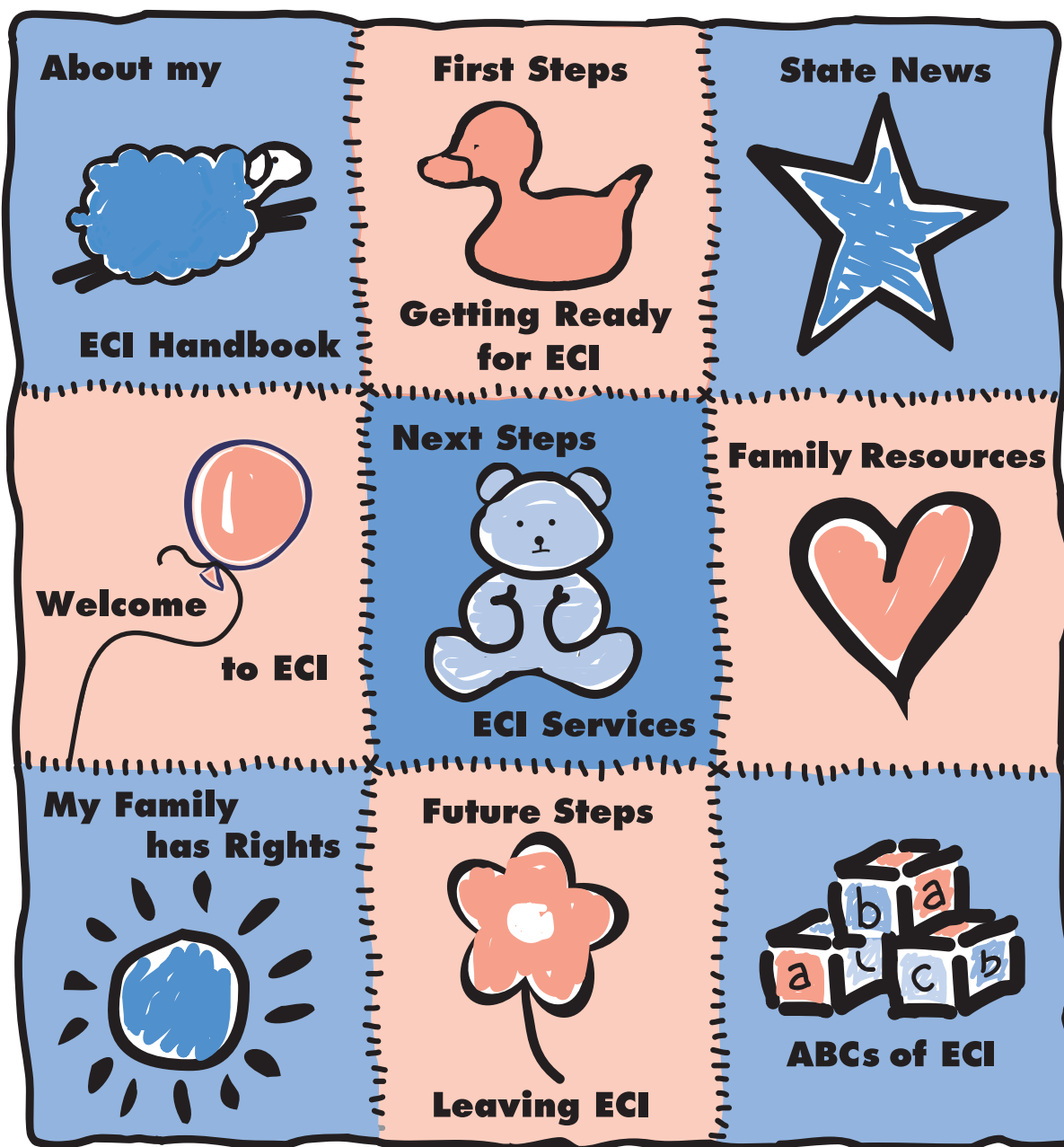


eci handbook

Welcome to the Texas Early Childhood Intervention (ECI) Program!

This handbook will help guide your family through the steps to early childhood intervention services and tell you how the law protects you and your child.



Department of Assistive and Rehabilitative Services
Division for Early Childhood Intervention Services

ECI's Vision

ECI...an investment in babies today for a better Texas tomorrow.

ECI's Mission

ECI assures that families with young children with developmental delays have the resources and supports they need to reach their goals.

ECI's Philosophy

ECI believes that working in partnership with families and communities best serves the needs of young children.

ECI's Values

Children:

- have a right to the services that will enable them to reach their fullest potential.
- are best served within the individual family environment.
- need opportunities for social relationships.
- need all possible opportunities to be integrated into community life.

Families:

- want what is best for their children.
- are the constant in their children's lives.
- are the primary decision makers for their children.
- help develop their children's goals and service plans.
- have information and other assistance to support them in exercising their rights.
- diversity is respected.

Local Programs:

- respond to individual needs, language, and cultural characteristics of families.
- are a resource to families for decision making and meeting family needs.
- function best when families are partners in planning, implementing, evaluating and policymaking.

State Program:

- respects individual differences among local programs.
- recognizes that unique approaches are necessary to meet the varying needs across the state.
- communicates state requirements clearly and enforces them consistently.
- assists and supports local programs in achieving high quality services.

ECI Program Name _____

Program Director _____

Telephone _____

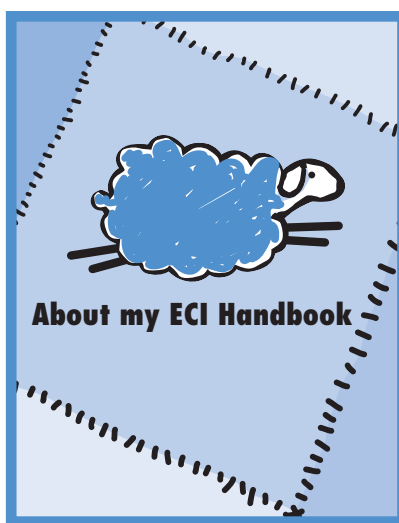
ECI Service Coordinator _____

Telephone _____

DARS Inquiries Line - 1-800-628-5115
TDD Line - 1-866-581-9328

Always talk to your local ECI program first if you need more information or have a concern about your services. If you still have concerns or need more information, call the toll-free DARS Inquiries Line or TDD Line. Staff can connect you with other staff who can talk to you about your concerns. They do not resolve complaints or solve problems or concerns, but they can make sure you are connected to someone who can help you.

About My ECI Handbook



Why is my ECI handbook important?

Your handbook will explain the steps ahead in ECI. You also will learn about services to meet your child's needs and about your rights as a family. These rights will guide you through ECI.

How should I use this handbook?

Learning about ECI—something new and unexpected—may be hard at first. There are new words to learn, people to meet, and decisions to make. But, taking the time to look at your handbook will help you understand what is happening.

You will need different information at different times. Keep your handbook in a place where you put other important information about your child. You can refer to the handbook and discuss it with your ECI program staff. ECI program staff will review this handbook with you. If you decide to enroll in the program, staff will review it with you every year.

If you still have questions after reading your handbook, please ask. ECI is all about helping you and your child.

What is the Texas ECI Program?

Your local ECI Program is one of many programs across Texas that is a part of the statewide early childhood intervention service system. The state agency responsible for ECI services is the Department of Assistive and Rehabilitative Services or DARS. DARS contracts with local agencies, for example, school districts, service centers, mental health and mental retardation centers, private rehabilitation centers and private non-profit organizations to provide ECI services.

The DARS Division for Early Childhood Intervention Services staff and local programs in your community work together to provide services to families and their children. The ECI program is funded by federal and state governments and the law requires that all programs provide the same array of services.



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What are the sections in the book and what do they talk about?



Welcome to ECI.....Pages 3 - 8
introduces you to ECI and briefly describes the steps in ECI

My Family has RightsPages 9 - 16
tells you how the law protects your family in ECI and what to do if you think your rights are being ignored.



First Steps: Getting Ready for ECIPages 17 - 18
explains what happens in the beginning of your relationship with ECI and how to get services



Next Steps: ECI Services.....Pages 19 - 23
explains how you will plan and receive services for your family and child



Future Steps: Leaving ECIPages 24 - 27
helps you plan for when your child must leave your ECI program



State News.....Pages 28 - 30
tells you about the Texas ECI Program and how to get information and help from the ECI State Office in Austin.



Family ResourcesPages 31 - 36
lists other important organizations that might help your family



ABCs of ECIPages 37 - 38
list of ECI definitions

Questions!

If you have any questions after looking at this handbook, talk to your ECI program. If you still have concerns about services, or want additional information that your program cannot provide, call the toll-free DARS Inquiries Line at 1-800-628-5115 or the TDD Line at 1-866-581-9328.

Other organizations you can contact for information and help are listed under Family Resources in this handbook. (Pages 32-35)



Welcome to ECI



Welcome to ECI

Dear Parent,

You and your child are taking steps you may not have expected. But, your family is not alone. Many other families throughout Texas have taken these same steps.

Since 1981, Texas Early Childhood Intervention (ECI) has been helping families and their children who are delayed in their development. They need extra help growing and learning. Through the years, we have guided families along the way, helping their babies and toddlers reach their potential.

The local ECI Program in your community is one of many programs throughout the state funded by Texas Early Childhood Intervention. You, your program staff, and all of us at the ECI State Office in Austin are partners. We are all working together to help your child. Many laws that give you rights also help your family. This handbook tells you how these laws help your family.

You play a big role in planning services for your child during these important first three years. We encourage you and your family to participate in each step.

Welcome to ECI!

Sincerely,

Kimberly A. Wedel
Assistant Commissioner
Division for Early Childhood
Intervention Services

What is early childhood intervention?

Children grow and learn, or develop, a lot during their first three years. Although each child is special and grows and learns at his or her own pace, some children need extra help. This extra help is called early childhood intervention.

There are local Early Childhood Intervention (ECI) programs all over Texas that help babies and toddlers, ages birth to 3, with disabilities or delays in their development. They help your child during the first three years of life. This help can make a difference.

What do families say about ECI?

“ECI has really helped me with my child. When I don’t know how to help them, they’re always there with more ideas. I do not know where my child and I would be today without ECI.”

“The ECI people have been very helpful and caring when it came to answering questions and calming my fears about her speech development. They are always ready to help and listen to our needs as a family and for my child.”

“I don’t know how my child will grow and develop, but with the skills and help ECI gives, he learns more and more each day.”

“Having the help from ECI has helped me learn the things to do to help my child.”

“I have learned many things from the ECI staff who worked with my son. But the most important thing is not to give up.”



How can my early childhood intervention program help my family?

Early childhood intervention promotes a child's development. Staff from your local ECI program will work with your child and teach your family how to help your child reach his or her potential through education and developmental services.

We know it may be hard for a busy family with many challenges to focus on their child's development. So, ECI coordinates services for the child enrolled in ECI and helps members of the family if it will help the child's development.

What are ECI services?

ECI services help children grow and learn. ECI staff listen to a family's concerns and work with them to plan services. Each family will have a different plan, according to what is needed for their child. Infants and toddlers learn best from families and caregivers through activities in their daily lives such as feeding, bathing and playing. ECI services help families learn how to use these daily activities to help their children develop skills. You will learn more about the planning process and about ECI services in the *Next Steps: ECI Services* section of this handbook.

Services for children could include:

- Assistive technology services and devices
- Audiology
- Developmental services
- Early identification, screening and assessment
- Health services necessary to enable the child to benefit from the other early intervention services
- Medical services for diagnostic or evaluation purposes
- Nursing services
- Nutrition services
- Occupational therapy

- Physical therapy
- Psychological services
- Speech/Language therapy
- Vision services

Services for families could include:

- Family counseling
- Family education
- Service coordination
- Social work services
- Transition services
- Transportation to ECI services

How will I know if my child needs ECI services?

A team will evaluate your child. The team will include you and ECI staff with different professional backgrounds, such as education or physical therapy. Together, you will look at your child's strengths and needs. The team will decide if your child is eligible for ECI services.

How should my family be involved?

Being in the ECI program is voluntary. If your child is eligible and you decide to enroll in the program, you will be involved when planning services. ECI programs work closely with families on a team to provide or arrange for services. Services begin when the team agrees to the plan. You and the rest of the team will continue to work together throughout the time your child is enrolled in ECI to help ensure that your child reaches his/her potential.

Speak up when you are first learning about ECI and thinking about services. Ask questions or talk about your concerns to better help your child.

Guardians, foster and surrogate parents have an important role in ECI. Each has a specific role in making decisions about a child if the child's parents cannot be located or are unavailable.



Where are ECI services provided?

Services are provided in home and community settings with other children according to each child's individual needs. These settings are called your child's natural environments. ECI must provide support so your child's services can be provided where he or she lives, learns and plays. In this way, your child's intervention will help him participate in the same activities that all children enjoy. Other places may be considered if the team determines your child's services cannot be satisfactorily achieved in the natural environment with ECI support.

What is developmental delay?

The stages babies and toddlers go through are made up of different skills, such as walking and talking. These skills, or developmental milestones, usually happen by certain ages. A child with developmental delay is behind others the same age in one or more of the following areas:

- cognitive development, or reasoning skills, such as knowing how to search for a lost toy or make a toy move
- physical development, such as crawling or picking up a small object
- language or speech, such as talking or communicating with others
- social or emotional skills, such as playing with others or expressing emotions
- self-help skills, such as eating, drinking or potty training

What if my child has a physical or medical condition?

A child also is eligible for ECI services if a doctor diagnoses a physical or medical condition that will probably result in developmental delay.

How does ECI work with my child's physician?

ECI works as a partner with you and your child's primary physician. This partnership will help your child access ongoing health services, which may include routine medical care, accessing specialty care, family support and educational services. Your ECI service provider will obtain your permission to communicate with your physician about your child's services and health status to ensure the best outcomes for your child.

What if I'm concerned about my child's behavior or how he moves his muscles?

Children can be eligible for ECI services even if they do not have a developmental delay but their sensory-motor or behavior patterns are not typical.

Will I have to contribute to the cost of my services?

Certain services provided at no cost include: evaluation, assessment, development of an Individual Family Service Plan (IFSP), service coordination and administrative services.

Under the ECI Family Cost Share System, you are assigned a monthly cost share amount based on ability to pay. Some families are not required to pay a cost share, including: families who have a very low income, receive Medicaid, CHIP, food stamps, SSI or TANF benefits, and children with auditory or visual impairments who are eligible for services from ECI and the public school system and children in foster care.

You will be told your cost share amount based on a standard ECI sliding fee scale. You will be asked to sign an agreement before services subject to cost share are provided.



Programs will ask your permission to bill your health insurance for services in your IFSP. Family cost share fees are waived for the first six months of ECI services if the parents give the program consent to bill insurance. After the first six months, if your insurance reimburses for any services, you will have a cost share of \$0 for the month. Talk to your service coordinator for further details.

What if I want services that are in our family's plan, but I do not want ECI to provide them?

ECI is the designated service provider for services in your family's plan. If ECI is able to provide the services in the plan, but you would prefer to use a different provider, ECI will help you access the services, but will not pay for them.

For example, if your child was receiving physical therapy (PT) services somewhere else prior to entering ECI and PT services are part of your ECI plan of services, you can continue to use the same physical therapist, but ECI will not pay for those services.

What if I want more services than are listed in the plan (for example, physical therapy 5 days a week, in addition to the once a week services in the plan) and I am willing to pay for them. Can I take my child to a private therapist for services and still receive services from ECI as designated in the plan?

No, your plan reflects the team's determination of what your child needs to make developmental progress. If it is determined that your child should have physical therapy once a week, that is what ECI will provide. If you are paying for PT from a private therapist, then your child is receiving what is listed in the plan. Therefore, ECI will not provide additional physical therapy for your child.

What if my child is not eligible for ECI services?

If your child is not eligible, your ECI program will tell you why, in writing, and will explain it to you. They can help you find other services. Some children may be eligible for a follow-along program. The follow-along program is designed to remind you to regularly check your child's development and call if concerns come up.



The Steps in ECI

This is an overview of the steps you and your child will take in an ECI program.

First Steps: Getting Started in ECI

Referral

A child should be referred to ECI as soon as there is a concern about a developmental delay. A referral source, such as your doctor, is required by law to refer to ECI within two days if a delay is suspected.



Intake

(Screening/Evaluation/Assessment)

This is required to happen within 45 days of the referral.



Next Steps: ECI Services

Service Plan (IFSP) Meeting and Family Cost Share Agreement Signed

This is required to happen within 45 days of referral.



Delivery of Services



6-Month Review of Service Plan



Annual Assessment and Eligibility Determination Service Plan (IFSP) -

Review Family Cost Share Agreement (FCSA)



Need for Change in Services, Re-Evaluation/Assessment or Family Cost Share Agreement Revision

This can happen at anytime and may require an IFSP meeting.



Future Steps: Leaving ECI

Transition/Discharge

You must leave ECI when your child turns 3 or when he or she is developing appropriately for his or her age and is no longer eligible for ECI.

Planning for transition should begin before age 2.



My Family has Rights



My Family has Rights

My family has the right to:

- Participate
- Have my child evaluated
- Give consent, or permission
- A plan for services within 45 days of referral
- Prior notice of IFSP meetings and evaluations
- Understand
- Confidentiality
- Review records
- Disagree
- Receive ECI screening, assessment, evaluation, IFSP development, and service coordination at no cost

If you ever feel your rights are being ignored, please talk to your ECI program. If you still have concerns, call the DARS Inquiries Line in Austin. DARS Inquiries Line staff can connect you with ECI staff who can talk to you about your concerns. The DARS Inquiries Line number is **1-800-628-5115** or visit the ECI website at www.dars.state.tx.us/ecis.

Why are rights important?

Rights protect your family and child. Whether you live in El Paso, Houston, or any other place in Texas, your family has the same rights. Whether you are enrolled in an ECI program or just thinking about it, your family has rights.

When do I have these rights?

Your rights in ECI begin as soon as you are referred to a program and continue throughout your relationship with ECI.

Where do these rights come from?

State and federal laws give families rights. Call the DARS Inquiries Line at **1-800-628-5115** for copies of these laws.

What are my rights?

Your rights are listed below. You have them during every step in ECI.

The Right to Participate

Your participation in the ECI program is voluntary. It is up to you to decide to participate in the program. If you do become involved, it is up to you how you participate.

You are an important part of planning for your child. No one knows your child better than you and your family! You are encouraged to speak up about your family's and child's needs. You can also review the evaluation and assessment of your child and get information about how to help your child develop. You must agree to services for your child and sign the plan before these services begin.

The Right to Have Your Child Evaluated

When your child is referred to an ECI program, you have the right to an evaluation. Programs screen children first to determine if an evaluation is needed. If you disagree with the screening result, you can still ask for and receive an evaluation.

The Right to Give Your Consent for Services

Your ECI program must have your permission in writing before any screenings, evaluations, assessments, or services occur. You can decide not to give permission for a service and you may refuse a service at any time. You can also choose to refuse one service and accept another.



The Right to a Plan for Services within 45 days of Referral

Within 45 days of referral, and if your child is eligible for services, your family has the right to a written plan for services. This plan is called your Individualized Family Service Plan, or IFSP, and includes early intervention services based on your family's needs. A team, including you and at least two people with different professional backgrounds, will meet to develop this plan. This IFSP team can also include family members, friends or advocates that you choose to help you decide what is best for your family and child. This plan is reviewed every 6 months or more frequently.

The Right to Prior Notice of IFSP Meetings and Evaluations

You will meet with ECI staff many times during your enrollment in ECI. All meetings must be held at a time and place that is best for you.

You must be told about any IFSP meeting (in writing or orally in a language you understand) in a reasonable time before the meeting so that you can plan for it. For example, you might need to arrange to have a family member or friend at the meeting, or think more about the decisions you will be making. You can meet sooner than the date suggested by ECI staff, if staff are available.

Each notice will include the following information about the meeting:

- where and when it will be
- who will be there
- what your ECI program is planning
- what records, reports, or tests will be used
- information about your rights to confidentiality
- the understanding that your agreement to any tests or services is up to you
- information about what might happen to your child if you refuse services
- information on your right to file a complaint

The Right to Understand

You have the right to receive answers to your questions. If you don't understand something you are being asked to sign or agree to, tell the staff you don't understand and ask for more information. If needed, you have the right to receive a translation orally, in sign language or in braille.

The Right to Confidentiality

All information on your child and family is confidential. In most situations, your ECI program must get your permission to request information from or share information with other agencies, service providers or professionals. For example, you must agree before your child's records can be transferred from your physician to an ECI program, or from an ECI program to a school district.

In some instances, however, your ECI program may need to share information about your child or family with other officials or agencies without getting your specific consent each time. For example:

- ECI programs must regularly send information about your family, family income, and the services you receive to the ECI State Office in order to get reimbursed for the services the program provides, and to allow the ECI State Office to make required reports to state and federal officials and agencies. One of the ways ECI collects this information is through the "T KIDS" database.
- The ECI State Office may look at your child's record when visiting a local program to check on the services you and your family receive and to make sure all the proper laws are being followed.



- If you are enrolled in Medicaid, the program must submit certain documentation to another state agency in order to collect the Medicaid money, and they do not need to get your consent each time.
- The program may have to turn over records without your consent to comply with a court-ordered subpoena, or if child protective services is conducting an investigation.
- The program must send limited information (your child's name, date of birth and date of ECI enrollment, and your family's name, address and phone number) to public school personnel responsible for "child find" as early as your child's second birthday.
- The program will transfer your child's records to another ECI program to facilitate referral if you are going to be moving to a new part of the state.

You can always ask for a copy of your program's policies regarding records and confidentiality, or ask for an explanation of how your information will be used or why it is needed.

The Right to Review Records

Your child's records are kept by your ECI program. You can see your child's records by asking your program. You may also request a copy of your child's records.

Only ECI staff who are involved with you and your child can look at your files. All other people can only look at your files with your permission. Your ECI program must keep a record of who looks at your files, where the files are kept and what information is in them.

If you think something in your child's records is wrong or violates your child's or family's privacy, you can ask your

ECI program to correct the information. If they disagree, you can request a Family Educational Rights and Privacy Act (FERPA) hearing. The hearing will be provided by your local program. You also have the right to file a complaint with the federal agency that enforces FERPA if you believe your privacy is being violated. File your complaint, in writing, to: The Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

You have the right to receive notice when information about your family is no longer needed by your ECI program. The program must keep records for five years after you leave the program, but may destroy them after that time without your consent. They can also destroy the records after five years if you ask them to, but they can keep a permanent record of your child's name, address and telephone number.

When your family is leaving the ECI program you should request copies of whatever documents you need from your child's files to ensure you have copies of all necessary records you may need in the future.

The Right to Disagree

You have a right to disagree with ECI program staff. You can file a complaint with the ECI State Office if you feel your rights or a rule or regulation are being violated by your ECI program. You can request a hearing. You will continue to receive the services in the last agreed-upon plan during the complaint process.

What if my ECI program and I cannot agree?

If there is a disagreement, try talking with the person. If the problem is not resolved, talk to the director of your local program. The director's name and telephone number are on the inside front cover of this booklet. You may also call the DARS Inquiries Line at 1-800-628-5115 and ask to speak to the person



at the State Office assigned to your ECI program. They may be able to work with you and your local program to resolve your concerns informally.

If your problem concerns the Family Cost Share assigned to you, ask your local program for a reconsideration, adjustment or waiver through their local review procedures.

If you believe the local or state program is violating laws or rules about the program, or you disagree with a decision your program made regarding your child's eligibility or services, you have the right to request that your problem be investigated as an official complaint or request that the ECI State Office arrange for mediation or a hearing to address the problem.

What if I don't understand my rights?

Talk to your local ECI program if you have any concerns or questions. At intake and enrollment, and every year after enrollment, your ECI program must review this handbook with you and talk with you about your rights. You can also call the DARS Inquiries Line at [1-800-628-5115](tel:1-800-628-5115).

What happens during a complaint, mediation or hearing process?

Complaint

If you feel the ECI Program or ECI State Office has violated a federal or state law or rule in regard to your child, you can write a letter of complaint to the ECI State Office and request an investigation. The complaint must be in writing and include a statement of the facts on which the complaint is based.

The ECI Assistant Commissioner will assign a staff person from the State Office to investigate and gather information from you and others concerned. The ECI Assistant Commissioner will review all the

information and reach a decision about your complaint within 60 days.

Mediation

Mediation is another way to handle a problem. You have the right to request that a neutral mediator be assigned, at ECI's expense, to help you and the program solve a problem. This process may be used only when you and the program agree to participate. If you and the program come to an agreement in the mediation, your agreement will be written down; it will be confidential; and both parties will receive a copy.

Administrative Hearings

You have the right to ask for an administrative hearing conducted by a hearing officer if you disagree with the decisions made by your IFSP team, including eligibility, evaluation and / or services.

The hearing process is as follows:

- ECI Assistant Commissioner appoints an impartial hearing officer who is not an ECI staff member or employee.
- Hearing Officer contacts you immediately to schedule a hearing. The hearing must be at a time and in a place that is convenient for both you and the local ECI program.
- You may choose to bring someone with special knowledge of early childhood intervention or legal proceedings to advise you. You may present evidence, confront and cross-examine, and require the attendance of witnesses. Evidence cannot be presented at the hearing unless it has been shown to you at least five days before the hearing.



- A reporter records the hearing to provide a written or electronic record of the evidence presented to the hearing officer. All identifying information will be deleted.
- The hearing is closed to the public, unless you request that it be open.
- Hearing Officer makes a decision within 30 days from the date a request for hearing is filed. While the hearing is in process, your child may continue to receive ECI services, including those that may be in dispute.

How do I file a complaint or request a mediation or hearing?

To file a complaint or request a mediation or hearing, send a letter or fax to:

**Assistant Commissioner
Department of Assistive and
Rehabilitative Services
Division for Early Childhood
Intervention Services
4900 North Lamar Boulevard
Austin, Texas 78751-2399
Fax: (512) 424-6749**

If you wish to file your complaint via e-mail, you may call the DARS Inquiries Line at **1-800-628-5115** for the proper procedure.

Rights related to the Family Cost Share System

You have rights related to the Family Cost Share System.

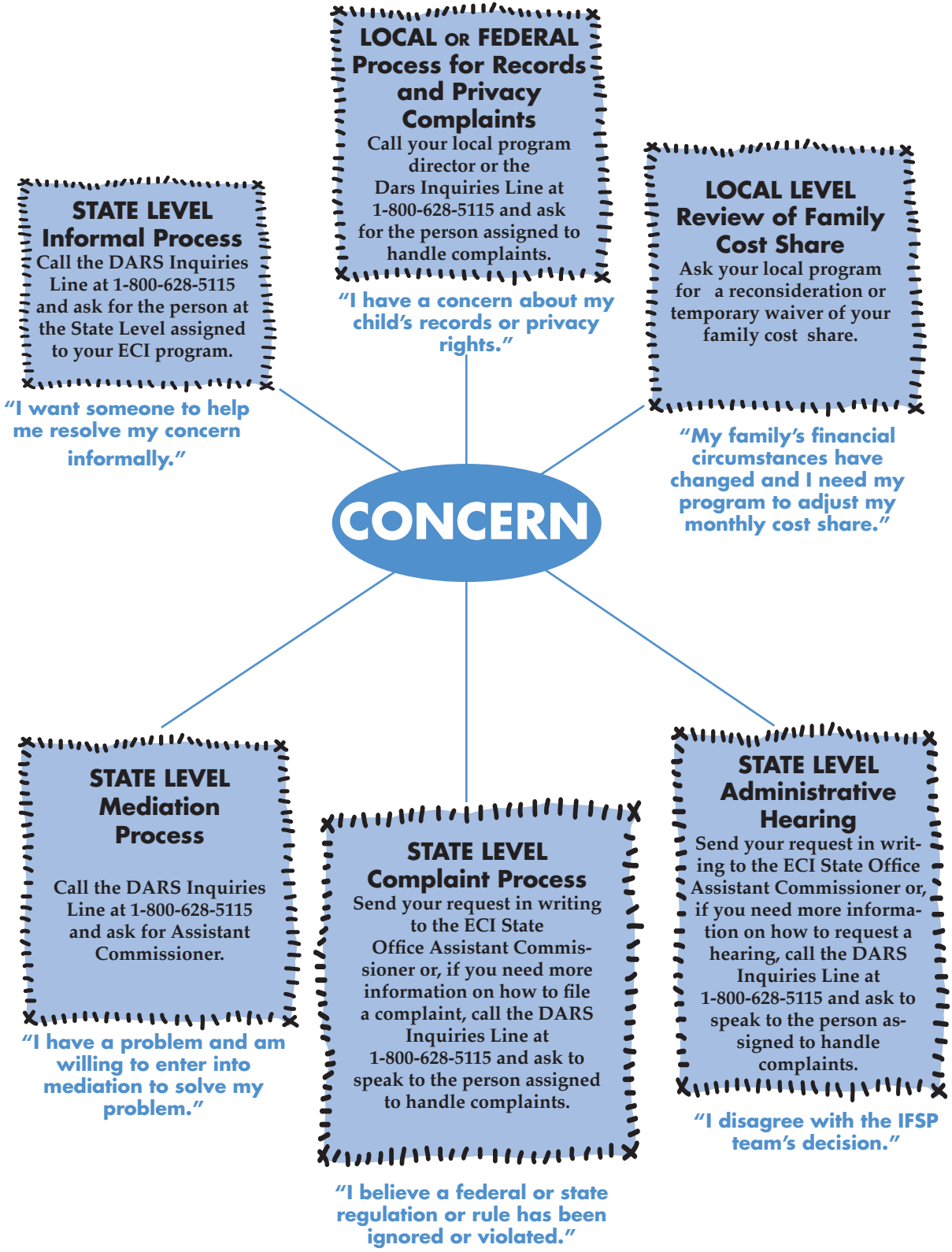
- You have the right to know what information the program will need about your income and expenses.
- You have the right to know what your monthly cost share amount will be, how the program will bill you, and how they will handle delinquent accounts.
- You have the right to know how to ask your program for a review of your assigned cost share if you would like them to reconsider your financial situation. You have the right to ask to have your cost share or amounts due or past due adjusted if certain circumstances exist.
- You have the right to know that services on the IFSP subject to cost share may be suspended if you do not pay your cost share. If services are suspended, the program cannot guarantee that services will be reinstated on the same schedule or with the same individual service provider.
- You have the right to know when the program is considering suspending the services on your IFSP that are subject to the cost share.
- You have the right to have your family's last signed IFSP and Family Cost Share Agreement (FCSA) remain in effect during any review process.

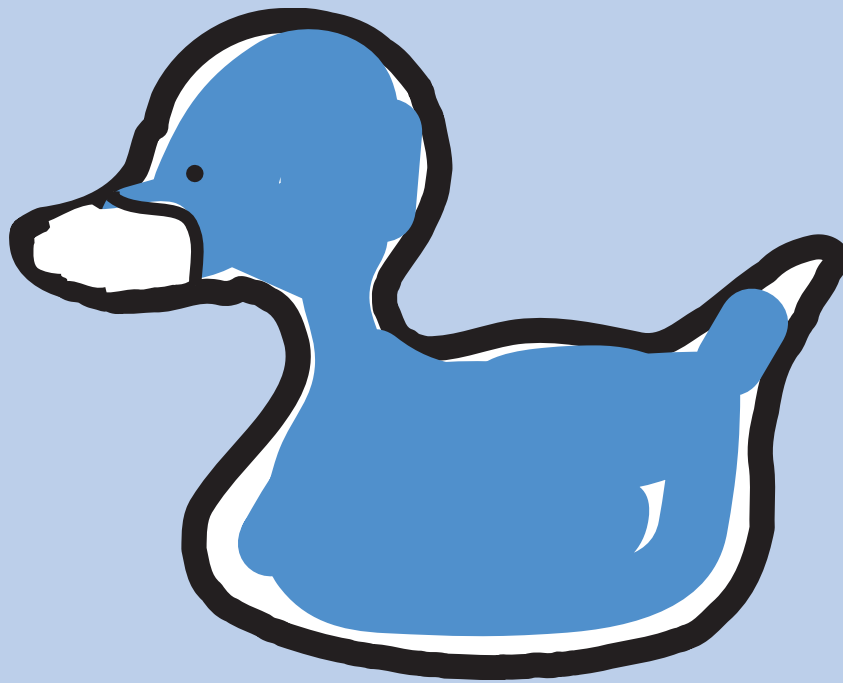


- You have the right to receive all the services on your IFSP without delay if the program determines that you are unable to contribute to the cost of services. If the program determines that you do have an ability to contribute to the cost of services, you must sign the FCSA before services on the IFSP subject to cost share can be provided.
- You have the right to assessments, evaluations, development of an IFSP, service coordination and “due process” without charge. These services are not subject to family cost share.

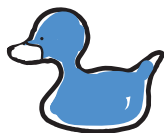


Ways to Handle Your Concerns





First Steps: Getting Ready for ECI



First Steps: Getting Ready for ECI

What happens after I am referred to my ECI program?

First, you will meet with a person from your local program who is a service coordinator. This ECI staff member will help by giving you information and talking about your concerns, priorities and resources for your child and what you can expect. You may be asked simple questions about how your child is developing.

Your service coordinator will support you by coordinating medical, social, educational and developmental services.

Trained staff at the local ECI program will meet you and your child. They may visit you in your home or in another place that is best for you. They will work with your child and talk to you to see if your child is eligible for services and to determine your child's strengths and areas of need. This evaluation and assessment will help you and staff plan for your child's services.

What will happen during my child's evaluation and assessment?

During the evaluation and assessment, ECI staff will ask you about your

child. Evaluations can take place in one session or in many.

Before the evaluation and assessment, you will be told:

- who will evaluate your child
- what tests will be used
- what your child will be asked to do
- what areas of development will be looked at
- how the results will be used

Additionally, the information that you can provide about your child's abilities and activities in everyday life is an important part of the assessment.

What if my child doesn't do as well during the evaluation and assessment as I think he or she usually does?

It is important to tell the staff about your child. For example, if your child is uneasy around new people or does not feel well, tell the ECI staff so they can help make your child comfortable during the tests or reschedule at another time.

During the evaluation and assessment, ECI staff will only see your child for a short amount of time. During the test, your child may not do something that he or she usually does. If this happens, tell the ECI staff what your child usually does with you or others. You also can tell the staff if you disagree with the results. Assessments performed by other people who have worked with your child can be used if the tests are current.

Your ECI program will ask you to sign a form acknowledging you received your ECI Handbook and have been informed of your rights. This form is located at the back of your handbook.



Next Steps: ECI Services



Next Steps: ECI Services

What happens after my child is evaluated and is eligible for ECI services?

After the evaluation and assessment, you will meet with staff and together write your family's plan for services. This Individualized Family Service Plan (IFSP) will address the needs of your child and family. The IFSP will describe the services your family will receive: when, where, how often the services will be delivered, who will deliver the services and who will pay for the services.

When will the plan be written?

The plan will be written at your first IFSP meeting. This meeting may take place right after the evaluation and assessment, or it may be scheduled at another time. The IFSP meeting must take place within 45 days from the day your child was referred to the program.

Who is on the IFSP team?

The IFSP team will decide on the needed services for your child and family.

The IFSP team must include the following people:

- you (one or both parents, guardians, foster or surrogate parents)
- your ECI service coordinator
- a minimum of two professionals from different backgrounds, for example, a nurse and an early intervention specialist, or EIS. (One of the professionals will be your ECI service coordinator.)

You can ask any of the following people to be on the IFSP team:

- your family members
- people who help take care of your child
- a friend or health professional outside your family
- an advocate

What will happen during the IFSP meeting?

During the IFSP meeting, your family and the ECI staff will look at evaluation results to decide if your child is eligible to receive services through ECI. Then, together, the team will decide which services best meet the needs of your child and family.

How will I know what services are needed for my child and family?

Developing your IFSP is a team effort. It is important that you have all the information you need before you make a decision about an appropriate plan for your child and family. Ask your local ECI program for information and materials to help you make good decisions. Tell your team if you want time to think about your decisions. By sharing information, the staff can help you make plans that are best for your child and family.



What will the IFSP say?

The IFSP will describe all the services your child needs. The IFSP must include:

- the name of your service coordinator
- a summary of your child's medical history and developmental abilities
- a statement of your child's strengths and needs
- a statement of the outcomes you want for your child and family and the strategies to reach them
- an explanation of how your child's progress will be measured
- a description of the services that will be provided, the names of who will provide services, and where they will be offered
- information showing how often services will be provided, when they will begin and how long they will continue
- if appropriate, medical and other services that your child needs but that are not required to be provided by ECI
- how services will be paid for and what resources will be used
- a plan for helping your child and family make the transition out of ECI when your child is 3 years old or is no longer eligible for services.

What are the Family Cost Share and Family Cost Share Agreement?

At some time during the intake or IFSP process, the program will need to collect information from you to determine whether your family will be required to pay a monthly cost share amount. They will ask you for information about your family's income, size,

and whether you have health insurance coverage for your child.

Your Family Cost Share (FCS) will be the amount the sliding fee scale indicates you can pay based on the information you give the program. Program staff will work with you to determine your cost share. You have rights about the FCS system that are talked about in the "RIGHTS" section of this handbook.

The Family Cost Share Agreement (FCSA) is the form that you will be asked to sign that shows you agree to pay your assigned family cost share every month. You will receive a copy of the agreement after you sign it.

What if I want services for my child from another source other than ECI?

The IFSP may include services that your child receives from a source other than ECI and, when appropriate, will include information on the source of payment for these services. When parents choose to get services listed on the IFSP outside of ECI, those services will not be duplicated by ECI.

For example, a child's IFSP may identify a need for two hours of physical therapy every other week. If the family arranges for and pays for one hour of therapy from a non-ECI provider, ECI will offer the second hour of therapy to a total two hours as listed in the IFSP.

What happens after the plan is decided?

When you sign the IFSP, you show you were present for the meeting and you agreed to the services in the plan. You may cancel your consent, or permission, at any time. Services included in the IFSP not subject to the cost share system can begin immediately. Once you sign the Family Cost Share Agreement, services subject to the cost share may begin. ECI will make sure your child receives the required services



by either directly providing services or by arranging for someone else to give you and your child required services.

What if I want to change my child's IFSP?

Families can ask for a change whenever their child has met a goal, isn't progressing, or the plan is no longer appropriate. At least six months after the first IFSP meeting and six months after every yearly IFSP meeting you will meet with your service coordinator to review the IFSP. The review helps make sure services listed in the plan are being delivered and are meeting your child's needs. It will also include any new information about your child and family.

The IFSP can be reviewed more often, if needed, or if you request a review.

Where, when and how often will services be provided?

Where, when and how often your child receives services are listed in your IFSP and are based upon your child's developmental needs and your family's routines. ECI staff will work with you to include intervention in your family's schedule of daily life: for example, eating meals, dressing, playing, etc.

Services can be provided in different ways, depending on how your child may benefit the most. They include delivering individualized services in your home or other natural environments, such as your child care facility, library story group, swimming class or any other community-based group where your child may need to go to learn to play.

Services can be offered in the evening and at other times when you can participate. Your child's need for any service can range from less than an hour to several hours per week.

Your ECI program is responsible for making sure all resources used to provide services, including hearing and vision services that may be offered by the local school district, are coordinated for your child.

While ECI cannot pay for child care or babysitting, your ECI program can help connect you with people who provide these services, if needed.

Services could include:

Assistive Technology - services and equipment, including adaptive assistive devices, designed or altered for special use by children with developmental delays.

Audiology - testing your child's hearing, making referrals for further auditory services, as needed.

Developmental Services - services that build skills in motor, language, adaptive, cognitive, social, emotional and sensory areas.

Early Identification, Screening and Assessment - identifying your child's strengths, developmental needs, and your family's concerns.

Family Counseling - guiding your family, such as providing professional help to improve child and family interaction.

Family Education - teaching your family about your child's delay and ways to help your child.

Health Services - helping your child benefit from other services, including clean intermittent catheterization, tracheostomy care, tube feeding, changing dressings or ostomy collection bags, and consultation with service providers concerning special health care needs.

Medical Services - diagnostic or evaluation services by a licensed physician used to learn your child's eligibility for ECI services. ECI programs do not pay for other medical services.

Nursing - health assessments, nursing education to prevent health problems or improve functioning.

Nutrition - services provided by a dietitian/nutritionist who evaluates your child's nutritional needs.

Occupational Therapy - helping children learn skills needed for play and daily living, designing and providing adaptive and assistive devices to help your child.

Other - services your child and family needs that are not listed here.

Physical Therapy - identifying and preventing or reducing movement disabilities, including designing and providing adaptive and assistive devices to help your child.

Psychological Services - counseling, analysis of your child's functioning, and interpretation of behavior.

Service Coordination - helping your child and family get services, providing information about ECI services, and finding other services in the community. A service coordinator works with your family to support your child's development and to arrange for services in and outside of your ECI program.

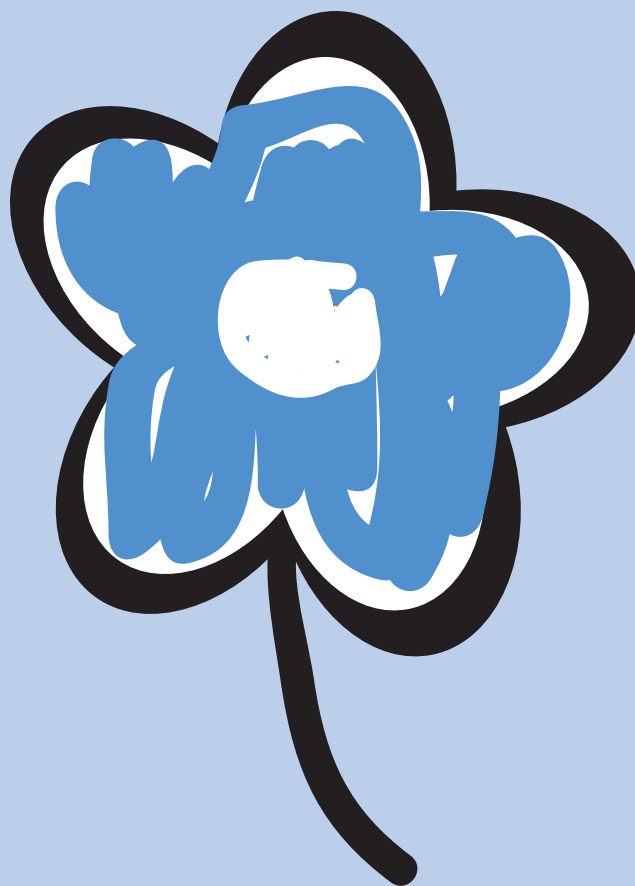
Social Work Services - assessing your child in the family setting, counseling, and social skill-building activities for your child.

Speech-Language Therapy - helping your child understand language or learn to communicate, including designing and providing assistive devices to help your child.

Transition Services - assisting with your child's move out of ECI at age 3.

Transportation - arranging for someone to drive your child and family to and from early intervention services. This could include using a taxi or bus.

Vision Services - evaluation and assessment of vision, including referral for medical or other professional services.



Future Steps: Leaving ECI



Future Steps: Leaving ECI

Why do I have to leave ECI?

The law says ECI can only serve children from birth to age 3. Transition plans are required by law for children moving from early intervention beyond ECI.

What is going to happen to help my family leave ECI?

Your family may be comfortable with your ECI program and it may be hard to think about ending that relationship. This change, or transition, for your child and family can be made smoother by having support of ECI staff, your family and friends.

To help your family get ready, this phase of the program will include activities to support your child's transition. These activities will be written in your IFSP. You will be given information by your ECI program about services you may want to consider when your child turns 3. During this time, it's most important to always keep in mind what your child's needs are.

By your child's 2nd birthday, you and your IFSP team will develop a transition plan to help your family prepare for the future. Transition activities include:

- information and training about options for future services
- help in preparing you and your child for changes in services
- providing information about your child (evaluation and assessment reports, IFSPs, etc), with your written consent, to other service providers.

How will I decide what's next for my child?

After graduating from ECI, and if eligible, your child may receive services from your local school district or transition directly to other services.

Early childhood special education services are available for eligible children through the Texas public schools. Not all children who are enrolled in ECI programs will be eligible for services provided by the public school beginning at age 3. They may transition directly to Head Start, child care, preschool programs, Mother's Day Out or other programs.

Because each child is unique and there are different options and eligibility requirements, your child's needs must be explored before any final decisions are made.

Your ECI service coordinator will work with you to plan and prepare for your child after age 3. During this time, you and your ECI service coordinator will:

- decide if your child has continuing needs;
- learn about options for your child's future;
- prepare for changes in service delivery if needed; and
- provide information about your child, with your permission, to local education agency or other service provider.

When will everything happen?

From age 2 to 3, there are important times when things should happen so your child's services are not disrupted.



Before child's 2nd birthday— Begin planning

Before your child is age 2, you and your ECI service coordinator will begin working on a transition plan. Your transition plan should include some important time frames for helping map out the transition, such as referral and assessment and individual planning meetings. The transition services you receive will be written in your IFSP. The transition plan could include learning more about services in your community, such as child care, preschool, special education services or Head Start. Visits to these settings could be included in the plan. This is the time to ask questions about these other settings and programs.

The program must send limited information (your child's name, date of birth and date of ECI enrollment, and your family's name, address and phone number) to public school personnel responsible for "child find" as early as your child's second birthday.

120 days before child's 3rd birthday— Meet together and talk

At least 120 days before your child's 3rd birthday, with your permission, a meeting between you, a representative from the ECI program and the school district, or others who might be working with your child after age 3, must take place. At this meeting, you will review your transition plan, share information and talk about options offered by these programs.

90 days before child's 3rd birthday— Make a referral decision!

At least 90 days before your child's third birthday, you can choose to refer your child to the public school's preschool program for children with disabilities or to another service set-

ting. With your permission, assessment information may accompany the referral. This 90 day time line is crucial to ensure services begin by the 3rd birthday.

After referral— Make a new plan

Depending on what services you are exploring for your child after age 3, you may be asked that your child be given other tests, and a meeting may be set up to create a plan for your child. Requirements and time lines for these activities are different, depending upon the provider. For example, local schools must complete an Individualized Education Plan (IEP) within 90 days from the date of getting your consent to evaluate your child.

Age 3— Goodbye ECI!

Your child may begin receiving instruction and/or services from a new program.

What if my child transitions to the public school system?

With your approval, a member of the local school district, an ECI staff person and you will meet to discuss your program options. Your child will be assessed and evaluated by the public school preschool program. You will attend an Admission, Review and Dismissal (ARD) meeting and help develop an Individualized Education Plan (IEP). This is similar to the IFSP meeting where you helped write your child's plan for services in ECI. When your child turns 3, the school district becomes responsible for providing services.



How can I get information about services provided and my rights in the Texas Public School System?

For more information, call the Division of Special Education at the Texas Education Agency at 512-463-9414.

What if my family moves across town or to another community in Texas while my child is enrolled in ECI?

ECI services are provided throughout Texas. If you are moving across town or to another city in Texas, ask your service coordinator to help transfer you and your child to another ECI Program. Some cities are served by more than one program and have certain service boundaries.

What if my family moves to another state while my child is enrolled in ECI?

If you are moving out of Texas, you or your service coordinator can call the DARS Inquiries Line at **1-800-628-5115** to find programs that offer services in other states. People with hearing or speech impairments can call **1-866-581-9328** using a telecommunication device (TDD).



State News



State News

The Texas ECI Program

ECI Families

ECI serves more than 40,000 children a year.

ECI Local Programs

There are 60 programs statewide with staff providing services to children in every Texas county.

ECI State Office

Staff members provide funding, support and technical assistance to local programs.

ECI Advisory Committee

This committee helps ECI identify and resolve policy and program issues.

Department of Assistive and Rehabilitative Services
Division for Early Childhood Intervention Services
4900 North Lamar Blvd.
Austin, Texas 78751-2399

512-424-6745

DARS Inquiries Line: 1-800-628-5115

Website: www.dars.state.tx.us/ecis



How Can I Learn More About the ECI Statewide Program?

If you would like to know more about what happens at the state level, the ECI Advisory Committee or the laws and rules governing ECI programs, call the DARS Inquiries Line at **1-800-628-5115**.

What is the ECI Website?

The ECI website consists of web pages located within the DARS website on the Internet. These pages contain information for families, programs and referral sources. You can get this information by using a computer and accessing these website pages through the DARS web address at www.dars.state.tx.us/ecis.

If you do not have a computer, contact your local library and ask them if they provide access to the Internet. Or, you can obtain information from the DARS Inquiries Line.

What is the ECI Update Newsletter?

The ECI *Update* newsletter is an electronic newsletter located within the ECI pages of the DARS website, www.dars.state.tx.us/ecis under the menu title, *ECI Family News*. The newsletter includes information about other families in ECI, children's health, family resources, state news and local programs. The newsletter is updated regularly.

For families that do not have access to the internet, short *Update Issues* covering much of what is found on the electronic version of the *Update* Newsletter are made available to ECI programs. Families may request copies of *Update Issues* from their local program.

What is the DARS Inquiries Line?

Families can obtain information about ECI programs in Texas and other states by calling the DARS Inquiries Line. Operators field questions about ECI services. If families call with concerns

about services, the DARS Inquiries Line staff can connect them with other staff who can talk to them about their concerns. DARS Inquiries Line operators do not resolve complaints or solve problems or concerns, but they can make sure you are connected to someone who can help you. The DARS Inquiries Line number is **1-800-628-5115**.

How to Access Training and Learning Opportunities

If you are interested in additional information and training on advocacy, disability issues, service provision, etc., the ECI website pages have lists of training events, some of which are open to parents. The website also has lists of resources and links that provide information for professionals and parents. You can get this information by accessing these website pages through the DARS web address at www.dars.state.tx.us/ecis. Your local program may also know about opportunities in your area.



Family Resources



Family Resources

What if I want to talk to other families of children enrolled in ECI?

Because all families who are referred or enrolled in ECI have the right to confidentiality, their phone numbers, addresses and other confidential information can not be shared without their consent. Ask your service coordinator about meeting other families in your community or throughout the state.

What are some important resources that could help my family?

The following list includes some key state and national resources that may help your family. If you are unable to reach one of these groups, please call the DARS Inquiries Line at 1-800-628-5115.

TEXAS RESOURCES

Advocacy Inc. 1-800-252-9108

Advocates for Texans of all ages with disabilities. Advocacy Inc., provides information for parents about their children's rights in the school system and can help resolve disputes.

The Arc of Texas 1-800-252-9729

Austin: 512-454-6694

Assists Texans with developmental disabilities and their families. Provides training workshops on topics related to caring for children with disabilities.

Area Information Centers (AIC) 211

Area Information Centers (AIC) are the first places to call to find local health and social services. They serve as links between people who need assistance and service providers. Selected by their communities

and designated by the Texas Information and Referral Network, each AIC maintains a comprehensive database of area resources including federal, state, and local government agencies, community-based organizations, and private nonprofit agencies. These AICs are part of the new 211 system and may answer "211" when called.

Autism and Pervasive Developmental Disorders, Interagency Council on 512-438-3512

www.dads.state.tx.us/autism

Develops a state plan that identifies the needs of individuals with autism and other PDD and recommends mechanisms to meet those needs. Website includes related links and resources.

Brain Injury Association of Texas 1-800-392-0040

Provides information about brain injury, identifying medical, legal, financial and other local resources. Referral center for state associations for people with head injury. Develops programs for public awareness, education, research and rehabilitation. Provides family guidance.

Caring for Children Foundation of Texas 1-800-258-5437

Provides access to primary care and preventive care for children, ages 6 to 18, whose families are not eligible for Medicaid, but cannot afford private health insurance.

Citizen's Assistance Hot Line (Texas Governor's Office) 1-800-843-5789

Austin: 512-463-1782

Information and referral for Texas citizens about state government issues.



Department of Assistive and Rehabilitative Service (DARS)

Division for Blind Services

DARS program that provides information and referrals for children and adults who are blind.

Division for Early Childhood Intervention Services

1-800-628-5115

1-866-581-9328 (TDD)

Statewide system of services for families of children, birth to three, with disabilities or delays.

Division for Rehabilitative Services

512-424-4060

1-800-628-5115 (v/tty)

Information and Vocational Rehabilitation Services for adult Texans with physical and mental disabilities who need help finding and maintaining employment.

Office for Deaf and Hard of Hearing Services

512-407-3251 (v/tty)

512-407-3250 (voice)

Information and referral for individuals who are deaf and hard of hearing. Summer camps for children, ages 7 to 17. Also provides safety stickers and certificates of deafness. Also coordinates specialized Telecommunication Devices Assistance Program.

Family Health Services Information and Referral Hot Line

1-800-422-2956

A statewide information & referral line available to women and children with special health care needs searching for health and family support services in their area.

Head Start

Disability Program Representative
214-767-8824

Institute for Children and Families
Study (Head Start Training)

800-527-2802

Comprehensive preschool program for children, ages 3-5, of low-income families, including children with disabilities.

Learning Disabilities Association of Texas

1-800-604-7500

Parent/professional organization to promote the education and general welfare of individuals with learning disabilities.

Medicaid Hot Line

1-800-252-8263

1-888-834-7406 (Texas HHSC Office of Ombudsman)

Provides information about Medicaid providers and benefits.

Partners Resource Network, Inc.

1-800-866-4726

A statewide parent support network for parents of children of all ages with disabilities. Also provides training, education about family rights, and referral information for parents.

Shriner's Hospital Referral Line

1-800-237-5055

Provides free medical information and care for children, birth to age 18, who qualify with orthopedic problems or burns.

Texas HIV/AIDS Line

1-800-299-2437

An AIDS information center that also offers referrals to HIV testing sites.



Texas Technology Access Program
1-800-828-7839

Individual information and referral, technical assistance and training, public policy research and advocacy and best practice development for people with disabilities of all ages and their families.

Texas Education Agency (TEA) Division of Special Education
1-800-252-9668

Austin: 512-463-9414

The state education agency in Texas that oversees the public school systems. The Division of Special Education within TEA provides information regarding services for children, ages 3 to 21, who qualify for special education services. The agency can answer questions regarding parents' and children's rights as well as special education services within the public school system.

Texas Council for Developmental Disabilities
1-800-262-0334

A 30-member board, appointed by the governor, that advocates for Texans with a disability that started before age 22, to help them obtain the services they need to become fully included in their community. The council administers the Partners in Policymaking program, a leadership training program for individuals who have disabilities and parents who have young children with disabilities. Call the Council for an application for the training.

Texas State Library Talking Book Program
1-800-252-9605

Provides books and magazines in large print, braille and recorded formats. Provides free library service to Texans of all ages who are unable to read standard print due to visual impairments, physical disabilities, or learning disabilities due to

a physical or organic dysfunction. Also publishes a Resource Guide which lists national and state organizations for many disabilities.

United Cerebral Palsy Association of Texas
1-800-798-1492

Austin: 512-834-1827

Advocates for people with cerebral palsy. Provides information and referrals, leadership activities and public health and education programs, including assistive technology training.

Women, Infants and Children's (WIC) Program
1-800-942-3678

Provides vouchers for infant formulas and foods. Also provides breastfeeding education and nutritional education classes for families.

NATIONAL RESOURCES
American Speech-Language-Hearing Association
1-800-638-8255

Information and referral center for individuals with speech-language-hearing disabilities.

Autism Society of America
1-800-328-8476

Society promoting access and opportunity for individuals with autism and their families, to be fully participating, included members of their community. Education, advocacy, public awareness and the promotion of research.

Child Help USA
1-800-422-4453

Offers crisis intervention, counseling and referrals for children and adults.

Cleft Palate Foundation
1-800-242-5338

Foundation for parents of children who have cleft palate in the United States,



Canada, Puerto Rico and internationally. Informs clients about cleft palate teams in their area. Also educates the public and professionals and solicits their support.

Cystic Fibrosis Foundation
1-800-344-4823

Supports medical and scientific programs to find the means to cure cystic fibrosis through research, education and patient care programs.

Epilepsy Foundation of America
1-800-332-1000

Information center for patients with epilepsy, their families, professionals and the general public.

National Association for the Education of Young Children
1-800-424-2460

www.naeyc.org/naeyc

Offers opportunities for professional growth to parents and educators of children, birth to age 8.

National Clearinghouse on Child Abuse & Neglect
1-800-394-3366

Clearinghouse providing information on all aspects of child maltreatment.

National Down Syndrome Congress
1-800-232-6372

Non-profit membership organization that advocates for citizens with Down syndrome.

National Down Syndrome Society
1-800-221-4602

National society providing services, including free referrals and educational information about Down syndrome. Also promotes public education about the genetic condition, advocates on behalf of families and supports research.

National HIV & AIDS Information and Referral Services (Centers for Disease Control)
1-800-342-2437 (24-Hour line)

1-800-344-7432 (Spanish, 8 am – 2 am EST)

1-800-243-7889 (TDD, M-F, 10 am – 10 pm EST)

Information, including a national database and referral services for patients and the public.

National Hot Line for Americans with Disabilities Act (ADA)
1-800-949-4232

Technical assistance and training related to the Americans with Disabilities Act.

National Information Center for Children and Youths with Disabilities (NICHCY)
1-800-695-0285

An information clearinghouse that provides information on disabilities and disability-related issues. Focuses on children and youth, birth to age 22.

National Rehabilitation Information Center
1-800-346-2742

Library and Information Center.

Spina Bifida Association of America
1-800-621-3141

Provides information and referrals. Includes a professional advisory council on education, medicine, and legislature.

Social Security Administration Hot Line
1-800-772-1213

Provides information and referrals for Social Security benefits, insurance and retirement.

Texas ECI Programs

ECI Advancing Babies Chances Abilene, TX (325) 627-0908	A Step Forward ECI Program El Paso, TX (915) 534-4324	Permian Basin ECI Odessa, TX (432) 570-3366
Region 1 ESC ECI Alamo, TX (866) 782-7078	Elinor Zind ECI Program El Paso, TX (915) 534-4324	Central Plains ECI Plainview, TX (806) 291-4416
ECI Project Ninos Alice, TX (361) 668-3776	El Paso Rehabilitation Center ECI El Paso, TX (915) 534-4324	Bay To Bay ECI Program Portland, TX (361) 777-3991
Region 16 ESC ECI Amarillo, TX (806) 677-5228	ECI of Special Care and Career Services Farmers Branch, TX (972) 991-6777	ECI of Richardson/North Dallas Richardson, TX (972) 490-9055
Texas Panhandle ECI Program Amarillo, TX (806) 358-8974	ECI of Tarrant and Parker Counties Fort Worth, TX (817) 446-8000	Infant & Toddler Intervention Program of North Texas ECI Richardson, TX (469) 385-4900
BACH ECI Angleton, TX (979) 849-2447	ECI LAUNCH Galveston, TX (409) 772-7717	ECI PRIDE Round Rock, TX (512) 244-8356
Any Baby Can - ECI Program (Parent Child Program) Austin, TX (512) 454-3743	Parents in Partnership (PIP) ECI Garland, TX (972) 926-2671	ECI - PRIDE San Angelo, TX (325) 658-6571
Easter Seals ECI Austin, TX (512) 514-6321	The Children's Center, ECI Greenville, TX (903) 454-0300	Brighton School ECI Program San Antonio, TX (210) 826-4492
Infant Parent Program ECI Austin, TX (512) 472-3142	ECI Keep Pace Houston, TX (281) 397-4000	Easter Seal Rehabilitation Center ECI San Antonio, TX (210) 614-3911
Bay Area Rehabilitation Center - ECI Baytown, TX (800) 247-3777	ECI MHMR Authority of Harris County Houston, TX (713) 970-4900	PACES - ECI San Antonio, TX (210) 532-5158
First Steps ECI Beaumont, TX (888) 837-8687	ECI Project Tyke Katy, TX (281) 237-6647	Homespun ECI San Marcos, TX (888) 827-7063
ECI Infant Development Program (UCP) Bellaire, TX (713) 838-9050	Sabine Valley Center ECI Longview, TX (888) 504-2229	ECI Texoma Sherman, TX (903) 957-4810
Central Texas MHMR ECI Program Brownwood, TX (800) 796-2752	DEBT ECI Program Lubbock, TX (806) 766-1172	Project Search ECI Silsbee, TX (409) 385-3510
ECI - First Steps Forward Program Bryan, TX (979) 821-9478	Cornerstone ECI Program Lufkin, TX (877) 205-3630	Little Lives ECI Sweetwater, TX (325) 236-6821
One Step at a Time ECI Cleburne, TX (800) 795-7907	Camino Real Early Intervention Program, an ECI Program Lytle, TX (210) 357-0302	ECI Childteam Temple, TX (254) 773-6787
ECI - Infant Development Program Corpus Christi, TX (361) 980-9652	Easter Seals, RGV ECI Program McAllen, TX (956) 631-9171	Opportunities Inc - ECI Texarkana, TX (903) 791-2288
Dallas Center For Developmentally Disabled ECI Dallas, TX (214) 328-4309	LifePath Systems ECI McKinney, TX (972) 359-1110	Andrews Center ECI Tyler, TX (903) 597-5067
ECI of Dallas Metrocare Services Dallas, TX (214) 331-0109	ECI Cares Midland, TX (432) 563-2380	Region 3 ESC ECI Victoria, TX (888) 909-3512
Project KIDS-ECI Dallas, TX (972) 581-4134	Project GROW ECI Missouri City, TX (281) 208-6600	Klaras Children's Center ECI Waco, TX (254) 752-3451
Maverick County Hospital District ECI Eagle Pass (830) 773-7116	Region 8 ESC ECI Mount Pleasant, TX (903) 572-8551	North Texas Rehabilitation Center ECI Wichita Falls (940) 322-0771



ABCs of ECI



ABCs of ECI

advocate – someone who supports or defends your child’s interests and rights.

Admission, Review and Dismissal (ARD) – a meeting with the public school system when the IEP is written.

assessment – ongoing tests used to identify your child’s needs and strengths; your family’s concerns, priorities, and resources; and the type and range of services needed.

eligibility – requirements your child must meet to receive early intervention services from a Texas ECI program.

evaluation – determining your child’s eligibility by gathering information about your child to see how he or she performs certain tasks.

Family Cost Share – the maximum amount of money a family will pay per month for ECI services.

Family Cost Share Agreement – the form you will be asked to sign that includes the family cost share amount you will be responsible for.

Individuals with Disabilities Education Act (IDEA) – the federal legislation permitting all states to apply for funding to plan and implement early intervention programs.

Individualized Education Plan (IEP) – the plan for services in public school education programs that children with disabilities may enter when they reach age 3.

Individualized Family Service Plan (IFSP) – a written plan for your child’s and family’s services in your ECI program.

IFSP team – the team includes at least two professionals from different backgrounds, such as speech therapy or education, who share knowledge of their special areas. They work with you to help plan services for your

child and family. The team also includes you, your child’s service coordinator, other family members and/or advocates.

intake and screening – when someone from your ECI program meets you and your child and you learn more about ECI and talk about what your child might need.

natural environments – the places where your child lives, learns and plays.

outcomes – statements of changes you desire for your child and family. The IFSP team determines these outcomes and uses them in the IFSP.

referral to ECI – when you discover your child may need ECI services and you are told about ECI or make contact with ECI yourself. Your child should be referred to an ECI program as soon as a developmental delay is suspected or a condition is identified that is likely to result in delay .

service coordination – helping your child and family access services, providing information about ECI services and finding other services in the community.

service coordinator – a person from ECI who works with your family to support your child’s development and to help arrange for ECI and community services.

strategies – the methods and activities developed to achieve outcomes. Strategies are included in the IFSP.

The Texas Education Agency (TEA) – the state agency that oversees the Texas public school system.

transition – when your child enters or leaves a local ECI program. All children must leave ECI by age 3, or when no longer eligible.

My ECI Handbook Acknowledgement Form

Name of Parent, Surrogate Parent or Guardian _____

Name of Child _____

Child's Date of Birth _____

ECI Program Name _____

Program Address _____

City _____ State _____ Zip code _____

This is to verify that I have received a copy of my ECI Handbook. It informs me of my rights and my child's rights while enrolled in a program funded by Texas Early Childhood Intervention. These rights have been explained to me by:

Name _____

Date _____ Position _____

Signature of Parent, Surrogate Parent or Guardian

Date

I understand that I have the right to:

- participate
- have my child evaluated
- give consent, or permission
- a plan for services within 45 days of referral
- prior notice of IFSP meetings and evaluations
- understand
- confidentiality
- review records
- disagree
- receive ECI screening, assessment, evaluation, IFSP development, and service coordination at no cost

My signature above indicates I have received my ECI Family Rights Handbook and understand its contents.

For ECI staff completion.

- A copy of the videotape, "Individualized Family Service Plan: Your Pathway to ECI Services" was viewed with the family.
- A copy of the videotape, "Individualized Family Service Plan: Your Pathway to ECI Services" was left with the family to review. Follow-up scheduled for _____.
- Family declined to view video.
- Other videotape viewing plans: _____



Department of Assistive and Rehabilitative Services
Division for Early Childhood Intervention Services
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