

# The Birth to 3 Program Step-by-Step

This is an overview of the steps your family may take while in the Birth to 3 Program

## First Steps: Getting Started

### 1. Referral

- Anyone having concerns about your child may refer him or her to the Birth to 3 Program.
- Referrals may be made by telephone, fax, in writing, or in person to the local Birth to 3.
- When the referral is received, an Early Intervention Service Coordinator will be assigned to assist your family.

### 2. Initial Contacts

- During your initial contacts with a service coordinator and other Birth to 3 staff, you will be asked about your child, his or her development, and medical history.\*

\*These first meetings will help us learn your concerns and priorities as a family, your child's current strengths, and areas needing improvement, as well as successes and challenges you may encounter during daily routines.

## Next Steps: Services

### 3. Evaluations and Assessments

- In order to determine if your child will benefit from Birth to 3 Program services, evaluations and assessments need to be completed.
- The information gathered will show us your child's strengths and any areas of development that might benefit from early intervention support.

### 4. Individualized Family Service Plan (IFSP)

- Once your child is determined eligible for the Birth to 3 Program, a service coordinator will guide the development of an IFSP.
- Development of the initial IFSP must occur within forty-five (45) days of the referral.

### 5. Delivery of Services

- Your child will receive the services as outlined in the IFSP.
- Services listed in the IFSP should begin no later than 30 days after the IFSP is developed and signed by the family.

### 6. IFSP Reviews

- As the needs of your child and family change, supports and services may also need to change.
- The IFSP will be reviewed at least every six months to make sure it still fits your priorities and your child's and family's needs.
- You can request an update or review of your IFSP at any time.

## Future Steps: Leaving the Program

### 7. Transition

Children transition out of the Birth to 3 Program when they are no longer eligible for the program, when they move, or when they turn three years of age. Transition plans are outlined in the IFSP.

Parents may choose to proceed at their own pace, stop eligibility determination, or withdraw from the program at any time