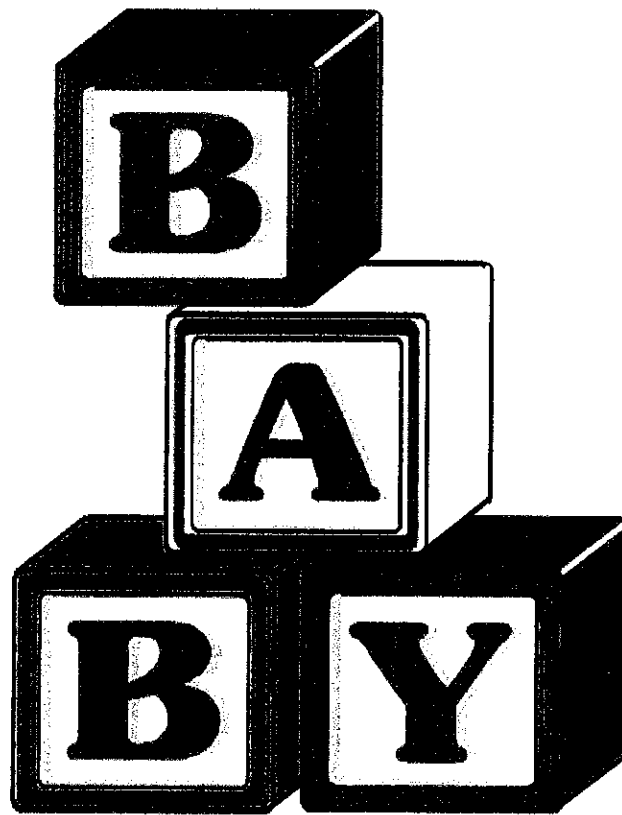


**Carroll Hills Early**  
**Intervention Program**  
**Parent Handbook**



School Phone~ 330-627-7651

**CARROLL HILLS EARLY INTERVENTION PROGRAM**

2167 Kensington Rd. N.E.

Carrollton, Ohio 44615

Phone: (330) 627-7651

Dear Parents\Guardians:

Welcome to Carroll Hills Early Intervention Program! Carroll Hills offers early intervention services to eligible infants and toddlers who are at risk for, or who have developmental delays and reside in Carroll County. Our aim is to further enhance the foundations of daily living skills that begin in infancy and are developed over time through nurturing and learning opportunities. We are excited to work with you, your child, and your family during this learning experience.

**Please take the time to read through this parent handbook carefully.** We are committed to providing the best possible early intervention program available and are dedicated to the total development of all children.

Sincerely,

The Carroll Hills Early Intervention Staff

**CARROLL HILLS FAMILY AND CHILDREN'S PROGRAM CENTER**  
**EARLY INTERVENTION STAFF**

SUPERINTENDENT MATT CAMPBELL

DIRECTOR OF EDUCATIONAL SERVICES ALICIA HALL

DEVELOPMENTAL SPECIALIST RYAN BUCK

DEVELOPMENTAL SPECIALIST JESSICA LAFFERTY

SECRETARY/FSS COORDINATOR TONYA HAWK

OCCUPATIONAL THERAPISTS KELLY PRUETT  
SANDY TEIS

PHYSICAL THERAPISTS LORI SWITALSKI  
CAROL POPA

SPEECH THERAPIST CONNIE STANIK

PRESCHOOL COORDINATOR CRYSTAL DAY

SCHOOL NURSE KIM YEAGER

**COMMON ABBREVIATIONS**

|       |  |
|-------|--|
| ASL   | American Sign Language                               |
| BCMh  | Bureau for Children with Medical Handicaps           |
| CCBDD | Carroll County Board of Developmental Disabilities   |
| CHC   | Carroll Hills Council (parent organization)          |
| COEDI | Children's Ohio Eligibility Determination Instrument |
| CP    | Cerebral Palsy                                       |
| DD    | Developmental Disability                             |
| DH    | Developmentally Handicapped                          |
| EI    | Early Intervention                                   |
| ELAP  | Early Learning Accomplishment Profile                |
| ETR   | Evaluation Team Report                               |
| FSS   | Family Support Services                              |
| HMG   | Help Me Grow   |
| IEP   | Individual Education Plan                            |
| IFSP  | Individualized Family Service Plan                   |
| LEA   | Lead Educational Agency                              |
| LRE   | Least Restrictive Environment                        |
| MD    | Multiply Disabled                                    |
| OTC   | Over-The Counter Medication                          |
| OT/PT | Occupational Therapist/Physical Therapist            |
| SLP   | Speech and Language Pathologist                      |
| SSI   | Supplemental Security Income                         |

## **What are Carroll County Early Intervention Services?**

### **Individualized Family Service Plan (IFSP)**

Early Intervention Services are available to eligible children from birth to their third birthday. Every child enrolled in Early Intervention receives services via an IFSP. As a parent, you are the key member of the IFSP process, with the plan and goals being designed by you. The IFSP is coordinated by your Help Me Grow Service Coordinator and is updated every 6 months.

### **Early Intervention Services:**

Children, birth to 3 may qualify if delays are noted in the areas of cognitive development, speech and language communication, fine and gross motor, social-emotional, and adaptive behavior per the evaluation team. The evaluation team consists of developmental specialists, speech and language pathologist, occupational therapist, physical therapist, and your HMG service coordinator.

Carroll County Early Intervention utilizes the PSP with teaming model of service delivery. More information on this model will be provided to you at your initial visits.

Evidence-based practices for early intervention services say that children learn best in their natural environments (home).

### **What will services look like?**

You will have one primary professional come to your home to work on goals with you and your child that are developed in the IFSP. This person will be your Primary Service Provider. An entire Early Intervention Team of professionals will be available to you and your child in the form of consultation, and possibly joint-visits, if deemed necessary.

## **My Child Qualifies for Services, Now What?**

1. The frequency and location of participation in Carroll County Early Intervention services for each child and family shall be individually determined and shall be based on the child's age and developmental needs, emotional needs, physical needs, physical stamina and the wishes of the family.

### IFSP Progress Updates:

All goals written in your child's IFSP will be reviewed with you on a bi-annual basis. This review is scheduled by your service coordinator from Help Me Grow.

### Attendance at therapy Sessions:

In the event you and your child need to cancel your Early Intervention visit, please call Carroll Hills School at 330-627-7651. Give the secretary your child's full name and the team member he/she is to see that day so the message can be delivered to the right person.

2. The visits may occur in the home or a community setting such as a babysitter's or relative's house. Our services take place in natural environments to best capture the child's routines and habits.
3. Case Management: case management services are available to children qualifying for EI services. A case manager acts as an advocate for the child by monitoring the delivery services, assisting in the accessing of other services or agencies you may need, and investigating reports of abuse or neglect. This service is available on a 24-hour basis. The Carroll Hills Program case manager may be reached at 330-627-6555 from 8:00-4:00 Monday through Friday. After 4:00, they may be reached by calling 1-800-274-8045.
4. Family Support SERVICES (FSS)

This program was developed by concerned citizens and advocates and funded by Ohio Legislation to recognize and provide assistance to families who care for someone with a developmental disability who is living at home.

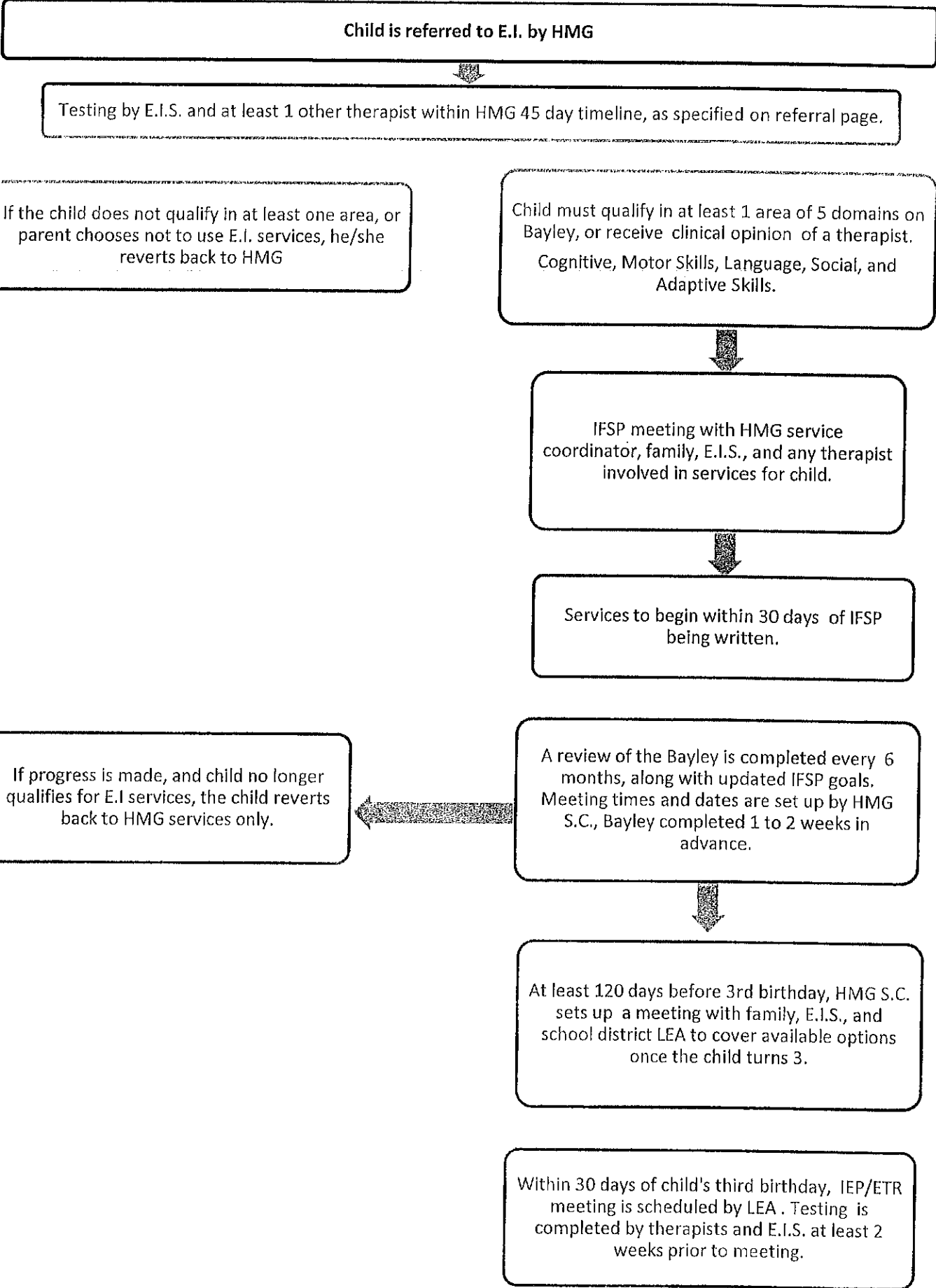
Family Support Services are available to families are:

- In-home respite care
- Out-of-home respite care
- Family education, counseling, training
- Special or adaptive equipment
- Modifications to the home
- Assistance with special diets

For additional information on FSS, contact the FSS Coordinator, at 330-627-7651, during regular school hours.

#### Transition into Preschool:

Early Intervention Services are invaluable in helping a child who is experiencing developmental delays in a particular area to make gains and "catch up." However, in order for a child to be ready for Kindergarten, once a child turns 3 years old, it may be necessary for a child to continue receiving therapy and other services through a special needs preschool program. In order to prevent a gap in services in the change from Early Intervention to Special Needs Preschool, the law has provided very specific rules that make sure children receive thorough evaluations and, if the evaluations demonstrate a need for continued intervention, which all services are in place by the child's 3<sup>rd</sup> birthday. This is called the transition process and is coordinated by your Service Coordinator from Help Me Grow. This process starts 180 days prior to your child's third birthday and includes your home school district as they are responsibly by law for meeting any special needs in the school setting beginning at age 3.



# GENERAL INFORMATION

## **CALAMITY DAYS**

On days that the weather is hazardous (snow, ice, fog) tune in to these stations for notification of school closing or delay:

WTOV-TV - STEUBENVILLE  
WQXK FM 105.1 – SALEM  
WSOM AM 600 – SALEM  
WKZL FM 92.5 – ALLIANCE  
WFAH AM 1300 - ALLIANCE

WHBC AM 1480 – CANTON  
WHBC FM 94.1 – CANTON  
WJER AM 1450 – N. PHILA.  
WJER FM 102 – N. PHILA.

When Carroll Hills School is canceled home visits are also canceled for the day unless notified.

## **CONFIDENTIALITY**

Sometimes school personnel find themselves in an awkward position because of questions or concerns that are presented about other children. It is our responsibility to safeguard every child enrolled in our program. A parent or legal guardian has the right to discuss information related to the services directly provided to their own child, however, this information is not subject to discuss with other individuals, i.e. extended family members, other students or their families, etc.

## **COMMUNITY SERVICES DIRECTORY**

|                                      |                     |
|--------------------------------------|---------------------|
| Department of Job & Family Services: | 330-627-2571        |
| Health Department, BCMH:             | 330-627-4866        |
| Community Professional Services-     |                     |
| Mental Health Counseling:            | 330-627-4313        |
| Ohio Cooperative Extension Service   |                     |
| Timeout Parent Newsletter:           | 330-627-4310        |
| Help Me Grow:                        | 330-627-HELP (4357) |

## **TOLL-FREE HOTLINE NUMBERS**

|                                    |                |
|------------------------------------|----------------|
| Home Energy Assistance:            | 1-800-282-0880 |
| Ohio Department of Human Services: | 1-800-282-1190 |
| Medicare Information Services:     | 1-800-282-0530 |
| Poison Control Center:             | 1-800-362-9922 |
| Energy Credits Program:            | 1-800-282-4310 |
| Lawyer Referral Service:           | 1-800-282-6500 |



## **Enrollment in Early Intervention Services:**

All Children must complete an application for enrollment. Children who have a suspected delay must be screened and referred for Carroll Hills Early Intervention Services by Help Me Grow. Children who have a documented delay or are at risk for a delay qualify for services. There is no charge for participation in the program.

### **Enrollment Packet:**

The packet includes emergency medical forms, medical insurance forms, enrollment application, information sheet, etc. In addition, please provide copies of birth certificate, social security card, immunization records, medical records, and Medicaid/insurance cards.