Washington County 2017-

EI/ECSE Newsletter

DATE: December, 2017

Upcoming Events

Date	Event
12/13/17	**Early Intervention Advisory Council (EIAC)**, Kindergarten Transition, ESD, 6:00-8:00
12/18/17 – 1/1/18	**Winter Break,** Non-Contract
1/19/18	**EIAC Fundraiser-Chipotle at Cedar Hills -** *Save the date*
1/26/18	**CPR Training,** ESD-Registration will be coming

**Please see individual site calendars for site-specific events*

Census

12/1/16 = 1865 12/1/17= approximately 1943 ***Increase of: 78 children***

Required Mandatory Trainings

Must be completed by 2/20/18. Classified staff are required to complete all trainings during their regularly scheduled work hours. Once all trainings are completed, a copy of your transcript (not individual certificates) must be submitted to your coordinator either hard copy or electronic. (Can be sent as pdf file.)

Mileage Submission

It is essential that mileage be submitted monthly. Budgeting for the upcoming year is dependent upon having accurate monthly documentation of how much mileage is being expended.. If there is not accuracy monthly, the budgeting process may be at risk for not including adequate funding for mileage reimbursements for the coming year.

Inclement Weather-Sign up for FlashAlert!

Any delays or school closures will be posted on ***FlashAlert.*** This information will be posted on the ESD web page, or you can receive immediate notification by signing up for a FlashAlert account at: http://www.flashalert.net/signup.html. Information will also be provided to the media (radio and television) as soon as the determination is made by local school districts. The ESD sites follow the decisions of the local districts where they are located. For example, if Beaverton school district is closed, the Beaverton Early Childhood Education Center will also be closed. However, if Gaston is closed, but Hillsboro is open, then Hillsboro Education Center will remain open. Please see the EI/ECSE Parent Web Page for more details. If you serve more than one site, please refer to your contract language for your obligations during emergency closures.

Service Coordinators

Site-to-Site Transfer: ***REQUIRED*** **-** A site-to-site transfer sheet must be submitted to the site administrative assistant as soon as there is awareness of the anticipated transfer. Do not wait until the file is ready to go as the receiving site needs advance notice of the incoming child.

AAC Service Provider: Please list the AAC provider as "SLP." This is important for Medicaid billing.

Cross-County: If you are involved in a cross-county service situation, whether resident county or serving county, a ***Census Form must be submitted*** upon completion of the IFSP establishing the community based service. This ensures that the Registry page records all of the appropriate information.

Extended Year Services(EYS)/Data Collection: Please be diligent over the next two weeks in collecting data for ECSE aged children. This will be the pre-break data and should be used to compare to post-break data to consider whether EYS should be considered.

Referrals for School Psych evaluations: Referrals MUST go through your coordinator PRIOR to inviting Lillie Mae to evaluation planning meetings. Please see page 246 in the IFSP Procedures Manual for explicit guidance.

Start Dates of Services: ***Must always be the date by which the services are projected to start***, even in the case of an annual IFSP. There has been some misunderstanding of this guidance when it's an annual IFSP. Some consider that since services have been in process, then all services should start on the date of the IFSP. This is incorrect. If a child is coming to a M/W class and the meeting is held on a Th, then the projected start date of the class would be the following M. Related services need to also be projected for when they will actually begin. When SPR&I reviews occur, the date of the first service is compared to the start of service date on the cover page. ***If the service begins after what's written on the IFSP it is out-of-compliance.***

Provider's page: It's very important that this page be accurate on ecWeb. Both the ***top*** and the ***bottom*** of the page need to be accurate for caseloads and Workload Detail to calculate the correct information. Please check your caseload.

Immunizations: The state exclusion date is in February for children who are missing immunizations. To assist in making sure children you are serving are current in their immunizations:

- ➢ Pull a case list
- ➢ Edit the list by adding the feature titled: **imm pri rev status.** (immunization primary review status)
- ➢ View the list, you will quickly see which of your children are complete, incomplete, up-to-date, or missing records. This list is updated daily via the statewide Alert system so should be accurate.
- ➢ You can assist by letting families know that they are missing immunizations that will need to be received by the February exclusion date.

Imm pri rev status [x]
Up-to-date
Complete
Up-to-date
Incomplete

EI to ECSE IFSPs: When one or fewer home visits are identified on the IFSP prior to the child's 3rd birthday it is important for the ECSE provider to be assigned early (as the EI provider) and to do the home visit and document the visit(s) in the Service Log.

Behavior Specialist Services-How to document: There have been questions about how to document Behavior Services on the IFSP for home services. See below for examples:

Home Visit - Documented on ECSE page

Early Childhood Special Education

Supplemental services, adaptations and accommodations add

Service	Behavior Consultation
How often	hours, minutes, 2 times per quarter note 2 visits before 6 month review.
Location	Home
Provider	Colleen Nolan
Who will do?	Behavior Specialist
Who will pay?	ECSE program

Start	Stop	add
12/04/17	12/03/18	

Family Outcomes Page-

3. Steps to address the family's priorities and concerns. Include timeline and person responsible: add

Step
Home visits from Behavior Specialist to provide modeling and support to address behavioral concerns in the home environment.
Timeline
2 visits before 6 month review.
Person Responsible
Behavior Specialist

Preparing for Break

- All floors and carpets WILL be cleaned over winter break. Please move all furniture to vinyl surfaces as carpets will be cleaned first.
- Clean out refrigerators of all perishable items
- Unplug appliances (toasters, space heaters, etc.)
- Set out-of-office announcements on email
- Record out-of-office message on voicemail

Return all working files to file drawer, even if paperwork is incomplete. (*Exception*: files already completed and in the distribution pile.) Maintain a list at your desk of the files you need to retrieve for continued work upon your return.

Childhood is the most beautiful of all of life's seasons. ~ Unknown