

Roles and Responsibilities

Introduction:

Delineation of roles and responsibilities for the Early Intervention program is outlined on the following pages.

Responsibilities of SCDDSN:

1. Ensure compliance with all federal and state Early Intervention requirements as outlined in the Early Intervention Manual as well as the BabyNet Policy and Procedure Manual;
2. Establish general policies and procedures for the Early Intervention system within DDSN;
3. Integrate family centered philosophy into planning, policies and procedures, and administration of the Program;
4. Provide oversight and support needed by Early Intervention providers to fulfill their responsibilities;
5. Develop and implement interagency agreements to ensure the most effective integration of available resources and services;
6. Identify unmet systemic Early Intervention needs and develop plans to address these needs;
7. Provide training and technical assistance for all providers of Early Intervention services;
8. Ensure involvement of parents in policy and procedure development;
9. Provide ongoing evaluation and monitoring of the Early Intervention system; and
10. Assure available resources are allocated in an equitable manner.

Responsibilities of Provider agencies:

1. Ensure the implementation of all components of the Early Intervention manual as well the BabyNet Policy and Procedure manual for eligible children, those seeking eligibility and their families;
2. Adhere to the philosophy outlined in this manual during all actions and interactions related to the provision of services to children and families; and
3. Ensure that services as outlined in the child's IFSP/FSP are rendered in accordance with current program policy and that they include parent participation;

4. Work collaboratively with all community service providers;
5. Provide personnel and other support to the BabyNet Coordination teams to ensure collaboration at the local level between all agencies providing services to children; and
6. Collaborate with SC First Steps to develop comprehensive procedures for responding to referrals and in the provision of Early Intervention services.
7. Each provider shall maintain:
 - A current list of staff members
 - A signature sheet for Early Interventionists and Early Intervention Supervisors which includes all signature and initial variations used by those staff
 - A credential folder for each staff member which includes:
 - Resume/application
 - Certified copies of transcripts from an accredited university or college
 - Job description
 - Training records
 - New and annual performance evaluations
 - Background checks according to 406-04-DD
8. Early Intervention providers must be accessible to people served and must have a system in place which allows people served to receive assistance with any crisis situation 24 hours a day, 7 days a week. It is acceptable to have a general on call number (beyond working hours) provided there is a response to crisis calls within 2 hours.