

DDD-PI-020

TO: Regional DD Program Administrators
Regional DD Case Managers
Infant Development Coordinators

FROM: Sandi Noble, MSW, Director
Developmental Disabilities Division

DATE: November 21, 1990

SUBJECT: DDD-PI-017 and DDD-PI-018

As a result of input received by the division during the public comment period concerning the 4th Year Grant Application for Part H of P.L. 99-457, the two policy memorandums DDD-PI-017 issued October 8, 1990 and DDD-PI-018 issued October 15, 1990 are **rescinded** effective **November 21, 1990**. New policy issuances concerning topics covered by DDD-PI-017 and DDD-PI-018 will be issued by the division after completion of the public comment period.

SN: REG: cp
c: Regional HSC Directors

TO: Regional D.D. Program Administrators
Regional D.D. Case Managers
Infant Development Coordinators

FROM: Sandi Noble, MSW, Director
Developmental Disabilities Division

DATE: June 28, 1991

SUBJECT: Individual Family Service Plan - IFSP

The attached Department of Human Services policy is effective July 1, 1991. This memo supersedes the previous policy sent on DDD-PI-018 on October 15, 1990.

SN:rlw
c: Regional HSC Directors

DDD-PI-018

SUBJECT: Individual Family Service Plan - IFSP

EFFECTIVE DATE: July 1, 1991

Background:

The North Dakota Department of Human Services as the lead agency for Part H of P.L. 99-457 has applied for 4th year grand funding. Part H requires development of an Individual Family Service Plan (IFSP) for each child found eligible for Infant Development services. In North Dakota the requirements of the IFSP will be met through proper development of the existing Individual Service Plan (ISP) and Individual Program Plan (IPP) for each child.

Policy:

The following criteria will need to be developed and included into these written documents for compliance with federal regulations:

- 1) With the concurrence of the family, the IPP must include a statement of the family's strengths and needs related to enhancing the development of the child which has been obtained through a personal interview with the family;
- 2) The referral, assessment/evaluation, eligibility determination and completion of both ISP and IPP must be accomplished within 45 days of receipt of a referral of a child by the regional human service center. In the event of exceptional circumstances (e.g., illness of child) that make it impossible to complete the evaluation and assessment of the referred child within the 45 day limit, the Regional DD Case Manager will document the circumstances, and by mutual consent with the parents extend the period for completion of the evaluation and assessment;
- 3) The IPP will contain the specific information for transition for each child to the appropriate special education unit. See Transition Manual for recommended transition procedures.

DDD-PI-017

TO: Regional DD Program Administrators

FROM: Sandi Noble, MSW, Director
Developmental Disabilities Division

DATE: October 8, 1990

SUBJECT: Change in Eligibility for Developmental Disabilities
Case Management Services for Children Under Three
Years of Age

Effective December 1, 1990, eligibility for developmental disabilities case management for children birth to age three will be as follows:

A. Developmentally Delayed:

1. A developmentally delayed infant is defined as: an infant birth to age three who is performing at fifty percent (50%) below age norm in one or more of the following areas: cognitive development; physical development, including vision and hearing; language and speech development; psychosocial development; or self-help skills; or
2. An infant who is performing twenty-five percent (25%) below age norms in two or more of the following areas: cognitive development; physical development, including vision and hearing; language and speech development; psychosocial development, or self-help skills; or

B. High Risk:

An infant age birth to age three whose development is related to diagnosed disorders of known etiology and which have relatively well-known expectancies for developmental outcome within the specified ranges of developmental delay in A above.

These changes in eligibility for developmental disabilities case management services for infants and toddlers birth to age three supersede the eligibility requirements contained in Manual Service Chapter 813-01.

REG: cp/bd
c: HSC Directors
Infant Development Coordinators

DDD-PI-016

TO: Regional DD Program Administrators
Regional Case Managers

FROM: Sandi Noble, MSW, Director
Developmental Disabilities Division

DATE: October 9, 1990

SUBJECT: Referral of Infants and Toddlers

Federal regulatory guidelines for implementation of Part H of P.L. 99-457 require at 34 CFR part 303.321 (d) (2) (ii) that the lead agency "insure that referrals are made no more than two working days after a child has been identified.' To implement this requirement a memorandum from the lead agency indicating this requirement will be sent to primary referral sources in North Dakota which includes the following: (a) hospitals, (b) members of North Dakota Academy of Pediatrics, (c) Special Education Units, (d) North Dakota Department of Health and Combined Laboratories, (e) County Social Service Boards, and (f) North Dakota Early Childhood Tracking System Coordinators.

If in your region you have identified other primary referral sources, please notify those sources of the requirement of P.L. 99-457 that referral of identified handicapped children be made to your program within two working days of identification.

Infants and toddlers age birth to three years old should be referred to the appropriate regional human service center if the child is suspected of being handicapped or developmentally delayed in any of the following areas: cognitive development; physical development, including vision and hearing; language and speech development; psychosocial development, or self-help skills.

RG/bd
c: Dr. Gary Gronberg
Regional Human Service Center Directors