

Early Childhood Statewide Connect Line: 1-800-692-7288



Contact the Infant Toddler Service Coordination Agency in your area:

Upper Bucks
Penn Foundation
267- 404- 5069

Central Bucks
Lenape Valley Foundation
267- 893 -5402

Lower Bucks
Merakey
215-244-1570

TIMEFRAME

~**Initial Call: Family is linked** to an Early Intervention Service Coordination Agency in their area **and speaks to a Service Coordination Supervisor**. Families are informed about screening and the Multi- Disciplinary Evaluation

~**Within 2 business days- service coordinator will be assigned** and will contact the family

~**Within 7 days** of the service coordinator being assigned, **an initial home visit will occur**

~**Within 45 days of the referral evaluation activities are completed**, eligibility is determined and an Individual Family Support Plan (IFSP) is developed for eligible children

~**Services are implemented within 14 days** of the IFSP development

Service Coordination Activities that occur between the initial call and the Evaluation:

- Initial home visit is held. Service Coordinator shares information about Early Intervention with the family; gathers information about the family and child's routines, activities, concerns and priorities, obtains permission to evaluate; and schedules the Evaluation (MDE).
- Provide the family with additional resources to pursue while awaiting evaluation.
- Assists family with obtaining necessary medical necessity (prescription) and assist with medical assistance application.



Preschool Early Intervention

(Children 3-5)

215-348-2940 ask for PEI

www.bucksiu.org

TIMEFRAME

~**Initial Call: within 24 hours of the call**, your information will be given to a Regional Point Person

~The Regional Point Person will assign your child to a Lead evaluator. The evaluator will contact you **within 3 days to review your concerns** and will issue the **permission to evaluate (PTE) within 10 days of the phone call**.

~Once the Permission to Evaluate is signed and received, the diagnostic team has **60 days** to complete the **evaluation**.

~The evaluation will be made **available to review 10 days prior to the Individual Educational Plan (IEP) meeting**.

~ If the child is eligible for services, an **IEP is developed within 30 days** and services are **implemented within 14 days** following the approval of the IEP through the Notice of Recommended Educational Placement (NOREP).

Activities that occur following the initial call to the Bucks IU:

- A phone call from the lead evaluator will include a review of your concerns and the process for the evaluation.
- The child is evaluated, if determined to be eligible for services (has a delay and need for specially designed instruction), an IEP is developed and issued to the family.
- Information regarding Medical Assistance (MA) is shared along with the contact information for the IU MA coordinator.
- Services are to be implemented in 14 days of the approved Notice of Recommended Educational Placement (NOREP), if this does not occur the family has been given contact information to check the status of services.



**Early Childhood Mental Health
Consultation Program**
The Pennsylvania Key
1-800-284-6031
PAIECMH@pakeys.org

TIMEFRAME

~**Initial Contact:** Parent can reach out to a provider or directly to the Pennsylvania Key. A provider can reach out directly to the Pennsylvania Key

~**Response time/assignment** is contingent on the waitlist

~**Within 36 hours of the case being assigned, the provider is contacted.** A phone conference is conducted with the provider and the parent/family is contacted by the I/ECMH

~**2 observation visits** of the child in their educational environment are scheduled

~**Within 4-6 weeks** of the case being assigned, **a meeting with the family is held** to develop action plan

~**After the action plan meeting:** I/ECMH provides consultation follow up based on goals of the action plan

What's available through I/ECMH:

- I/ECMH Consultants will assist families in accessing Early Intervention services or behavioral health.
- I/ECMH provides technical assistance and professional development for the teachers, and supports to access to community services for families.
- Additional I/ECMH resources can be found at <https://www.pakeys.org/getting-started/ocdel-programs/early-childhood-mental-health-ecmh/>

EARLY INTERVENTION TIMELINES TIP SHEET



Are you looking to support a
child and family in your program?

The following information will guide you on
who to call and expected **timelines** for
processing the request for
screenings, evaluations and services.

Created by:
**The Bucks County Quality Child Care Coalition
Inclusion Workgroup**