	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Office of Public Health (December 8, 2003)

REF: OCS Program Policy Manual, Chapter 4, Child Protection Investigation, Sections 4-560, 4-565, 4-570, 4-580; Chapter 5, Family Services, Section 5-420; Chapter 6, Foster Care, Sections 6-703 and 6-1105 D.

The purpose of this memorandum is to advise staff of the requirement to refer clients to the Louisiana Part C Early Intervention Program, Early Steps, with the Department of Health and Hospitals (formerly Childnet with the Department of Education).


The Office of Public Health is currently administering this program through local providers called System Point of Entry (SPOE). The SPOE providers will accept referrals, determine eligibility for Part C, and facilitate access to services in order to assist the children and families to address the children's needs. The services may include services in the areas of health, nutrition, vision, occupational therapy, physical therapy, speech language therapy, social work, family training, counseling, home visits, and transportation.

Effective immediately, OCS staff shall begin to refer children from birth to three years of age who have a known or suspected developmental delay, and are not already participating in a DHH early intervention program, to the SPOE provider in their area. Attached to this memorandum is a list of the SPOEs and the DHH Regional Coordinators for the Early Steps Program.

All children who have or may have a developmental delay, a medical condition which can result in a developmental delay, or a disability are to be referred. Once a child is referred to the SPOE, the child will be assessed to determine if there is a developmental delay in one or more of the five domains covered by this program. The domains are as follows: physical (includes vision and hearing), cognitive, social or emotional, communication, and adaptive. Once the assessment is completed and the child determined to be eligible for services, the SPOE is responsible to develop an Individual Family Service Plan (IFSP) and coordinate the services to the child and family. Their services are provided without cost to the family.

Child Protection Investigation Clients

The Federal Child Abuse Prevention and Treatment Act (CAPTA) now requires that when a child under age three has been abused or neglected, the family must be referred to an early intervention program. Therefore, when the finding is "valid" or "inconclusive" for abuse and/or neglect allegations involving a child under three, the Early Steps Program referral as well as the possible services and benefits that may be available to the child and family must be discussed with the parents/caretakers. The family shall then be referred regardless of whether the case is referred to Family Services or closed, unless the worker learns during the investigation that the child has already been assessed by a DHH early intervention program.

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

CPI staff shall consider referring all children under the age of three years in households investigated for abuse/neglect who are not already participating in or referred to an early intervention program when the finding is "invalid". Additionally, families who are referred for an assessment with the Orleans or Jefferson Assessment Pilot will also be included in consideration for possible referral for an early intervention assessment. The decision for referral can occur at any time in the investigation or assessment, but it must occur prior to the closure of the CPI case when OCS will not be continuing to provide services to the family. For cases in which the CPI worker suspects that a child may have a developmental delay early in the investigation, the referral should occur as soon as possible. When a referral has not already occurred, the worker and supervisor will discuss referral at the time of the validity determination, assessment of risk, and case recommendations. The decision regarding referral is to be documented on the Form 43 in the Case Recommendations section.

Additionally, when the finding is "invalid", or an assessment was completed, and a developmental delay is suspected or the child is in circumstances which place him at risk for a developmental delay, the program should be discussed with the family. The OCS worker should then refer all children for whom the parent/caretaker consents. Case circumstances with non-abuse/neglect trauma such as exposure to domestic violence, family breakup, and/or prenatal exposure to drugs or alcohol should be referred as these children are at risk for a developmental delay. Any other circumstances which may affect the child in any of the five developmental domains, a medical condition or disability are also appropriate for referral along with any other case in which a parent/caretaker is concerned about a possible delay.

Family Services Clients


When a referral to Early Steps has not occurred prior to the referral to Family Services, the Early Steps Program shall be discussed with the parent and referrals made as required by CAPTA. If a referral has already occurred, the Family Services worker will contact the SPOE and any early intervention services available to the family and child will be coordinated with the OCS case plan.

Foster Care Clients

All foster children from birth to age three who are not involved in an early intervention program shall be referred by the child's foster care worker to the appropriate SPOE for an assessment, unless a developmental delay or medical condition that could lead to a developmental delay has been ruled out. The referral shall be discussed with the foster parent and the biological parent or person from whom the child was removed, if they are available. A referral to Early Steps should be discussed with the parent (SP) for all children in the home under the age of three years, even if the child was born after the sibling entered foster care custody.

Referral Procedure

The Early Steps - Louisiana Intervention System Part C Referral Form is used to refer clients. The form is available through the SPOE or from the OPH internet website. To obtain the form on the internet go to www.oph.dhh.state.la.us. Then click on "Early Steps" under Featured Services; next click on "To

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

access Intake, Eligibility, and IFSP forms"; and then under SPOE Intake Forms, click on "Referral Form Vertical".

The form is completed in duplicate by the OCS referring worker. The original is forwarded to the SPOE and the duplicate is filed in the family or the child's case record, if the child is in foster care. A copy of the form is attached to this memorandum.


The child's parents' or foster parents' name, relationship and contact information is entered on the form using the most appropriate contact person for the provision of information about the child and for services decisions and coordination. The person entered as the Parent's Name in the Family Information section is the parent or surrogate parent who the SPOE agency will consider as having the authority to make decisions on services for the child, unless the SPOE is otherwise notified by OCS.

The OCS worker's name will be entered in the Alternate Contact section when the child and/or family will be receiving services from OCS in any program as well as in the Referral Source Information section. When a family is referred and the OCS case will be closed, the OCS worker's name is only entered in the Referral Source Information section. In those cases an Alternate Contact person may be identified by the client.

When the client is active in CPI (for cases referred during the investigation) or FS, the worker's name is entered as the alternate contact. The case decision making and the OCS service plan will involve coordination with the SPOE to follow-up on the assessment process and, when the child is eligible for services, to coordinate with the Early Steps Program. For families receiving Family Services, both the family and the SPOE should be involved with the worker in the development of the OCS case plan. Additionally the worker and the SPOE need to plan for the communication between the worker and the SPOE regarding the services.

For children in the custody of the agency, it is very important for the child's foster care worker to contact the parent or surrogate parent, if one is designated, regarding services provided to the child and the SPOE Service Coordinator in order to integrate these services into the child's OCS case plan as well as the establish the time frame for ongoing communication between the SPOE and the worker. The OCS worker must keep the SPOE service coordinator informed of any changes in the child's placement as well as other services that are received, i.e., medication changes, evaluation results, etc. The SPOE provider does not want to duplicate testing and services and will request information from the child's previous or current service providers, as appropriate. The child's foster care worker should identify known service providers for the SPOE service coordinator so as to prevent duplication of services. The worker should also sign the consent for release of information on the child who is in agency custody.

When the eligible child is in foster care, it is very important to discuss the responsibilities for the person listed in this section with the parent and the foster parent. The purpose of SPOE Providers is to work with families to enhance the child's development.

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003


When the child reaches his third birthday, the SPOE will refer the child to the local school system and, if appropriate, refer the child to the DHH Medicaid Waiver Registry. Alternatively the SPOE provider can conduct/schedule evaluations or assessments which are needed, but as yet, not completed. The child's foster care worker should request documentation of the registration and file it in the case record. Additionally, the worker shall also refer the child to the OCS Medicaid Waiver waiting list.

Confidentiality

The SPOE Provider complies with the Family Education and Rights Privacy Act which provides the family with the right to review any information contained in the child's case record. Any information provided to the SPOE Program by OCS or other service providers and filed in the child's case record may be reviewed at any time by the family. When making a referral, the OCS worker should not provide information on the child or an investigation that is confidential and cannot be shared with the family. In responding to information requests from the SPOE on services for the child in foster care, the information should be provided on a need to know basis in order to provide or coordinate services in the best interest of the child. All requests for case information involving CPI, FS, or SP cases require the appropriate release of information consent prior to the release of information.

A Memorandum of Understanding will be developed with OPH to address referral and service issues.

Attachments

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

Early Steps Referral Form

COMPLETED BY: _____ *REFERRAL DATE: _____

CHILD'S INFORMATION

*Name: Last _____ First _____ Middle _____ *Date of Birth: _____ *Gender: M F (circle one)

*Address: _____ Apartment/Street/Post Office Box Number _____

*City/Town: _____ LA *Zip Code _____ *Parish: _____

FAMILY INFORMATION: Check one ? Natural parent ? Foster parent

*Parent's Name: Last _____ First _____ *Relationship: _____

*Address: _____

*City/Town: _____ *State: LA *Zip Code: _____

Alternate Contact: _____ Relationship: _____ Phone: _____

***REASON FOR REFERRAL:**
 Suspected developmental delay in (check one) ? motor/physical development ? communication ? cognition ? social emotional development ? adaptive development ? other: _____

Medical Diagnosis: _____ NO _____ YES: please explain? _____

Has this family been informed of this referral? Yes _____ No: If no, do you plan to inform? _____

REFERRAL SOURCE INFORMATION


*Name: _____ Agency: _____

Address: _____ City/Town: _____


State: _____ Zip Code: _____ Phone: _____ FAX: _____

*How did you find out about Part C? _____

Please mail or Fax to: [SPOE ADDRESS and FAX Number] _____ October 2003




Home Phone: _____
 Parents work Phone: _____


	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

LOUISIANA PART C EARLY INTERVENTION
SYSTEM POINTS OF ENTRY (SPOE's)

<u>DHH Region</u>	<u>SPOE</u>	<u>Parishes</u>	<u>Contractor Information</u>
1	National Rehab Partners	Orleans and St. Bernard	Joan Semmes, Director 2714 Canal Street, Suite 304 New Orleans, LA 70119 (504) 821-6661 fax- (504) 822-0943 E-mail: jsemmes@rehabnrrp.com
1	Families Helping Families of Greater New Orleans	Jefferson and Plaquemine's Parishes	Mary Kulas, Program Supervisor 4323 Division St., Suite 208 Metairie, LA 70002-3179 (504) 324-1442 Toll Free (800) 766-7736 fax- (504) 457-0337 E-mail: fhfgo@ix.netcom.com
2	Families Helping Families of Greater Baton Rouge	East Baton Rouge, East Feliciana, and West Feliciana Parishes	Renee Barber, Program Supervisor 3060 Teddy Drive, Suite A Baton Rouge, LA 70809 (225) 925-2426 Toll Free 1 (866) 925-2426 fax- (225) 925-1370 E-mail: spoegbr1@bellsouth.net
2	Families Helping Families of Greater Baton Rouge	Pointe Coupee, West Baton Rouge, Iberville, and Ascension Parishes	Renee Barber, Program Supervisor 3060 Teddy Drive, Suite A Baton Rouge, LA 70809 (225) 925-2426 Toll Free 1 (866) 925-2426 fax- (225) 925-1370 E-mail: spoegbr1@bellsouth.net
3	Bayou Land Families Helping Families	Assumption, St. John, St. Charles, and St. James Parishes	Mary Gibson, Program Supervisor 2840 Airline Hwy, Suite D LaPlace, LA 70068 (985) 479-2430 Toll Free 1 (800) 331-5570 fax- (985) 479-2432 E-mail: blfhf@bellsouth.net
3	Bayou Land Families Helping Families	Terrebonne, Lafourche, and St. Mary Parishes	Samantha Lassere, Program Supervisor 760 West Tunnel Blvd., Suite B Houma, LA 70360 (985) 872-1830 Toll Free 1(800) 331-5570 fax- (985) 872-1841 E-mail: slassere@bellsouth.net
4	First Steps Referral and Consulting LLC	Lafayette, Iberia, St. Martin, and Vermillion Parishes	Mary F. Hockless, CEO P.O. Box 12213 New Iberia, LA 70562 (337) 359-8748 fax- (337) 359-8747 toll free- 1-(866) 494-8900 E-mail: teamfsrc@bellsouth.net
4	First Steps Referral and Consulting LLC	St. Landry, Evangeline, Acadia	Mary Hockless, CEO P.O. Box 12213 New Iberia, LA 70562 (337) 359-8748 fax- (337) 359-8747 toll free 1- (866) 494-8900 E-mail: teamfsrc@bellsouth.net
5	Calcasieu Parish School System	Cameron and Calcasieu Parishes	Helen Monic, Intake Coordinator Specialist 3301 Old Spanish Trail Westlake, LA 70669 (337) 882-6459 Fax- (337) 882-6261 E-mail: Helen.monic@cpsb.org

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

5	Families Helping Families of Southwest Louisiana, Inc	Beauregard, Jefferson Davis, and Allen parishes	Diane Hazelwood, Program Supervisor 109 N. Pine Street DeRidder, LA 70634 (337) 460-8440 Fax- (337) 460-8446 Toll Free- (866) 460-8440 E-mail: hajd@bellsouth.net
6	Families Helping Families at the Crossroads of Louisiana	Vernon, and Rapides Parishes	Carol Carlino, Program Supervisor P.O. Box 3356 Pineville, LA 71361-3356 (318) 445-7672 fax- (318) 443-4547 Toll Free- (800) 259-7200 E-mail: ccarlino@yahoo.com
6	Families Helping Families at the Crossroads of Louisiana	Winn, Grant, La Salle, Catahoula, Concordia, Avoyelles	Carol Carlino, Program Supervisor P.O. Box 3356 Pineville, LA 71361-3356 (318) 445-7672 Fax- (318) 443-4547 Toll Free- (800) 259-7200 E-mail: ccarlino@yahoo.com
7	Families Helping Families of Northwest Louisiana, Inc.	Caddo Parish	Jennifer Boyll, Program Supervisor 2620 Centenary Blvd., Bldg. 2, Suite 236 Shreveport, LA 71104 (318) 226-8038 fax- (318) 425-8295 E-mail: jennifer@spoe.ntcmail.net
7	Families Helping Families of Northwest Louisiana, Inc	Bossier, Webster, Claiborne, Bienville	Jennifer Boyll, Program Supervisor 2620 Centenary Blvd., Bldg. 2, Suite 236 Shreveport, LA 71104 (318) 226-8038 fax- (318) 425-8295 E-mail: Jennifer@spoe.ntcmail.net
7	Natchitoches Parish School Board	Natchitoches, Sabine, De Soto, and Red River Parishes	Cynthia C. Winston, Director 415 Martin Luther King Jr. Drive Natchitoches, LA 71457 (318) 238-2578 fax- (318) 238-2580 E-mail: Cynthia@walt.nat.k12.la.us & jones@nat.k12.la.us
8	Easter Seals of Louisiana	Ouachita, Union, Jackson, Lincoln, and Caldwell Parishes	Peyton Fisher, Director 1300 Hudson Lane, Suite 5 Monroe, LA 71201 (318) 322-4788 Toll Free 1 (877) 322-4788 fax- (318) 322-1549 E-mail: pf25la@aol.com
8	Easter Seals of Louisiana	Morehouse, West Carroll, East Carroll, Richland, Franklin, Tensas, and Madison Parishes	Peyton Fisher, Director 715 Broadway, Suite A Delhi, LA 71232 (318) 878-5222 Toll Free 1 (800) 578-5220 fax- (318) 878-0092 E-mail: pf25la@aol.com
9	Northshore Families Helping Families	St. Tammany Parish	Jeanne A. Borrello, Executive Director 111 N. Madison St. Covington, LA 70433 (985) 875-0612 fax- (985) 875-9979 Toll Free (800) 383-8700 E-mail: nfhf@charter.net
9	Southeast Area Health Education Center	Livingston, Tangipohoa, Washington, and St. Helena Parishes	Brian Jakes, CEO 1302 J.W. Davis Drive Hammond, LA 70403 (985) 345-1119 Fax- (985) 419-9486 Toll Free- (888) 295-4270 E-mail: ahcebpi@juno.com
			Revised 9-08-03

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2003
	Section No./Name	PPM 03-16 Louisiana Part C Early Intervention Services for Children Between the Ages of Birth and Three Years (Early Steps) with the Department of Public Health
	Date Issued	December 8, 2003

**Early Steps
Louisiana's Early Intervention System
Regional Coordinators**

Region 1	<p>Sharon Barnes-Starks (starts 9/2/03) Metropolitan Region Office 1010 Common St, Suite 700 New Orleans, LA 70112</p>	<p>Phone: (504) 599-0100 Fax: (504) 599-0200</p>
Region 2	<p>Suzanne Vincent Capitol Regional Office 1772 Wooddale Blvd. Baton Rouge, LA 70806 svincent@dhh.la.gov</p>	<p>Phone: (225) 925-7200 Fax: (225) 925-7245</p>
Region 3	<p>Peggy Arceneaux (starts 9/2/03) Teche Regional Office 1434 Tiger Dr. Thibodaux, LA 70301</p>	<p>Phone: (985) 447-0916 Fax: (985) 447-0920</p>
Region 4	<p>Monica Dowden (starts 9/15) Acadian Regional Office 825 Kaliste Saloom Road Lafayette, LA 70508</p>	<p>Phone: (337) 262-5311 Fax: (337) 262-5237</p>
Region 5	<p>Kellye Anderson Southwest Regional Office 707A E. Prien Lake Rd Lake Charles, LA 70601 KGAnderson@dhh.la.gov</p>	<p>Phone: (337) 475-3200 Fax: (337) 475-3222</p>
Region 6	<p>Mary Holmes Central Regional Office 5604-B Coliseum Blvd. Alexandria, LA 71303 mholmes@dhh.la.gov</p>	<p>Phone: (318) 487-5264 Fax: (318) 487-5338</p>
Region 7	<p>Mandy Perdue Northwest Regional Office 1035 Creswell Ave. Shreveport, LA 71101 mperdue@dhh.la.gov</p>	<p>Phone: (318) 676-5247 Fax: (318) 676-7783</p>
Region 8	<p>Kathy Waxman Northeast Regional Office P.O. Box 6118 Monroe, LA 71211-6118 kwaxman@dhh.la.gov</p>	<p>Phone: (318) 361-7201 Fax: (318) 362-3163</p>
Region 9	<p>Wanda Stroud Southeast Regional Office 21454 Koop Dr, Suite 1C Mandeville, LA 70471 wstroud@dhh.la.gov</p>	<p>Phone: (985) 871-1300 Fax: (985) 871-1334</p>