



HAMILTON COUNTY  
**DEVELOPMENTAL DISABILITIES**  
SERVICES



# Early Intervention Parent Handbook

[www.hamiltondds.org](http://www.hamiltondds.org)

Your Primary Service Provider is \_\_\_\_\_

Phone Number \_\_\_\_\_

Your Service Coordinator is \_\_\_\_\_

Phone Number \_\_\_\_\_



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# Early Intervention

Director of Integrated Services Matt Briner	(513) 559-6768
Assistant Director of Integrated Services Pheetta Wilkinson	(513) 910-1202
Early Intervention Coordinator Denise McMillan	(513) 235-0698
Early Intervention Coordinator Annette Stagge	(513) 910-6705
Early Intervention Secretary Leeanne Sobkowiak	(513) 559-6734

## Early Intervention Work Locations

Bobbie B. Fairfax School  
4999 Kingsley Drive  
Cincinnati, OH 45227  
(513) 271-2313

Principal: Kim Martindell

Margaret B. Rost School  
5858 Bridgetown Road  
Cincinnati, OH 45248  
(513) 574-2372

Principal: Duerk Zinn

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# Welcome

This handbook contains information about your child's rights and the Hamilton County Developmental Disabilities Services' Early Intervention program, which follows state rules.

Please read this book carefully and keep it in a convenient place so you can find it when you need it. If you have any questions or concerns, please call us. We look forward to working with you and your family!

## Enrollment

The Ohio Department of Developmental Disabilities (DODD) requires the following documents for enrollment:

- Birth verification: birth certificate, birth affidavit, hospital record, passport, baptismal record or other religious record showing a child's birth date and place of birth.
- Social Security number
- Annual health record
- Updated immunization records

## Programs

Early Intervention (EI) provides a variety of services to children from birth to age 3 who have a developmental disability or a diagnosed medical condition. Hamilton County DD Services partners with the Help Me Grow program to provide a system of services for eligible families with infants and toddlers.

One member of the team will be assigned as a **Primary Service Provider (PSP)**. This professional will visit you and your child regularly at home or in other community settings. At each visit, your PSP will help address your questions and your priorities related to your child's development.

Together you will find ways to support your child during everyday activities. The PSP will consult other team members as needed, and they may join the PSP on visits with you. If needed, additional screenings or testing may be administered with your consent.

The **Early Intervention Service Coordinator** on your child's team can guide you through services and is assigned through Lighthouse Youth Services. Your Service Coordinator learns about your family and daily activities, as well as hopes and priorities for your child. They may also arrange screenings, evaluations, assessments, services and meetings.

# Our philosophy

*Early learning experiences are important and influence the growth and development of your child. Our early intervention services will help support your dreams and visions for your child. We believe you are the most effective teacher for your child's learning.*

## Team Members:

- Respect that you know your family's needs better than anyone and have the greatest influence on your child's development.
- Welcome the participation of extended family and friends. We understand their support is important to you and your child.
- Respect your time by having the Primary Service Provider be your main contact.
- Bring your questions and concerns to our weekly team meeting. Parents may elect to participate in person or by phone, if desired.
- Provide coaching expertise from other team members as needed. This could include Developmental Specialists, Occupational or Physical Therapists, Speech Language Pathologists, Service Coordinators and a Behavior Support Coach.
- Always welcome and encourage your ideas/suggestions to promote positive growth of your child.

## Your Family:

- Talks with your PSP about daily routines, asks questions and shares priorities so together you can seek solutions to the challenges of family life.
- Benefits from the knowledge and experiences of the entire team through the coaching approach.
- Builds the type of relationship with team members that works for you.

## The Individualized Family Service Plan (IFSP)

Federal legislation mandates that an Individualized Family Services Plan (IFSP) be developed for every child and family receiving early intervention services within 45 days of initial contact. The form for this process was developed through the Ohio Department of Developmental Disabilities and is used statewide as an outline in developing the IFSP with each family.

The plan for each family is created in partnership between families and professionals and may address the needs of both the family and the child. Family members participate fully and equally as members of the team.

The resulting document belongs to the family and should be passed along as their child receives services. Everyone on the child's team will work in partnership to meet the outcomes of the IFSP.

# General Information

## Participation

Consistent participation is important for you and your child to receive the full benefit of services. Your child will be more comfortable with services if he or she has regular contact with staff. If you must miss an EI appointment, please call your Primary Service Provider.

We have written procedures to help you keep in touch regularly with staff about your appointments. We will do our best to keep all appointments and let you know as soon as possible if cancellations are necessary.

- Please call your PSP to cancel a home visit at least 24 hours in advance, when possible.
- To keep from passing illness from family to family, please cancel your appointment if your child has a communicable disease or any of the symptoms listed in the health and safety section.
- If the need arises, EI staff will cancel scheduled appointments as early as possible.
- It is your responsibility to make yourself and your child available for services. Please try to avoid making conflicting appointments and discuss scheduling issues with your PSP.

If you do not contact your PSP to cancel a visit or report an absence, it will be considered a missed visit. Three consecutive missed visits with your PSP and/or failure to respond to phone calls or letters will lead us to assume you no longer wish to receive our services and your child will be withdrawn from the program.

## Emergency or weather-related closures

Programs may be canceled or delayed in emergency situations or for severe weather. Notice will be posted on the agency website, [www.hamiltondds.org](http://www.hamiltondds.org), and Facebook page, as well as on local news websites, television and radio stations.

Your PSP will contact you about conditions in your area.

## Parental rights

Parents of children with a developmental delay or disability have special rights outlined in the federal law called Individuals with Disabilities Education Improvement Act (IDEIA). If your child has a delay or disability, your rights include:

- Developmental evaluation and/or assessments to determine initial eligibility and annual redetermination.
- Help with transition planning before your child turns 3.
- The right to have an advocate, friend or interpreter present at any or all contacts with service providers.
- The right to receive 10-day written notice before a change in services. The written notice should include an explanation of and reasons for the change being proposed or denied.

## **Procedural safeguards (Part C of IDEIA)**

The Hamilton County DD Services Early Intervention program is part of the Help Me Grow system and upholds the procedural safeguards provided by the Individuals with Disabilities Education Improvement Act (IDEIA). These safeguards provide standards for accountability, consistency and a means for settling disputes in a fair and equitable manner.

Your Early Intervention Service Coordinator will provide you with a copy of the safeguards and dispute resolution. Copies of the Ohio DODD Early Intervention Rules are available upon request.

## **Change of Address/Telephone**

Please tell your PSP as soon as possible if you change your phone number or address.

## **Confidentiality and Access to Records**

You have the right to review your child's records. To see them, make an appointment with your child's PSP.

We require your written permission to share information from your child's file, including records sent to another agency. We will forward confidential records once a release form is signed by the parent/guardian.

## **Complaint Procedures**

The Hamilton County DD Services and its employees make every effort to ensure your rights and your child's rights are respected. If you have any questions or concerns regarding services, contact your PSP or their supervisor.

If your concern cannot be resolved through your PSP, please contact Assistant Director of Integrated Services Pheetta Wilkinson, (513) 910-1202, or Director of Integrated Services Matt Briner, (513) 559-6768. If you feel your concern has not been adequately addressed, you may request a meeting with the Superintendent.

# Health and Safety

In order to reduce transmission of contagious diseases, please do not allow your child to participate in appointments if he/she has:

- Persistent cough
- Vomiting/Diarrhea
- Rash
- Runny nose with green/yellow mucus
- Injury requiring medical treatment
- Fever above 99 degrees
- Sore throat
- Swollen glands
- Lice/scabies
- Red eyes with discharge/inflammation

If any person in the home displays these symptoms, please contact your PSP to cancel your appointment and reschedule. If an EI staff member realizes your child or any person present has any of the above symptoms they will end the visit.

## Medical Forms/Evaluations

A health record must be updated every year and be in the office by the required annual date. Please update this information whenever changes occur.

## Safety

Your child's safety is of the highest priority with our staff.

- Each staff member is trained in first aid, as well as infant and adult CPR.
- Parent/Guardian must be present with child in the home throughout the visit.
- Each staff member carries a cell phone.

## Child Abuse and Neglect

Staff members of the Hamilton County DD Services are mandated reporters. If we suspect child abuse or neglect, we are required by law to report it to:

- Hamilton County Department of Jobs and Family Services, (513) 241-5437
- Hamilton County DD Services, (513) 794-3308



The 24-hour on-call phone number for emergencies is (513) 794-3308. You can call this number at any time to report abuse or health and safety issues.

If you have questions about information in this handbook, contact Matt Briner, Director of Integrated Services, (513) 559-6768, or [Matt.Briner@hamiltondds.org](mailto:Matt.Briner@hamiltondds.org).



# VISION

*Community integration for all people with developmental disabilities*

# MISSION

*Promote and support opportunities for people with developmental disabilities to live, work, learn and fully participate in their communities.*

— HAMILTON COUNTY —  
**DEVELOPMENTAL DISABILITIES**  
— S E R V I C E S —

1520 Madison Road  
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(513) 794-3300  
[www.hamiltondds.org](http://www.hamiltondds.org)