Screening in Early Intervention

Policy: This policy provides guidance on the screening of infants and toddlers and their families who are referred to Philadelphia’s Early Intervention (EI) Program. The policy relates to the requirements under regulations for Part C of the Individuals with Disabilities Education Act (IDEA) Amendments of 2004 published on September 28, 2011 and OCDEL announcement EI-12#01, Screening, Evaluation and Assessment in Early Intervention.

Procedures:

1. Infants and toddlers that are referred to Philadelphia Infant Toddler Early Intervention will be offered and receive (with parent consent) a face to face developmental screening using the Ages and Stages Questionnaire - 3.
2. Parents will be informed of their rights and signed consent will be obtained from the parent to perform the screening.
3. The Service Coordinator will provide the parent with written notification of the results of the screening and will review the next steps of the process to determine the child’s eligibility for Early Intervention, including their rights if the child is not suspected of having a disability.
4. The screening will be conducted by the service coordinator during the initial home visit and the findings will be shared with the family.
5. Each family will be informed that they may request and receive a full Multidisciplinary Evaluation at any time during the screening process.
6. A screening will not be performed by the service if an ASQ - 3 was conducted and results were forwarded by the referral source. The service coordinator will review the ASQ - 3 findings with the family during the home visit and follow the steps 2 and 4 above.
7. We anticipate that the following resources will have conducted a screening and we will request a copy of the ASQ summary sheet and scores:
   - Department of Human Services (and contracted agencies including Community Umbrella Agencies)
   - KenCrest’s child find team
   - Keystone Stars Child Care Programs
   - Service Coordination Child Find/Outreach staff
8. A screening will not be performed by the service coordinator if the child has a diagnosed physical or medical condition which is likely to result in developmental delay.
9. A child’s ongoing service delivery team may use a variety of screening tools in order to determine the need for additional assessments, strategies and or interventions.
10. The screening process will not delay the required timelines related to conducting a MDE, the development of the IFSP and implementation of Early Intervention services.

2013
11. The Service Coordinator will ensure that the screening information is shared before or during the MDE meeting and incorporated into the evaluation report and IFSP if the child is eligible.

12. The Service Coordinator will document exceptional family circumstances, if applicable and ensure that this information is considered throughout the Screening and Eligibility Determination processes.

**Staff Training on the Use of Screening Tools and New or Updated Procedures**

- Philadelphia Infant Toddler Early Intervention will disseminate information about the use of screening tools, and new or updated procedures to staff within the Infant Toddler Early Intervention community including Early Interventionists and service coordinators. This dissemination will occur through on-line posting of the updated procedure and in-person meetings and presentations.

- As appropriate, Philadelphia Infant Toddler Early Intervention will offer direct training on the use of screening tools and new or updated procedures to staff within the Infant Toddler Early Intervention community, including Early Interventionists and service coordinators. This training will occur through direct written communication and in-person meetings and presentations. On-line training resources can also be used.