

South Carolina Department of Disabilities & Special Needs

Early Intervention Services Review Tool – FY2022

The Key Indicators are based on DDSN Service Standards, Agency Directives, and Medicaid Policy/Requirements. Each of these documents will state the applicability for different types of providers. In general, Administrative Indicators apply to all agencies, although there may be some indicators that only apply to particular service types.

The Guidance in this document is provided as a resource to assist agencies with understanding Key Indicators. The Guidance is not intended to be, nor should be, considered as the ultimate defining resource. It should be, as inferred by its title, GUIDANCE designed to assist. State and Federal standards including policies and procedures are the ultimate resources for establishing the requirements for an Indicator.

Early Intervention Program Administration

El-101	The Provider keeps service recipients' records secure and information confidential.	Source: DDSN Directive 167-06-DD.
El-102	Board / Provider implements a risk management and quality assurance program consistent with 100-26-DD and 100-28-DD.	<p>Provider demonstrates implementation of risk management/quality assurance principles and signed, dated minutes from the Risk Management Committee quarterly reviews through the following measures:</p> <ul style="list-style-type: none"> • designated risk manager and a risk management committee • written policies/procedures used to collect, analyze, and act on risk data • documentation of remediation taken. • correlating risk management activities with quality assurance activities. • developing contingency plan/disaster plan to continue services in the event of an emergency or the inability of a service provider to deliver services. Plan must be reviewed annually. <p>Source: DDSN Directives 100-26-DD and 100-28-DD</p>
El-103	The Early Intervention Provider will have a Human Rights Committee or documented accessibility to a Human Rights Committee if consultation is needed regarding services and supports to a child and family.	Source: South Carolina Code Ann. 44-26-70 and DDSN Directive 535-02-DD.
El-104	The Early Intervention Provider utilizes an approved curriculum for teaching and certifying staff to prevent and respond to crisis situations.	<p>Source: DDSN Directive 567-04-DD</p> <p>Providers must determine appropriateness of curriculum used. Providers are encouraged to use a curriculum designed with young children in mind to address common issues such as hairpulling, biting, and running and de-escalating difficult family situations. For curricula that is not on SCDDSN's currently approved list, included with 567-04-DD, an Exception must be approved prior to use.</p>

Provider Qualifications

El-201	Early Intervention Staff meet the minimum education requirements for the position.	See Early Intervention Manual for educational, vocational, and credentialing requirements. Applies to new employees working less than 12 months.
El-202	Early Intervention Staff meet the criminal background check requirements for the position, prior to employment.	<p>Source: DDSN Directive 406-04-DD. Fingerprint-based, Federal Background Check required prior to offer of employment. SLED Check included within the Federal Check.</p> <p>Applies to new employees working less than 12 months.</p>
El-203	Early Intervention Staff continue to meet the criminal background check requirements for the position, upon required recheck.	<p>Source: EI Manual, DDSN Directive 406-04-DD</p> <p>Re-check required every 3 years.</p>
El-204	Early Intervention Staff meet the CMS "List of Excluded Individuals/Entities" check requirements for the position.	<p>Source: DDSN Directive 406-04-DD.</p> <p>Applies to new employees working less than 12 months.</p>
El-205	Early Intervention Staff meet the DSS Central Registry check requirements for the position.	<p>Source: DDSN Directive 406-04-DD.</p> <p>Applies to new employees working less than 12 months.</p>
El-206	Early Intervention Staff meet the TB Testing requirements for the position, prior to direct service contact.	<p>Source: DDSN Directive 603-06-DD.</p> <p>Applies to new staff working less than 12 months.</p>
El-207	Early Intervention Staff meet the annual TB screening requirements, as outlined in DDSN Directive 603-06-DD.	<p>Source: DDSN Directive 603-06-DD.</p> <p>Annual TB screening must be completed by the last day of the month in which it is due.</p>
El-208	New Early Intervention Staff have acceptable reference check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.

Provider Training

El-301	Early Intervention staff must pass mandatory, competency based ANE training, as required, during pre-service orientation.	Source: Early Intervention Standards and DDSN Directive 534-02-DD. Applies to employees working less than 12 months.
El-302	Early Intervention Staff, when employed after 1 year, must pass competency based ANE training within 12 months of their prior training date(s).	Source: Early Intervention Standards and DDSN Directive 534-02-DD. Applies to new employees working more than 12 months. Training must be completed by the last day of the month in which the training was due.
El-303	Early Intervention Staff must complete CPR and First Aid training prior to working with children.	Source: DDSN Directive 567-01-DD. Applies to employees working less than 12 months.
El-304	Early Intervention Staff, when employed for more than 12 months, must be current in CPR and First Aid.	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Frequency of training must meet standard set by certifying entity (American Red Cross, American Heart Association). Training must be completed by the last day of the month in which the training was due.

El-305	Early Intervention Staff must complete new employee competency- based training requirements, as required in 567-01-DD.	Source: DDSN Directive 567-01-DD. Does not include ANE, CPR or First Aid. Applies to employees working less than 12 months.
El-306	Early Intervention Staff, when employed for more than 12 months, must receive an additional 10 hours of continuing education.	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Does not include ANE, CPR or First Aid. Training must be completed by the last day of the month in which the training was due.
El-307	Annually, Early Intervention Staff are made aware of the False Claims Recovery Act, that the Federal government can impose a penalty for false claims, that abuse of the Medicaid Program can be reported and that reporters are covered by Whistleblowers' laws.	Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model Training must be completed by the last day of the month in which the training was due.

Early Intervention Service Delivery

El-401	Written Prior Notice is given to the family prior to six-month update and annual IFSP.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual
El-402	Written Prior Notice is given to the family prior to a formal change review of the IFSP.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual
El-403	The Parent/Caregiver is provided a copy of the Plan annually and at the 6-month review. DDSN only – The Parent/Caregiver is provided a copy of the Plan annually and at the 6-month review within 10 business days of completion.	Source: BabyNet Manual, DDSN EI Manual
El-404	Individualized Family Service Plan (IFSP)/Family Service Plan (FSP) is completed annually.	If not met, document review period dates and date range out of compliance. IFSP must be current within one year, not to exceed 6 months from the last 6-month review, if applicable. The last page must be signed by the family and the EI. Source: IDEA, BabyNet Manual, DDSN EI Manual
El-405	IFSP/FSP six-month review is completed within 6 months from the initial/annual review of the IFSP/FSP.	Source: IDEA, BabyNet Manual, DDSN EI Manual
El-406	Documentation exists that the Early Childhood Outcomes (ECO) were assessed and documented on the Child Outcome Summary (COS) at entry.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual
El-407	Documentation exists that the EI sought the input of other team members during the completion of the entry COS.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual
El-408	Documentation exists that the Early Childhood Outcomes (ECO) were assessed and documented on the Child Outcome Summary (COS), if applicable, at exit.	Not Applicable to DDSN Only Note: If the child received six months or less of services, the ECO exit will not be required. No exit required if provider did not complete entry. Source: IDEA, BabyNet Manual
El-409	Documentation exists that the EI sought the input of other team members during the completion of the exit COS.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual
El-410	IFSP includes current developmental information.	Not Applicable to DDSN Only Source: IDEA, BabyNet Manual, DDSN EI Manual
El-411	All BabyNet services are listed on the "Planned Services" section of the IFSP, to include intensity, frequency, length, and a start and end date.	Not Applicable to DDSN Only Note: Must have an end date from plan to plan. Source: BabyNet Manual
El-412	If the child's IFSP/FSP indicates the need for more than 4 hours per month of family training, the service notes indicate that information has been sent to the Office of Children's Services for review. A Service Justification Form signed by staff from the Office of Children's Services must be present in the file.	Source: DDSN EI Manual
El-413	All needs that are documented on the child's IFSP are provided within 30 days of identification unless there was a child/parent driven reason why the service wasn't provided.	Not Applicable to DDSN Only. If no provider available or the child is placed on a provider waiting list, EI should make monthly attempts to locate a provider. If monthly follow up is documented in service notes, do not cite. Delays in service provision at the request of the family should not be considered. Delays due to the inability to locate a family or their lack of attendance at scheduled appointments should not be considered. Source: BabyNet Manual
El-414	Transition to other services or settings is coordinated.	Source: DDSN EI Manual, EI Services Provider Manual, BabyNet Manual
El-415	The Transition referral is sent to the LEA by the time the child turned 2.6 years old.	Not Applicable to DDSN Only Source: EI Services Provider Manual, BabyNet Manual
El-416	Transition Conference is held no later than 90 days prior to the child's third birthday.	Not Applicable to DDSN Only Source: EI Services Provider Manual, BabyNet Manual
El-417	Outcomes/goals are based on identified needs and the team's concerns relating to the child's development.	Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual
El-418	Outcomes/goals are/have been addressed by the Early Interventionist.	Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual
El-419	DDSN Only - Curriculum Based Assessments are completed every 6 months or as often as changes warrant. BabyNet Only - Curriculum Based Assessments are completed annually.	Source: EI Services Provider Manual, BabyNet Manual
El-420 W	Family Training is provided according to the frequency determined by the team and as documented on the IFSP "Planned Services" section of the IFSP or the "Other Services" section of the FSP.	If the parent/caregiver cancels the visit the EI does NOT have to offer to make the visit up. Source: EI Services Provider Manual, BabyNet Manual, DDSN EI Manual

El-421	Family Training summary sheets include goals and objectives for each visit as well as follow-up objectives for the next visit. Follow up goals and objectives are not required for family training summary sheets which document only Service Coordination activities.	Source: DDSN EI Manual
El-422	Entries for Family Training visits include how parent/caregiver(s) actively participated in visit.	Source: DDSN EI Manual, EI Services Provider Manual
El-423	Family Training activities should vary. Activities planned must be based on identified outcomes on the IFSP/FSP.	Source: DDSN EI Manual
El-424	Family Training activities correspond to outcomes on the outcome/goal section on the IFSP/FSP.	Source: DDSN EI Manual, EI Services Provider Manual
El-425	If the Early Interventionist is unable to provide Family Training for an extended period of time (more than a month) the family is offered a choice of an alternate Early Interventionist.	Source: IDEA, BabyNet Manual, DDSN EI Manual
El-426	Service Notes document why and how the Early Interventionist participated in meetings/appointments on the child's behalf.	Source: DDSN EI Manual
El-427	If applicable, documentation in service notes indicates that the case was closed.	Source: DDSN EI Manual
El-428	Medical Necessity form is completed prior to any services being delivered and/or reported.	Source: EI Services Provider Manual
El-429	Service Agreement is signed and present in file once a need for a DDSN service has been identified.	Not Applicable to BabyNet Only Source: DDSN EI Manual
El-430	The Choice of Early Intervention Provider is offered annually.	Not Applicable to BabyNet Only Source: DDSN EI Manual
El-431	FSP "Other Services" section reflects the amount, frequency and duration of services being received. For the FSP, this section should reflect all current services.	Not Applicable to BabyNet Only Source: IDEA, BabyNet Manual, DDSN Manual
El-432	DDSN Only – There is a signed Service Justification form in the file for any child 5 years of age or older being served in Early Intervention.	Source: DDSN EI Manual
El-433	DDSN Only – When file is transferred from another Case Management/Family Training provider a new FSP is completed or the current plan is updated within 14 days.	Source: DDSN EI Manual
El-434	DDSN Only – FSP includes current information relating to vision, hearing, medical and all areas of development to include health.	Source: DDSN EI Manual