



## Technical Assistance Bulletin

**TO:** WV Birth to Three Regional Administrative Units, Practitioners and Service Coordinators

**FROM:** WV Birth to Three

**DATE:** March 7, 2022

**ISSUE:** Clarification of IFSP Services When Provided in Child Care Sites (Revised March 2022)

The purpose of this Technical Assistance Bulletin is to clarify the policy and procedures for the provision of Individualized Family Service Plan (IFSP) services in a childcare site setting.

*WV Birth to Three's first priority is to support parents to be able to promote their child's development. WV Birth to Three does not provide services to childcare sites independent of parents. If childcare sites desire separate support for the childcare site only, they can utilize resources provided to them such as the Infant/Toddler Specialist and/or the Behavioral Consultant located in the local Child Care Resource and Referral Agency.*

- If a child is referred from a childcare site, the RAUs first contact should be with the parent/s.
- During the family assessment, the interim service coordinator will gather information about the family's concerns about the child's participation in the home and other community settings. Each multidisciplinary team member selected by the family will need to complete an evaluation/assessment in the home. If the family expresses concern about their child's participation in a childcare site, then appropriate team members will also complete an evaluation/assessment in the childcare site. Document the location of the evaluation activities for both locations separately on the PCF. The ISC is responsible for assuring completion of the PCF at the initial IFSP meeting and the OSC is responsible for completion at other IFSP meetings.
- Selected multidisciplinary team members will contact the childcare site to ask if they have concerns with the child's participation. If the childcare site does indicate concerns, the selected multidisciplinary team member/s will complete an evaluation/assessment in the childcare site. Any multidisciplinary team member who may have the potential to provide service in childcare site must first complete an evaluation in childcare. One evaluation/assessment report will be written with recommendations to support the child's participation in both the home and childcare site.
- If found eligible, the IFSP team will identify outcomes and strategies to support the family through family coaching to enhance the child's development within the home setting.
- The IFSP team will also identify outcomes and strategies to support the childcare site staff if the childcare staff are willing to be actively involved in carrying out recommendations for intervention strategies. Please remember, it is not appropriate to remove a child from the

classroom to provide services. Early intervention services are to be provided to the childcare site staff through caregiver coaching.

- When a family has expressed concerns about their child's participation in childcare site after the initial IFSP has been written, selected multidisciplinary team members will contact the childcare site to ask if they have concerns with the child's participation. If the childcare site does indicate concerns, the selected multidisciplinary team member/s will complete an evaluation/assessment in the childcare site.
- Providing a service in a childcare site does not eliminate the need to also provide that service to the family in their home.

Service coordination should not occur at a childcare site without the family being present. If the family has elected to meet with the Service Coordinator at that setting, that may occur. It is not appropriate for a Service Coordinator to meet with childcare site staff without the family.