

<b>Area:</b>	Health Services
<b>Subject:</b>	HS13 – Individualization of the Program
<b>Reference:</b>	1304.20 (f)(1-2)(iv)
<b>Policy:</b>	The program will be individualized for each child based on information from screenings, ongoing observations and evaluations, and insights from the parent.

**Procedure:**

1. Staff uses information from developmental screenings, behavioral concern, observations, medical and dental evaluations and parents' insight to determine the approach for each child's individual pattern of development.
2. The Child Success Team will determine if further evaluations or diagnostic testing is needed. This determination is based on the original screenings, ongoing observations and evaluations, and insights from the parent. If subsequent results indicate a disability requiring special services, an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) is developed. Services are to begin as soon as possible.
3. Infants and toddlers identified under Part C of the Individuals with Disabilities Education Act are referred for services that support both the infant and the family in the attainment of expected outcomes outlined in the Individualized Family Service Plan (IFSP).
4. Staff includes the parents in all aspects of care for their infant, developing a strong partnership with parents and the IFSP team.
5. Staff supports families through the entire IFSP process, helping them as needed.
6. Staff involves parents in planning and transition activities when children move into or out of the program, or for children who, at age three, move to a preschool setting. Discussions with the parent concerning transition activities are recorded on the Parent Contact Record and the weekly Activity Plan.

<b>Supervised by:</b>	Director II, Child Development Supervisor
<b>Performed by:</b>	Primary Caregivers, Teachers, Associate Teachers, Family Health Services Assistants, Family service Workers, Disabilities Supervisor, Nurses
<b>Forms needed:</b>	Developmental Screenings, Observations Records, Developmental Assessments, Infant Needs and Service Plan, Ages & Stages Questionnaire, Early Screening Inventory, OFSP, IEP, Parent Contact Record, Activity Plan, Medical Records
<b>Frequency:</b>	Ongoing