

# The Infant-Toddler Program Step-by-Step

An overview of the steps your family may take while in the Infant-Toddler Program.



## FIRST STEPS: GETTING STARTED

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### Referral

- Anyone, including a parent, having concerns about your child may refer him or her to the Infant-Toddler Program.
- Referrals may be made by telephone, fax, in writing, or in person to the local Children's Developmental Services Agency (CDSA).
- When the referral is received, an Early Intervention Service Coordinator will be assigned to assist your family.

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### Initial Contacts

- During your initial contacts with a service coordinator and other CDSA staff, you will be asked about your child, his or her development, and medical history.
- These first meetings will help us learn your concerns and priorities as a family, your child's current strengths, and areas needing improvement, as well as successes and challenges you may encounter during daily routines.

3

### Evaluations and Assessments

- In order to determine if your child is eligible for Infant-Toddler Program services, an evaluation of your child's current abilities may be completed.
- The information gathered through an assessment will show us your child's strengths and any areas of development that might benefit from early intervention support.

## NEXT STEPS: SERVICES

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### Individualized Family Service Plan (IFSP)

- Once your child is determined eligible for the Infant-Toddler Program, a service coordinator will guide the development of an IFSP.
- Development of the initial IFSP must occur within 45 days of the referral.

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### Delivery of Services

- Your child will receive the services as outlined in the IFSP.
- Services listed in the IFSP should begin no later than 30 days after the IFSP is developed and signed by the family.

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### IFSP Reviews

- As the needs of your child and family change, supports and services may also need to change.
- The IFSP will be reviewed at least every six months to make sure it still fits your priorities and your child's and family's needs.
- You can request an update or review of your IFSP at any time.

## FUTURE STEPS: LEAVING THE PROGRAM

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### Transition

- Children transition out of the Infant-Toddler Program when they are no longer eligible for the program or when they turn three years of age.
- Transition plans are outlined in the IFSP.

*Parents may choose to proceed at their own pace, stop eligibility determination, or withdraw from the program at any time.*

