

## Understanding Service Coordination

Once the referral has been made to the Early Intervention Program, you and your child were assigned a Service Coordinator. This person is responsible for insuring that your child and family receive what is needed from the early intervention system. Specific activities are noted in the Individualized Family Service Plan (IFSP) and in the Tracking Plan. These activities are reviewed at each plan meeting and are updated accordingly.

The Service Coordinator will explain what Early Intervention is, how services are provided, and will help you navigate this system. The Service Coordinator will ask questions about your family's routines and activities as well as your concerns regarding your child's development. The Service Coordinator is gathering information that will help in determining if services are needed; if eligible, what services may benefit your child and family the most, how to identify and access providers, and be able to offer you ideas/suggestions that you can start using with your child. The Service Coordinator monitors the services your child receives and can, at your request, refer your child and family to other agencies. The Service Coordinator will also provide you with information on community resources, general activities, and advocacy and will continue to offer information on these to your family as needed.

Service Coordinators do not directly work with your child. The role of the Coordinator is that of coordinating services. This person does a lot of paperwork relative to the services your child may receive from the early intervention system. Your Service Coordinator is available to answer questions regarding the early intervention system, your child's development, and other general questions regarding community resources. If found eligible for early intervention services and you choose to have services provided, the Service Coordinator will facilitate the IFSP development. Once done, the Service Coordinator will monitor your child's services every three months with a formal review meeting occurring at six months. Your Coordinator will insure that your child's MDE/IFSP remains up to date. If enrolled in Tracking, your Service Coordinator will schedule tracking visits either every 2 or 3 months depending on your child's age. Your Coordinator is also the first step in resolving conflicts that may arise between you and the people providing the early intervention services. Your Service Coordinator will also facilitate the development of a transition plan which is included in the IFSP and is optional for the Tracking Plan.