Roles and Responsibilities for Service Coordinators (SC) and Primary Early Intervention Professionals (PEIP)

Parental rights are reviewed whenever the IFSP team meets with families.

SC Role	PEIP Role
Take referral and contact family within 2 days	
Schedules Intake- With family permission schedules intake with PEIP (if applicable) and family.	**Intake**- PEIP starts gathering developmental information. Schedules tentative date for evaluation. (If PEIP participates in intake in your region.)
Intake- Starts Risk Assessment, Release of Information forms, admitting paperwork	
Infants in the Hospital- Obtains medical information for evaluation and writes the IFSP with family, refers to ID when home	**Schedules Evaluation**- PEIP arranges, confirms, sends out prior notice
	Completes initial evaluation/AEPS- Two disciplines complete initial evaluation with family and results are sent to SC for eligibility determination
Eligibility Meeting-Results given to family and Early Intervention Eligibility Letter, including recommendations for referral if not eligible, is sent to family.	**Uploads evaluation** to Therap and enters AEPS into AEPSi if child is eligible and will be in service for 6 months or longer. Share Child Progress Report with family.
PAR completed prior to the end of the month of eligibility.	**If eligible, PEIP reviews and provides evaluation** to family, schedules IFSP, invites other agencies, sends prior notice.
Initial IFSP- completes Risk Assessment, assists team writing outcomes and Individual Service Plan (ISP), completes Infant Development Authorization (IDA), provides MA application.	**Initial IFSP**- Complete present level, family information/assessment, priorities, and outcomes with the team assign consultants, discuss authorization
	IFSP is documented in Therap sent to SC within 10 working days. Provides copy to parents.
Reviews IFSP and activates within 5 working days.	
Conducts a face to face visit at least every 90 days	**Begins** providing services according to IFSP
Ongoing Arrange for and set up additional services such as in-home support, equipment & supplies, assists with MA follow up when needed, works with county as needed	**Ongoing** Write up home visit notes, schedule and write up consults and attach to IFSP in Therap
Regular interactions with PEIP for any issues/ follow along needed	Regular interactions with SC for any issues/ follow along needed. Schedules IFSP when family situation changes
	Prior to 6-Month Review- Schedule meeting and send prior notice

6-Month Review- Attend meeting, update authorizations, complete QER, every 6 months, provide copies to parents and provider by 15th of month	**6-Month Review**- Review IFSP, update information where needed, take notes and document in Therap, Provide a copy of IFSP to family.
	Prior to IFSP- schedule and complete annual assessment, AEPS completed and entered in AEPSi, Child progress report reviewed with family complete write up, review with parents. Schedule IFSP and send prior notice.
Annual IFSP-MA determination reminders, update ISP, update IDA, check releases, review outcomes as a team. Activate annual IFSP, contact PEIP when activated. Complete PAR.	**Annual IFSP**- MA reminders, check releases. Update family assessment, development and medical information. Review outcomes and services/ consultations with team. Input annual IFSP into Therap within 10 days, update risk assessment. Provides copy to parents.
Transition- Engage in discussions when appropriate about Opt Out or LEA Notification	**Transition**- write a transition outcome by 2.6 years, assist with discussion of Opt Out or LEA notification
If chosen, Opt Out at 2.5 – Attach to Therap	**If chosen, LEA Notification** is completed by 2.6, sent to school and attached to Therap
	Prior notice 2-7 transition mtg scheduled and confirmed, prior notice is sent for transition meeting
Transition mtg – Attend meeting and support family by providing information about child. Discuss DD eligibility after age 3.	**Transition mtg**- assist family in updating information about their child. **Input 2-7** transition summary in Therap- review transition outcomes, update IFSP
	Input 2-9 transition summary in Therap-review outcomes, update IFSP
2.9 DD eligibility Attend 2.9 meeting, discuss DD eligibility redetermination. Contact with family regarding eligibility after age 3. If eligible, complete PAR, service plan for adult, review other services.	**Support SC** by reminding family of appointments for needed evaluations for eligibility, complete closing AEPS and enter in AEPSi, visit the preschool with the family
	If possible, follow up with family after 3 months

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