be involved in their family's life.

## **DESCRIPTION OF SERVICES**

<http://www.infantva.org/Pr-PracticeManual-Forms.htm>

Henrico County's Parent Infant Program services as the Local Lead Agency for the Infant and Toddler Connection of Henrico Area. All families referred to the Part C system are eligible to receive a multidisciplinary evaluation and assessment, the development of an Individualized Family Services Plan (IFSP), and service coordination at no cost to the family. The specific early intervention supports and services that are necessary and appropriate are determined on an individual child and family basis by the IFSP team, which includes the family as an equal member, and are documented on the IFSP. Early Intervention services are provided in the child's natural environment. Early Intervention (EI) providers are permitted to use telehealth or remote care delivery for all ongoing services to include developmental services, physical therapy, occupational therapy, and speech-language pathology to include monitoring of successful program and instructional implementation, coaching, treatment teaming, and service plan development. Assessments for new cases can be done on a limited basis in person or using synchronous telehealth technologies at the discretion of the local service provider with the child and family's consent. The organization does not use Artificial Intelligence (AI) in service delivery or for health data analysis and processing.

Early intervention services, as defined by federal regulations, may include:

- Assistive technology
- Audiology
- Family training, counseling and home visits
- Health services
- Medical services (for diagnostic and evaluation purposes only)
- Nursing services
- Nutrition services
- Occupational therapy
- Physical therapy
- Psychological services

- Social work services
- Special instruction
- Speech-language pathology
- Transportation
- Vision services

### **Population Served:**

The Infant & Toddler Connection of Henrico provides early intervention supports and services to infants and toddlers from birth through age two who are not developing as expected or who have a medical condition that can delay normal development. Services are provided in the child's natural environment. Services include but are not limited to: service coordination, occupational therapy, physical therapy, speech therapy and developmental services. Therapy type and service frequency is determined by the outcomes developed in the child's Individual Family Service Plan.

### **MEDICATION**

The Parent Infant Program does not provide medication management, medication monitoring or store medications of the individuals served.

### **SECLUSION/RESTRAINTS/EMERGENCY HOLDS**

Seclusion and restraint are prohibited and are not used in any agency programs. Brief physical holds are used only by staff trained in Therapeutic Options in an emergency.

### **Hours and Days of Operation**

Services can be provided Monday through Friday between the hours of 8:00 am and 5:00 pm. Therapy sessions typically last between 30 to 60 minutes. During the therapy sessions, the therapists assist the family/caregiver in developing and modeling various strategies and techniques to assist the child in meeting their outcomes. Most services are provided face-to-face but may also occur via tele video via a HIPAA-compliant telehealth platform.

### **Initial Requests or Requests to Change Case Manager**

Initial requests and/or requests to change a client's Case Manager will be given serious consideration. Every attempt will be made to honor reasonable requests that ensure effective service delivery within available resources.

### **CONTRACTED SERVICES**

Agencies or individual providers enter into contract with the Local Lead agency annually.

### **STAFFING**

All Early Intervention service coordinators and therapists are Early Intervention Certified. The Parent Infant Program has:

- 8 Full-time Service Coordinators
- 4 Hourly Service Coordinators
- 2 Full-time Speech Therapist
- 2 Full-time Occupational Therapist
- 1 Part-time contracted Service Coordinator
- 1 Hourly Developmental Specialist

1 Hourly Developmental Therapist

\* Please see therapy types bulleted above.

Fulltime Service Coordinator caseloads range from 55-60 cases.

Therapist provide all assessments/evaluations and their caseloads may vary between 8-15 cases depending the therapy frequency.

## **PROGRAM GOALS and PROGRAM OBJECTIVES**

Please see at attached sheet or review state indicators at:

<http://www.infantva.org/documents/pr-superv-mon-022307VaMonitorIndicFFY2005-2010.pdf>

## **FEES**

Each child and his/her family are entitled to the supports and services (from the list above) that are documented on the IFSP. Charges are assessed to families for the supports and services they receive through the Infant & Toddler Connection of Virginia (with the exception of evaluation, assessment, service coordination and IFSP development). Many private insurance plans, as well as Medicaid, pay for some early intervention services for which fees are charged. A sliding fee scale is available if families feel that fees associated with early intervention supports and services may create a financial hardship. No child and family will be denied services due to an inability to pay

## **PROCEDURES FOR REFERRAL, SCREENING, ADMISSION AND RE-ADMISSION**

Any child who is suspected of being eligible can be referred to Virginia's Part C system. Physicians, parents and/or family members, social workers, and others with whom the child and family have contact may make referrals. Contacting the single point of entry for the local Part C system in which the child resides makes referrals. The single point of entry then serves as the child and family's link to supports and services in that particular area. The program does not utilize a waitlist and 100% of all eligible children referred for early intervention services will have their IFSP developed within the 45-day timeline. A current listing of single points of entry is maintained and provides contact information by city, town, county, etc.

## **ORIENTATION OF CLIENTS TO THE SERVICE**

All families receive an intake appointment by a Service Coordinator prior to receiving an assessment and/or services. Families receive information regarding the processes involved in Early Intervention services and are informed of their rights under our agency as well as Part C.

## **TRANSFER/DISCHARGE PROCEDURES**

Children and their families exit the local Infant & Toddler Connection system for a variety of reasons, which include but are not limited to the following: they move out of the area served by the local Infant & Toddler Connection system, either to another state or to another local Infant & Toddler Connection system within Virginia; the family decides to withdraw from the system; the child and family are lost to contact; the child no longer has a developmental delay, atypical development or a diagnosed condition;

the child transitions to early childhood special education services through the local school division or to other community services; or the child reaches his/her third birthday. A transition plan is developed prior to discharge/transfer. The transition plan must be developed at least 90 days and, at the discretion of all parties, up to 9 months before the child's anticipated date of transition. This allows the family time to consider their options and plan ahead for notification and referrals or other steps necessary to ensure services are in place for a smooth transition.