Service Coordination Online Outline

> In addition to the online modules listed below, you will also need to participate in 4 live webinars. The dates and link for the webinar are included in your registration email.

Section 1: Introduction to Service Coordination

Module 1: Early Intervention
>	Early Intervention: What is EI?
>	Vision, Mission and Purpose of EI
>	Federal Legislation
>	Part C Revisions 2011

Module 2: Foundations of EI
>	People First Language
>	Key Terms and Themes in EI
>	A Shared Vision of EI

Module 3: National and State Perspectives
>	Federal Statue and Regulations for SC
>	Desired Outcomes for SC
>	Desired Skills and Qualities of SCs

Module 4: SC Then and Now
>	Evolution of Programs Supporting Families
>	Functions of SC

Closing Summary

Section 2: Early Intervention in Illinois

Module 1: Overview of Illinois EI System
>	Mission, Vision and Principles in EI
>	Lead Agency in Illinois
>	Community Partners
>	Funding EI in Illinois

Module 2: Service Coordination in Illinois
>	Illinois Service Coordination Model
>	SC Qualifications and Desired Skills
>	Data Systems and Record Keeping

Module 3: Individualizing SC
>	Working with Families
>	Building Relationships
>	Communication and Key Considerations

Module 4: Getting Families into the System
>	Child Find and Public Awareness
>	Referrals to EI
>	Connecting to Families

Module 5: Family Rights and Procedural Safeguards
>	Family Rights
>	Procedural Safeguards
>	Privacy Practices
>	Rights and Confidentiality Practices
>	Advocacy

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Section 3: Intake and Family Assessment
Module 1: Intake Preparation
> Family-Professional Partnership
> First Contacts – What Happens
> First Contacts – Information Exchange
> Planning and Scheduling the Intake
> Intake Preparation-Gathering Info
> Intake Preparation – Sharing Info
> Consent Forms

Module 2: Intake Visit
> Intake Activities – Sharing the EI Philosophy
> Intake Activities – Sharing Publications
> Intake Conversation Starters
> Intake Activities – Gathering Info

Module 3: Family Assessment
> Family Assessment – Federal & State Regulations
> Importance of Family Assessment
> Impact of Family Assessment
> Introducing the RBI and Gaining Consent
> Developing Your Interview Skills
> Conducting the Routines Based Interview (RBI)
> Summarize & Plan Next Steps

Module 4: Documentation
> Documenting Intake Activities
> Tips for Documentation
> Documenting the RBI Summary & Family Assessment
> Capturing Information Electronically
> The Electronic Record

Module 5: Post Intake Activities
> Identify and Confirm Evaluators
> Sharing Information with Evaluators
> Authorizations
> Medical Home & Other Referrals
> Insurance Benefit Verification

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Section 4: Illinois Systems of Payment
Module 1: Notice of System of Payments and Fees
> Overview of Fund Sources
> Introduction to Private Insurance
> Introduction to Public Insurance
> Introduction to Family Fees
> Acknowledgement of Receipt

Module 2: Private Insurance
> Utilizing Private Insurance
> Benefit Verification
> Benefits of Participating in Early Intervention
> Insurance Exemptions
> Insurance Impact on Family Fees
> Insurance Waivers

Talking Points on Insurance

Module 3: Private Insurance Consents & Scenarios
Informed Consent for Insurance Use
Private Insurance Consent Forms
Insurance Waiver Scenario
Insurance Family Fee Scenario

Module 4: Public Insurance
All Kids
Informing Families with Public Insurance
Consent to Use Public Benefits
All Kids Scenario

Module 5: Family Fee
Family Fee as a Fund Source (OPTIONAL)
Family Participation Fee Program Fact Sheet
Invoices, Billing Options, Delinquency & Reconciliation
Family Fee Payment Agreement
Talking Points on Family Fee

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Section 5: Evaluation, Assessment, and Eligibility

Module 1: Evaluation and Assessment
Why Evaluate and Assess?
Understanding Child Development
Overview of Service Coordinator Responsibilities
Coordinating Evaluation and Assessment

Module 2: Evaluation and Assessment in Action
Multidisciplinary Team Members
Evaluation Teams
Evaluation and Assessment Instruments
Reviewing Evaluation and Assessment Reports

Module 3: Eligibility
Overview of Eligibility in Illinois
Eligibility in Illinois by Developmental Delay
Eligibility in Illinois by Medical Diagnosis
Eligibility in Illinois by "At Risk through Informed Clinical Opinion"
Re-Referrals and Ineligibility
Annual Eligibility Re-Determination
Documenting Eligibility

Closing Summary

Section 6: IFSP Preparation and Meeting Facilitation

Module 1: Preparing for the IFSP
Purpose of the IFSP Meeting
The IFSP Document
Preparing for the IFSP Meeting
IFSP Document & Consent Prep
Insurance & Fee Prep Activities

Module 2: Meeting Facilitation
Defining Facilitation
Roles of a Facilitator
Facilitating Teaming
Facilitation Tips

Overcoming Facilitation Barriers
Module 3: Working with Interpreters and Translators
Working with Interpreters and Translators
Role of Interpreters & Translators
Strategies for Working with Interpreters
Closing Summary

Section 7: IFSP Development
Module 1: Introduction to IFSP Meeting
Setting the Stage
The IFSP Meeting - Introduction to Bri
Video Example – Introduction to Bri
Module 2: Levels of Development
Levels of Development – Part 1
Levels of Development – Part 2
Levels of Development – Part 3
Documenting Levels of Development
Module 3: Child Outcomes
Introduction to Child Outcomes
Facilitation Tools
Introduction to Child Outcomes 1 and 2
Reflection on Child Outcomes 1 and 2
Child Outcome 3
Child Outcomes – Building Consensus
Documenting Child Outcomes
Entering Child Outcomes Data
Module 4: IFSP Outcomes
Family Centered Functional Outcomes
Developing IFSP Outcomes
Strategies to Achieve IFSP Outcomes
Considering Resources and Supports
Documenting IFSP Outcomes
Module 5: Service Plan
Determining the Service Plan
Intensity, Frequency and Duration
Place of Service
Documenting the Service Plan
Module 6: IFSP Meeting Essentials
IFSP Meeting Authorizations
Required Forms and Consents
Self-Preservation and CFC Supports
IFSP Reports and Documentation
Closing Summary

Section 8: IFSP Implementation
Module 1: Implementing the IFSP
Understanding EI Services
Understanding Covered Services
Identifying Service Providers
Direct Service Authorizations
IFSP Development Time
Working with Associate Level Providers

Distribution of the IFSP

Module 2: Monitoring the IFSP
Why Monitor?
Using the EI Principles
Monthly Contacts
6 Month Reviews
Annual IFSP Review
Encouraging Teaming and Collaboration

Module 3: Balancing Projects and Multiple Priorities
Let's Get Organized!
Favorite Organizational Tips
Vstone Reports to Stay Organized
Prioritizing and Organizing Time Sensitive Activities
Setting Boundaries and Expectations
Maximizing Productivity
Taking Care of You!

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Section 9: Transition, Exit Meetings and Case Closure

Module 1: Transition
Overview of Transition Activities
Transition Options
Transition Roles and Responsibilities
Partnering with Families, Providers, and LEAs
Special Timelines

Module 2: Exit Meetings
Exit IFSP Meeting – Voluntary Withdrawal
Exit IFSP Meeting – Upon Review

Module 3: Transfer and Case Closure
In-State Transfers
Out-of-State Transfers
Closure

Closing Summary

SC Online Closing Summary

Webinar Information:

The dates and link for joining the webinar are included in your registration email.
Handouts and PPT slides for reference are found at *http://go.illinois.edu/SCOnlineResources*

Week 1: Initial Referral and Intake

Week 2: Evaluation/Assessment/Eligibility

Week 3: Initial Individualized Family Service Plan

Week 4: Monitoring the IFSP & Transition Planning

For resources related to this training, please visit **Service Coordination Online** *Resources page:*
http://go.illinois.edu/SCOnlineResources