

Service Coordinator Responsibilities – Intake Process

The Infant Toddler Program is responsible to assure the designation of a Service Coordinator for every child and family referred for a multidisciplinary evaluation. The Service Coordinator is an employee of a public agency or its contractor whose overall duties include the following:

- Overall coordination of access to the multidisciplinary evaluation.
- Information and referral.
- Assistance to accessing other programs and services.
- Individualized Family Service Plan (IFSP) development.
- Coordination of authorization of services.
- Provision of procedural safeguards.
- Other quality assurance activities.

Service Coordinator Responsibilities for the Intake Process

Service Coordinator responsibilities for the intake process include the following:

- Educates the family about the Idaho Infant Toddler Program, including its interagency nature (IESDB, SDE).
- Educates the family about the evaluation process including consents for evaluation, providing prior written notice of proposal to evaluate, and explaining parent rights.

Refer to Procedural Safeguards/Parent Rights for additional information.

- Explains the role of the family in the multidisciplinary team.
- Assists the family with initial paperwork.
- Obtains consents and releases of information.
- Explains the system of payment policies including the use of public and private insurance and assists or refers for assistance in completing forms/applications.
- Reviews Child and Family Safeguards brochure.
- Schedules initial evaluations.
- Provides support and information during initial evaluations.
- Assures that results of evaluations are provided to the family and reviews the contents as needed.
- Assists in development of Outcomes the family would like to see in relationship to the developmental needs of the child.
- Discusses service options.
- Identifies other community resources, as appropriate.

- Facilitates family assessment, if the family consents.
- Provides a written invitation to parents/guardians to attend the IFSP.
- Schedules initial IFSP meeting.
- Provides Prior Written Notice of proposal to provide placement and provision of early intervention services.
- Facilitates and participates in the development of the initial IFSP.