

Early Intervention Training - Course Descriptions

ASC-1 Advanced Service Coordination: Working with Families

A primary goal of Early Intervention is to enhance the family's capacity to meet the needs of their child. Families come to us with different strengths, different needs, and different priorities. If we are to be successful in working effectively in partnership with them, we need to have a clear sense of our respective roles and responsibilities and an appreciation of how attitudes, beliefs, values, and culture impact our interactions. This session explores a variety of strategies for developing and maintaining effective relationships with all families. By the end of this course, participants will be able to:

- Describe characteristics of families under stress and their various coping strategies.
- Explain the role of the service coordinator in a family-centered community-based service delivery system.
- Discuss the nature and significance of communication as an element of effective service coordination in EI.
- Utilize family-centered solution-oriented strategies that support the family's meaningful involvement in EI and their use of other appropriate community resources.

Course Length: 4 hours

ASC-1A Early Intervention Program Records

The responsibility for appropriately maintaining Early Intervention program records lies with both municipalities and providers. This session outlines the DOH requirements for documenting, retaining, and retrieving Early Intervention records. It includes a full and practical discussion of the federal and state laws / regulations that impact the administrative and clinical aspects of the EI record, including documentation for billing and claiming EI services and safeguarding confidentiality. Independent and agency service providers, as well as service coordinators, will find the information and discussions in this session immediately useful and applicable. By the end of this course, participants will be able to:

- Identify and reference the various laws and regulations that govern the documentation, retention and retrieval of Early Intervention records.
- Apply your understanding of the general requirements for Early Intervention record documentation, retention and retrieval to your role in the Early Intervention Program.

Course Length: 4 hours

ASC-2A Advanced Service Coordination: Transition

The transition process, moving from Early Intervention Program services to preschool special education programs or other community services, is an essential component of every child's IFSP. Transition planning helps to ensure that the process is successful. It is important that both parents and professionals understand the requirements for transition and the services that are available for children. This training reviews all of the steps of the transition process. By the end of this course, participants will be able to:

- Describe and explain the components of the transition process for both children who are and who are not eligible for preschool special education programs and services.
- Apply the information about the transition process to real-life settings.
- Describe and explain the procedural safeguards afforded to parents in the transition process.

Course Length: 3 hours and 45 minutes

EE Introduction to Early Intervention Evaluation, Assessment, and Eligibility Determination

The purpose of this full-day course is to provide introductory information and training specific to the process of evaluation, assessment and eligibility determination in the NYS Early Intervention Program (EIP). The curriculum content is based on regulatory requirements, New York State Department of Health (SDOH) Policy Documents, Clinical Practice Guidelines issued by SDOH, and generally accepted concepts of Best Practice. It includes changes that have occurred in the Early Intervention Program subsequent to the adoption of revised regulations in June 2010.

The primary audience for this training will be qualified professionals involved in the Early Intervention (EI) evaluation process. A secondary audience may consist of families, service coordinators, Early Intervention Officials and/or their designees (EIO/Ds), and other individuals interested in learning more about EI Evaluation Process. By the end of this course, participants will learn:

- the responsibilities of each MDE team member
- the required components of a Multidisciplinary Evaluation, including:
 - Standardized Assessment Tools
 - Determining initial and ongoing eligibility
 - MDE Reports

Course Requirements: Participants are advised to register and attend the Introduction to EI Evaluation, Assessment and Eligibility Determination prior to registering for the Advanced Training: EI Evaluation, Assessment and Eligibility Determination course.

Course Length: 7 hours

EE-2 Advanced Training: Early Intervention Evaluation, Assessment, and Eligibility Determination

The purpose of this training course is to provide information and training specific to the process of evaluation, assessment and eligibility determination in the NYS Early Intervention Program (EIP). The curriculum content is based on regulatory requirements, New York State Department of Health (SDOH) Policy Documents, Clinical Practice Guidelines issued by SDOH, and generally accepted concepts of Best Practice. It has been developed in conjunction with the full-day, basic training on evaluation and eligibility, Introduction to Early Intervention Evaluation, Assessment, and Eligibility Determination. It is recommended that participants attend the full-day introductory training prior to attending this advanced training. Participants will learn:

- The responsibilities of each MDE team member
- The required components of a Multidisciplinary Evaluation, including:
 - Standardized Assessment Tools
 - Determining initial and ongoing eligibility
 - MDE Reports

Course Requirements: Participants are **urged** to consider registering for, and attending, the Introduction to EI Evaluation, Assessment and Eligibility Determination prior to registering for the Advanced Training: EI Evaluation, Assessment and Eligibility Determination course.

Course Length: 4 hours

ISC Introductory Service Coordination

Sensitive and effective service coordination is a vital component of Early Intervention. Along with a thorough working knowledge of the system, service coordinators must possess the skills necessary to work in partnership with families and other professionals. In recognition of this, NYSDOH requires that all service coordinators in EI participate in an approved official training as part of their approval process [Sec. 69-4.4(b) EIP Regulations]. This training is the official training approved by the State for this purpose. By the end of this course, participants will be able to:

- Identify and describe the responsibilities of initial and ongoing service coordinators.
- Apply regulatory requirements to their work as initial/ongoing service coordinators.
- Accurately communicate information about the Early Intervention Program to families.

Course Length: 7 hours

Insurance: NYEIS Case Management and Functionality for Service Coordinators and Providers

The purpose of this training is to provide service coordinators, both initial and ongoing, with the knowledge and tools they need to perform to the best of their ability for every family they serve and to enhance/provide information on obtaining a family's insurance information, which became their responsibility in 2013. This training is also available to municipal staff and providers although most of the responsibilities are those of service coordinators.

This training provides information in two formats; the first is a PowerPoint presentation and the second consists of live demonstrations in NYEIS. The trainer will demonstrate how to add and edit insurance data in NYEIS through live web-based presentations. By the end of this course, participants will be able to:

- Effectively obtain and collect insurance information for families with children receiving early intervention services.
- Will apply knowledge of how to add and edit in NYEIS insurance data.
- Will apply knowledge and resources that will ensure successful billing and claiming

Course Length: 4 hours