****

**King County Developmental Disabilities Division**

**Washington State Department of Early Learning**

**Early Supports for Infants and Toddlers Service Definitions**

**July 1, 2017**

The following definitions apply to Birth to Three Services funded by the Washington State Department of Early Learning:

"Administrative indirect" means indirect costs such as, general management compensation, joint facility costs, contract administration, fiscal services, and general office supplies that are not allocated to direct services for infants, toddlers and their families.

“APR” means Washington State’s Annual Performance Report.

“Assure” means pledge or promise.

“CFR” means Code of Federal Regulations.

“Child Find” means the process of locating, identifying, referring, and evaluating those infants and toddlers who are in need of early intervention services (EIS).

“CICC” means the County Interagency Coordinating Council.

“Contractor” means an organization providing EIS services under a signed contract with the King County Developmental Disabilities Division (KCDD).

“Contractor’s staff” or “staff” means the Contractor’s directors, officers, employees, agents, volunteers, and subcontractors who provide goods or services under this Contract.

“COS” means the Child Outcomes Summary process.

“COS process” means a team process for summarizing assessment information related to a child’s development, as compared to same-age peers, in each of the three child outcome areas on a 7-point scale.

“COS modules” means a series of training modules developed by ESIT, which provide key information about the COS process; and the practices that contribute to consistent and meaningful COS decision-making.

“Data Management System” or “DMS” is the electronic data management system to be used by EIS Contractors to enter state and federal data requirements.

“DEL" means the Department of Early Learning, of the State of Washington; any division, section, office, unit or other entity of DEL; or any of the officers or other officials lawfully representing DEL.

“Discrete” means separate, distinct and disconnected.

“EIS” means early intervention services.

“EIS Team” means the direct EIS providers organized as a team (i.e., Multidisciplinary, Interdisciplinary, Trans-disciplinary, Primary Coach, Primary EIS Provider…).

 “EIS Public Revenue Data” means all state and local income received from public sources for direct early intervention service provision.

“ESIT” or “Early Support for Infants and Toddlers” means the program within DEL that administers Part C of IDEA for DEL Washington State.

“ESIT Basic Part C modules” mean the EI training modules available for all Washington State stakeholders.

“ESIT Website” is located on the DEL Website, at www.del.wa.gov/esit.

“Ensure” means to make certain.

“FERPA” means the “Family Education Rights and Privacy Act” of 1974, as amended, codified as 20. U.S.C. 1232g; 34 CFR part 99, and is the federal law that protects the privacy of student (child) records.

“FRC” or “Family Resources Coordinator” means the individual who assists an eligible child and his/her family in gaining access to the EIS and other resources, as identified in the IFSP, and in receiving their rights and procedural safeguards of the early intervention program, and as further defined under Service Coordination (case management) in 34 CFR §303.23.

“FRC Year 1 Training” means the training required for Family Resources Coordinators to be registered and maintain registration with ESIT.

“FRC Year 2 Training” means required training, for FRCs who have completed Year 1 Introductory Training, in order to maintain their state registration with ESIT.

“FRC Year 3 Training” means required training, for FRCs who have completed both the “Year 1 FRC Training” and “Year 2 FRC Training” in order to maintain their state annual registration with ESIT.

“HIPPA” or the “Health Insurance Portability and Accountability Act” of 1996, Privacy Rule, August 2002, and Security Rule, February 2003, under Public Law 104-191 and regulated under 45 CFR Part 160, 162, and 164 is the federal law that protects the privacy of an individual’s health information.

“IDEA” means the federal Individuals with Disabilities Education Act, as amended, codified as 20 U.S.C. §§1431.631 – 1444.644 and regulated under 34 CFR 303.

“IFSP” or “Individualized Family Service Plan” means the written plan required for providing EIS to an eligible child and the child’s family, per Washington’s Federally Approved State Plan

“IFSP Team” or “Individualized Family Service Plan Team” means the child’s family; FRC; EIS providers, and others, as identified on the plan.

“Medical home” is primary health care that is accessible, continuous, comprehensive, family-centered, coordinated, compassionate and culturally effective.

“Natural Environments” means the home or community settings that are natural or typical for a same-aged infant or toddler without a disability, and shall be consistent with the provisions of IDEA, Part C, 34 CFR §303.26, and ESIT’s Policies and Procedures and “Natural Environments and Justifications for Services Provided Outside of the Natural Environment” practice guide.

“Part C of IDEA” means the Infants and Toddlers with Disabilities program under the federal Individuals with Disabilities Education Act, codified as 20 U.S.C. §§1431-1443, as amended.

“Payor of Last Resort” means “funds under Part C of IDEA may not be used to satisfy a financial commitment for EIS that would otherwise have been paid for from another public or private source, including any medical program administered by the Department of Defense, but for the enactment of Part C of IDEA. Therefore, IDEA Part C funds may be used only for EIS that an infant or toddler with a disability needs but is not currently entitled to receive or have payment made from any other federal, state, local, or private source (subject to 34 CFR §§303.520 and 303.521).” (34 CFR §303.510(a)).

“Prohibition against Supplanting” means “Part C funds shall be used to supplement the level of federal, state, and local [public] funds expended for infants and toddlers, and their families, and in no case to supplant these federal, state, and local [public] funds”. (34 CFR§303.225(a)(2))

“SICC” means the Washington State Interagency Coordinating Council for Infants and Toddlers with Disabilities and their Families, as appointed by the governor and required under Part C of IDEA.

“SPP” means the Washington State Performance Plan.

“SSIP” or “State Systemic Improvement Plan”, means a comprehensive and multi-year plan, focused on improving results for children with disabilities; and is the replacement of APR Indicator 11.

 “State Plan” or “Washington’s Federally Approved State Plan” means the application for a state administered grant that meets the requirements in 34 CFR §7.1 and 34 CFR §303 Sub- parts B and C.

“Subcontractor” means one is not employment by the contractor, but who, in accordance with a separate contract (including but not limited to interagency agreements) with the contractor, is performing all or part of any EIS services under this contract. The Contractor, is performing all or part of any EIS services under this Contract. The terms “Subcontractor” and “Subcontractors” means subcontractors in any tier.

“Under Public Supervision” means services provided through a program funded by federal, state, or local public monies, and services provided through a private provider, but whose services are supervised or paid for by a public agency.

"Unsupervised access" means:

(a) An individual will or may have the opportunity to be alone with a child receiving early learning services at any time and for any length of time; and

(b) Access that is not within constant visual or auditory range of the licensee, an employee authorized by the EIS provider, nor a relative or guardian of the child receiving early learning services.

“WAC” or “Washington Administrative Code” means rules that codify the regulations of the executive branch agencies and are issued by authority of statutes.