

# Early ACCESS

## Timely Provision of Early Intervention Services

June 2024

# Learning Objectives

Participants will be able to:

- ☐ Describe procedures for timely provision of early intervention services
- ☐ Complete Service Logs to document provision of early intervention services
- ☐ Document delays in provision of any early intervention service
- ☐ Provide accurate Annual Performance Report (APR) data for Timely Provision of Services (Indicator C1)

# Early ACCESS Procedures

## Content of an IFSP

Individuals with Disabilities Education Act (IDEA) Part C and Administrative Rules for Early ACCESS establish requirements for Iowa's Early ACCESS Services

### Early Intervention Services

- Documented on an Individualized Family Service Plan (IFSP)
- Designed to meet the developmental needs of children and the needs of families to assist in development
- Provided by qualified personnel
- Provided in Natural Environments to the maximum extent appropriate
- Required to provide service coordination for every family

# Consent for Early ACCESS Services

## Parent Consent

### Informed Consent

- Ensure parents are informed of all the information relevant to the IFSP
- Understand and agree to the activities on the IFSP
  - Including child and family outcomes and early intervention services
- Right to decline or withdraw their consent for any or all early intervention service(s)
- Must obtain written consent prior to initial provision of early intervention services
  - Consent for Early ACCESS Services

I understand Ebenezer is eligible for Early ACCESS and services are described in the Individualized Family Service Plan (IFSP).

#### Consent/Decline Services (check only one of three):

- ☒ I give consent for the IFSP and Early ACCESS services as written.
- ☐ I give consent for the IFSP and Early ACCESS services to be provided, with the exception of service(s) indicated as Family Declined, in the IFSP.
- ☐ I do not give consent and am declining all Early ACCESS services. I understand I may contact Early ACCESS at any time before my child turns three to reinstate the evaluation process.

# Consent for Early ACCESS Services

## Informed Consent

- Eligible for Early ACCESS
- Early intervention services in the IFSP
- Consent and Decline Services
- Parent's Signature

## Consent for Early ACCESS Services



- Date of Signed Consent for Early ACCESS Services

**In accepting Early ACCESS services:**

I understand that my consent:

- May be withdrawn at any time and does not affect actions that occurred between when consent was given and revoked; and,
- May exclude or withdraw from a particular Early ACCESS service(s) without affecting other services provided in the IFSP.

Signature Parent/Guardian/ESP

any questions or concerns, please contact your family's Early ACCESS Service Coordinator:

Consent for Early ACCESS Services

Approved

3/13/2024

Signatures

Actions

First Name

Last Name

Signature Status

Delia

Lines

Unavailable


Ernesto

Lines

Signed

View

Add Signatures



# Early ACCESS Procedures

## Timely Provision of Early Intervention Services

- Individualized Family Service Plan (IFSP) is implemented in accordance with the written IFSP
- Early intervention services are available 12 months a year to meet the needs of children and families
- Service(s) must be initiated **as soon as possible** after written parent consent has been obtained on the Consent for Early ACCESS Services

⋮

Consent for Early ACCESS Services

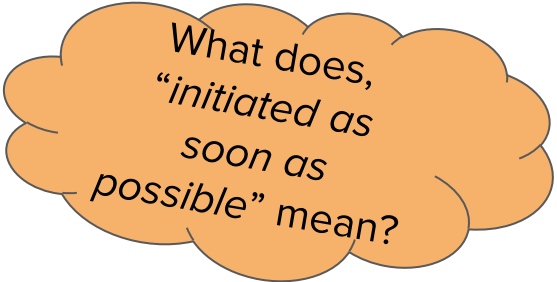
Approved

4/5/2023

# Timely Provision of Early Intervention Services

## Timely Provision of Early Intervention Services

- Provide service(s) within 30 calendar days from Consent for Early ACCESS Services
  - Must have written parent consent before providing services
  - Applies to all early intervention services on an IFSP
    - Includes early intervention service(s) added to subsequent IFSPs
- Calculation of Timely Provision
  - Start Date: Signed *Consent for Early ACCESS Services*
  - End Date: First *Service Log* documenting when the first services was completed
  - # of Days from Consent (mm/dd/yyyy) to First Service Log (mm/dd/yyyy)
    - Total # of days must equal 30 days or less






What does,  
“initiated as  
soon as  
possible” mean?

# Communication with Family

## Family Contact Logs

- Document scheduling first service(s) in Family Contact Logs
- Describe circumstances which delay providing first early intervention service
  - Exceptional family circumstances
  - First appointments canceled, missed, no response
  - Weather
- Provide details of efforts to initiate services

Family Contact Logs							Add New
	Date/Time ↓	Person Making Contact	Person Being Contacted	Method	Purpose	Comments	
	12/28/2023 3:00 PM	Dee Waddell	Access Sample	Text	Home Visit	Parent canceled first session due to conflict with the family's schedule.	
	12/13/2023 11:00 AM	Dee Waddell	Early Sample	Text	Home Visit	Parent canceled first session due to family illness.	
	12/6/2023 9:00 AM	Dee Waddell	Early Sample	Phone	Home Visit	First session canceled due to snow storm.	



# Early Intervention Service Log

## Service Log Entry

- Add New Log Entry to document first session for each early intervention service
  - Session Date: Check and Edit to correct Date of Session
  - Service
  - Start and End Time

Add New Log Entry

Session Date 06/06/2024	Child Location Home/Community settings such as libraries, grocery stores, parks, restaurants
<input type="checkbox"/> Appointment Didn't Happen	
Service Speech Language	Start Time 10:00 AM
End Time 11:00 AM	Duration: 60 min.
Next Visit	How Services are Provided Face-to-Face, In-Person Visit
Comments The first visit for Dale took place in the home with Mom. Mom shared their Iowa City appointment went well. They are putting in a referral to see if Dale	
<div> <div>Cancel</div> <div>Save and Add Another</div> <div>Save</div> </div>	

# IFSP Meeting & Early Intervention Services

## First Service Provided on Date of IFSP Meeting

- Ensure service(s) initiated on date of IFSP Meeting provides documentation:
  - IFSP is finalized
  - Parent signed Consent for Early ACCESS Services
  - Session Start Time is after IFSP Meeting concluded

### Activity

Click on event to display detail.

Session Date  
04/04/2023

Initial Individualized Family Service Plan (IFSP) - Meeting

4/4/2023 10:00 AM | home

Service  
Developmental Services

Start Time  
12:00 PM



End Time  
12:45 PM



Duration: 45 min.

Next Visit



How Services are Provided

Face-to-Face, In-Person Visit

### Comments

Following the Initial IFSP Meeting and Deniese had signed the Consent for Early ACCESS Services, we provided Deniese with an initial strategy to begin working with Debbie on offering choices between two toys during play.

# Early Intervention Service Log

## Delay in Provision of Early Intervention Service

- Service provided more than 30 calendar days after Consent for Early ACCESS Services
- Reason for Delay in First Delivery must be documented on Service Log Entry
  - Family
  - Agency
  - Public Health Emergency
  - Other

## Note: Family Contact Logs

- Documentation of contact(s)
- Circumstance(s) causing delay

Session Date 01/04/2024		Child Location Home/Community settings such as libraries, grocery		<input type="checkbox"/> Appointment Didn't Happen
Service Speech Language	Start Time 9:00 AM	End Time 10:00 AM		
Duration: 60 min.	Next Visit 01/18/2024	How Services are Provided Face-to-Face, In-Person Visit		
Comments This is the first service due to previous cancelations of our visits. This visit was with Mom, the Developmental Specialist, and SLP.				
Reason for Delay in First Delivery				
Other				
Other Reason Weather - Snow Storm				
		Cancel		Save and Add Another
				Save

# Early Intervention Service Log

Additional Service Log sections in ACHIEVE include:

## Comments

- Recent events, health updates, appointments

## Monitoring for Progress

- How is the plan working?
- Celebrations and Reflections
- Degree of progress toward achieving outcomes identified in the IFSP

## Family Guided Routines Based Intervention (FGRBI) Plan (Family 5Q)

- Discussions, routines, and a plan for practice between visits
  - **What** specific targets, steps or parts of the skill, they want their child to learn.
  - **Why** the targets are important skills or behaviors that will support their child's development.
  - **Where, When,** and with **Whom** the embedded learning opportunities will take place.
  - **How,** or the strategies the caregiver will use, that support learning for their child
  - **How** will the caregiver know if the plan is working to meet the outcomes they have identified.

# Family Intervention Plan

## Service Log Transforms to Family Intervention Plan!

### ● Session Details


- Date
- Service
- Comments
- Date of Next Visit

### ● Monitoring for Progress (Celebrations and Reflections)

- How is the Plan Working?

### ● Family Guided Routines Based Intervention Plan (FGRBI)

- IFSP Outcomes
- What
- Why
- When, Where, Who
- How
- How we know it is working



Early ACCESS

Family Intervention Plan

Child Dezi Lines		Date Of Birth 01/04/2021	
Date	Service	Comments	Date of Next Visit
11/17/2023	Developmental Services	Dezi had not slept well and was tired. Her grandma left shortly after our visit began which upset Dezi because she wanted to go with grandma.	12/14/2023

IFSP Outcomes

- Mom and Dad would like Dezi to use words to name/label familiar items or actions related to the activity (e.g. dog, juice, ball, kick, dump, water) during routines such as book reading, snack, play and bath time in conversations with Mom and Dad each day.
- Dezi's family would like Dezi to increase her attention span for books and show interest in looking at books for longer periods of time.

Celebrations & Reflections

Date	How is the plan working?
11/17/2023	Dezia shared that Dezi is expressing a lot more emotions and letting the family know what she wants either by her gestures or showing them what she wants by taking them to the object or activity.

Targets: What?

Dezi will turn the pages when Delia and Ernesto give her a little start.

Reasons: Why is this important for progress?

Dezi learns how to communicate during interactions with her family. Sitting and snuggling next to each other while looking at picture books provides an opportunity to take turns while looking at and talking about the pictures. By nudging Dezi to turn the pages of the book, it will give Dezi a role in the interaction and provide many opportunities to interact with her as the family looks at books together.

Routines & Activities: When, Where, & Who?

Dezia wants to use nap time for when they will look at picture books together. They have been talking animals and animal sounds so Dezi and Delia and Ernesto will look at books with animals during the next weeks.

Plan for Practice: How?

How will the strategies support Dezi's progress?  
Turn-taking, pointing to pictures, naming the pictures, and turning the pages all support Dezi's interest in looking at books with her family.

How will we know the plan is working?  
Dezi will turn the pages with a little help or she will touch or point at the animals in a book.

1/3/2024

Edit

Delete

Print Family Intervention Plan

# Annual Performance Report

## Iowa's System of General Supervision for Early ACCESS

- Annual Performance Report (APR) Compliance Indicator (C1)
  - Percent of infants and toddlers with an Individualized Family Service Plan (IFSP) receiving early intervention services on their IFSP in a timely manner.
    - Ensure timely initiation of all new early intervention services identified on the IFSP
- APR Documentation
  - Account for timely provision of early intervention services
    - Service(s) provided within 30 calendar days from the date in which Consent for Early ACCESS Services is obtained
    - # of Days from *Consent for Early ACCESS Services* (mm/dd/yyyy) to first *Service Log Entry* (mm/dd/yyyy) is equal to or less than 30 calendar days
  - Account for untimely receipt of early intervention services
    - First Service Log Entry - *Reason for Delay in First Service*
    - Exceptional family circumstances documented in child's records - *Family Contact Logs*

# Resources

## Early Intervention Procedures (i3)

- [Contents of an IFSP](#)
- [Parent Consent](#)
- [Early Intervention Services](#)
- [Timely Provision of Early Intervention Services](#)
- [Codes & Definitions Used in the ACHIEVE System - Early Intervention](#)
- [Early Intervention Service Log](#)

## Early Intervention Practices

- [Family Guided Routines Based Intervention \(FGRBI\)](#)
- [Setting the Stage for FGRBI](#)
- [Family Role in Early ACCESS Visits](#)

# Timely Provision of Early Intervention Services Self-Assessment

Mark the following statements as **True or False** about early intervention services.

Statement
Early intervention services are designed to meet the developmental needs of children and needs of their families to assist in development.
Families have the right to consent and decline which of the services being proposed they receive.
Early intervention services begin after families are informed and understand all the information on the IFSP.
Early intervention services on the IFSP must begin as soon as possible after Consent for Early ACCESS is obtained.
Since it is the beginning of summer, the first service will be provided when school starts in August.



# Timely Provision of Early Intervention Services Self-Assessment

Choose the **correct statement** about timely provision of early intervention services.

Timely Provision of Early Intervention Services:

- A. Applies to only the early intervention service(s) on Initial IFSPs
- B. Enter a Service Log in ACHIEVE to document providing a first service within 30 calendar days from the date obtained the Consent for Early ACCESS Services
- C. Calculation is from the date of IFSP Meeting to the first scheduled visit
- D. All of the above

# Timely Provision of Early Intervention Services Self-Assessment

Pause for a  
Knowledge  
Check!

Play to  
Continue!



# Timely Provision of Early Intervention Services Self-Assessment

## Answer Key about early intervention services.

Statement	True or False
Early intervention services are designed to meet the developmental needs of children and needs of their families to assist in development.	<b>True</b>
Families have the right to consent and decline which of the services being proposed they receive.	<b>True</b>
Early intervention services begin after families are informed and understand all the information on the IFSP.	<b>False</b> <i>(Must obtain Consent for EA Services)</i>
Early intervention services on the IFSP must begin as soon as possible after Consent for Early ACCESS is obtained.	<b>True</b>
Since it is the beginning of summer, the first service will be provided when school starts in August.	<b>False</b> <i>(Year Round Services)</i>

# Timely Provision of Early Intervention Services Self-Assessment

## Answer Key

about timely provision of early intervention services.

- A. ~~Applies to only the early intervention service(s) on Initial IFSPs~~
- B. Document providing first service(s) within 30 calendar days (via Service Log in ACHIEVE) from date obtained the Consent for Early ACCESS Services**
- C. ~~Calculation is from the date of IFSP Meeting to the first scheduled visit~~
- D. ~~All of the above~~

# Timely Provision of Early Intervention Services Self-Assessment

**Exit  
Ticket!**

**3**

**2**

**1**

Write...

- 3      Things Learned or Recalled Learning
- 2      Interesting Ideas to Share with Others
- 1      Thing that Surprised You



# Thank you!