

## GLOSSARY

Activity setting – A situation specific experience, opportunity, or event that involves a child’s interactions with people and the physical environment; the social and physical places where learning takes place (from Dunst and Bruder, Family and “Community Activity Settings, Natural Learning Environments, and Children’s Learning Opportunities,” Children’s Learning Opportunities Report, 1999, vol. 1, number 2)

Assessment - The ongoing procedures used by qualified early intervention service providers to identify (i) the child's unique strengths and needs and the concerns of the family; (ii) the early intervention services appropriate to meet those needs throughout the period of the child's eligibility under Part C; and (iii) the resources, priorities, and supports and services necessary to enhance the family's capacity to meet the developmental needs of the child

Assistive technology device - Any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, fabricated or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities. The term does not include a medical device that is surgically implanted, including cochlear implants, or the optimization (e.g., mapping), maintenance or replacement of that device

Assistive technology services - Any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. Assistive technology services include:

- Evaluating the needs of a child with a disability, including a functional assessment of the child in the child's customary environment;
- Purchasing, leasing or otherwise providing for the acquisition of assistive technology devices;
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing or replacing assistive technology devices;
- Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- Providing training or technical assistance for a child with disabilities, that child's family; and
- Providing training or technical assistance to professionals (including individuals providing education or rehabilitation services) or other individuals who provide services to or are otherwise substantially involved in the major life functions of the child.

Audiology –

- Identification of children with auditory impairment, using at risk criteria and appropriate audiological screening techniques;
- Determination of the range, nature, and degree of hearing loss and communication functions, by use of audiological assessment procedures;
- Referral for medical and other services necessary for the habilitation or rehabilitation of children with auditory impairment;
- Provision of services including auditory training, aural rehabilitation, speech reading and listening devices, orientation and training, and other services;
- Provision of services for the prevention of hearing loss; and
- Determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices.

Charges – The rates established for each service. Charges form the basis for the anticipated payment for services. Charges are generally established as the unit cost of providing care.

Child find – A comprehensive and coordinated system to locate, identify, refer and evaluate (determine eligibility) for all infant and toddlers with disabilities in Virginia who are eligible for services under Part C.

Co-payments and Deductibles – The amount the family must pay as a cost share in order to use their insurance.

Consent – Means that

- The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language or other mode of communication;
- The parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and
- The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.

Contact log – Monthly summary documenting dates and amount of delivered services.

Contact note - The term used to describe how Part C service provision, including service coordination, is to be documented. The term “contact note” is intended to be interchangeable with other commonly used terms such as “progress note,” “case note,” or “service coordination note.”

Counseling Services –

- Assessment and treatment of mental, emotional, or behavioral disorders and associated distresses that interfere with mental health;
- Individual and/or family group counseling with the parent(s) and other family members;
- Collaborating with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP; and
- Family training, education and support provided to assist the family of an infant or toddler with a disability in understanding his or her needs related to development, behavior or social-emotional functioning and to enhance his or her development.

Delinquent Account – An account that is unpaid after 30 days. When amount due by the family has been established under the family cost share practices and the family does not pay after 30 days, the account is considered to be delinquent.

Developmental services –

- The design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction;
- Curriculum planning, including planned interaction of personnel, materials, and time and space that leads to achieving outcomes in the IFSP;
- Providing families with information, skills, and support related to enhancing the skill development of the child; and
- Working with the child with a disability to enhance the child's development.

Discipline - A specific occupational category that may provide early intervention supports and services to eligible children under Part C of the Individuals with Disabilities Education Act and their families

Early intervention services – Services provided through Part C designed to meet the developmental needs of children and families and to enhance the development of children from birth to age three years who have (i) a 25% developmental delay in one or more areas of development, (ii) atypical development, or (iii) a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay. Early intervention services provided in the child's home and in accordance with this chapter shall not be construed to be home health services as referenced in § 32.1-162.7 of the Code of Virginia

Eligibility determination - The evaluation procedures used by qualified early intervention service providers to determine a child's initial and continuing eligibility under Part C

Family - Defined according to each family's definition of itself

Family assessment - The ongoing procedures used by appropriate qualified practitioners throughout the period of a child's eligibility for early intervention supports and services to identify the family's resources, priorities and concerns relative to enhancing the development of the child

Family fees – amounts based on the accrued charges and co-payments that may be charged to families for services that an infant or toddler with a disability and family receive each month. The family fee may not exceed the monthly cap.

Fee Appeal Process – The process used when it can be determined that families have a demonstrated financial hardship and the discounted fee from the sliding fee scale also represents a financial burden

Financial hardship – A personal economic condition that may prevent a family from obtaining full and necessary services. The parameters defining financial hardship must correspond to the family size and family taxable income found in the family cost share fee scale. Financial hardship may also be created by co-payment and deductible requirements.

Health services - Services necessary to enable a child to benefit from the other early intervention supports and services during the time that the child is eligible to receive the early intervention supports and services. The term includes:

- Consultation by health care professionals with other service providers concerning the special health care needs of the infant or toddler that will impact or need to be addressed during the provision of other early intervention services; and
- Provision of such services as clean intermittent catheterization, tracheostomy care, tube feeding, the changing of dressings or colostomy collection bags, and other health services.

The term does not include:

- Services that are surgical in nature (such as cleft palate surgery, surgery for club foot, or the shunting of hydrocephalus); purely medical in nature (such as hospitalization for management of congenital heart ailments, or the prescribing of medicine or drugs for any purpose); or related to the implementation, optimization (e.g., mapping), maintenance, or replacement of a medical device that is surgically implanted, including cochlear implants;

- Devices (such as heart monitors, respirators and oxygen, and gastrointestinal feeding tubes and pumps) necessary to control or treat a medical condition; or
- Medical-health services (such as immunizations and regular "well-baby" care) that are routinely recommended for all children

Income – Wages and salaries that are consistent with the Federal definition of taxable wages. Income to be considered for family cost share purposes is that of the mother, father, and/or legal guardian of the family as is consistent with parental liability in the Code of Virginia.

Individualized Family Service Plan (IFSP) - A written plan for providing early intervention supports and services to eligible children and families that:

- Is based on evaluation for eligibility determination and assessment for service planning;
- Includes information based on the child's evaluation and assessments, family information, results or outcomes, and supports and services based on peer-reviewed research (to the extent practicable) that are necessary to meet the unique needs of the child and the family and to achieve the results or outcomes; and
- Is implemented as soon as possible once parental consent is obtained.

Infant & Toddler Online Tracking System (ITOTS) – The secure online data system for the Infant & Toddler Connection of Virginia

Informed clinical opinion -The use of professional expertise and experience in combination with information gathered through eligibility determination or assessment for service planning, or both, to determine the child's developmental status and eligibility under Part C.

Intensity – Whether a service will be provided on an individual or group basis

Length – The length of time a service is provided during each session of that service (such as an hour or other specified time period)

Local lead agency - Entity that, under contract with the State Lead Agency, administers a local early intervention system

Medical services - Services provided by a licensed physician for diagnostic or eligibility determination purposes to determine a child's developmental status and need for early intervention supports and services

Monthly cap – The maximum amount that a family will be required to pay per month for early intervention services regardless of the charge(s) or number of different types, frequency or length of services a child and family receive.

Multidisciplinary - The involvement of two or more separate disciplines or professions and with respect to –

- Eligibility determination and assessments of the child and family, may include one individual who is qualified in more than one discipline or profession; and
- The IFSP team, must include the involvement of the parent and two or more individuals from separate disciplines or professions and one of these individuals must be the service coordinator.

Native language - The language or mode of communication normally used by the parents of the child or, for evaluation for eligibility determination and assessments of the child, the language or

mode of communication normally used by the child if determined developmentally appropriate for the child by qualified personnel conducting the evaluation or assessment.

Natural environment(s) - Settings that are natural or typical for a same-aged child without a disability and may include the home or community settings

Nursing services –

- The assessment of health status for the purpose of providing nursing care, including the identification of patterns of human response to actual or potential health problems;
- The provision of nursing care to prevent health problems, restore or improve functioning and promote optimal health and development; and
- The administration of medications, treatment, and regimens prescribed by a licensed physician.

Nutrition services –

- Assessment of the child's nutritional history and dietary intake; anthropometric, biochemical and clinical variables; feeding skills and feeding problems; and food habits and food preferences;
- Collaboration with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP;
- Development, implementation and monitoring of appropriate plans to address the nutritional needs of children eligible for early intervention supports and services, based on the findings of individual assessments; and
- Referral to community resources to carry out nutritional goals and referrals for community services, health or other professional services, as appropriate.

Occupational therapy - Services that are designed to improve the child's functional ability to perform tasks in home, school, and community settings, and include:

- Identifying and assessing the child's functional needs and providing interventions related to adaptive development, adaptive behavior and play, and sensory, motor, and postural development;
- Adaptation of the environment, and selection, design, and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills; and
- Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.

OSEP child indicators – The measures of child progress on which states must annually report to the Office of Special Education Programs (OSEP). The indicators are the percentage of infants and toddlers with IFSPs who demonstrate improved:

- Positive social-emotional skills (including positive social relationships)
- Acquisition and use of knowledge and skills (including early language/communication); and
- Use of appropriate behaviors to meet their needs.

Parent –

- A biological or adoptive parent of a child;
- A foster parent, unless contractual obligations with a State or local entity prohibit a foster parent from acting as a parent;

- A guardian generally authorized to act as the child's parent, or authorized to make early intervention, educational, health or developmental decisions for the child (but not the State if the child is a ward of the State);
- An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare); or
- A surrogate parent.

If a judicial decree or order identifies a specific person or persons listed above to act as the "parent" of a child or to make educational or early intervention service decisions on behalf of a child, then such person or persons shall be determined to be the "parent" for Part C purposes. Otherwise, the biological or adoptive parent, when attempting to act as the parent and when more than one party is qualified under the definition of "parent," must be presumed to be the parent unless the biological or adoptive parent does not have legal authority to make educational and early intervention service decisions for the child. The term "parent" does not include any local or state agency, or their agents, including the Department of Social Services and their local departments, if the child is in the custody of said agency.

Part B – The part of the Individuals with Disabilities Education Act that governs special education and related services for children and youth with disabilities

Part C – The part of the Individuals with Disabilities Education Act that governs early intervention services for infants and toddlers with disabilities and their families

Personally identifiable information –

- The name of the child, the child's parent, or other family member;
- The address of the child or child's family;
- A personal identifier, such as the child's or parent's social security number; or
- A list of personal characteristics or other information that, alone or in combination, could be used to identify the child or the child's parents or other family members

Physical therapy - services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation. These services include:

- Screening, evaluation for eligibility determination, and assessment of children to identify movement dysfunction;
- Obtaining, interpreting and integrating information appropriate to program planning to prevent, alleviate or compensate for movement dysfunction and related functional problems;
- Adapting the environment and selecting, designing, and fabricating assistive and orthotic devices to facilitate development and promote the acquisition of functional skills; and
- Providing individual and group services or treatment to prevent, alleviate or compensate for movement dysfunction and related functional problems;

Practitioner - An individual who is qualified to provide supports and services

Provider (Service provider) – A practitioner selected to deliver early intervention supports and services

### Psychological services –

- Administration of psychological and developmental tests, and other assessment procedures;
- Interpretation of assessment results;
- Obtaining, integrating, and interpreting information about child behavior, and child and family conditions related to learning, mental health, and development; and
- Planning and management of a program of psychological services, including psychological counseling for children and parent(s), family counseling, consultation on child development, parent training, and education programs.

Service coordination - The activities carried out by a service coordinator to assist and enable a child eligible for early intervention supports and services and the child's family to receive the rights, procedural safeguards, and supports and services that are authorized to be provided under Virginia's early intervention program

Sign language and cued language services – Teaching sign language, cued language, and auditory/oral language, providing oral transliteration services (such as amplification), and providing sign and cued language interpretation.

Single point of entry - The single entity designated by the local lead agency in each local Part C system where families and primary referral sources make initial contact with the local Part C system

Sliding fee scale – A matrix utilizing taxable family income in conjunction with family size to determine the monthly cap to be paid that is less than the full charge. In the Infant & Toddler Connection of Virginia, the sliding fee scale is referred to as the family cost share fee scale.

### Social work services -

- Home visits to evaluate a child's living conditions and patterns of parent-child interaction;
- Social or emotional developmental assessment of the child within the family context;
- Individual and family-group counseling with parent(s) and other family members, and appropriate social skill-building activities with the child and parent(s);
- Intervention to address identified problems in a child's and family's living situation (home, community, and any other location where early intervention supports and services are provided) that affect the child's use of early intervention supports and services; and
- Identification, mobilization, and coordination of community resources and services to enable the child and family to receive maximum benefit from early intervention supports and services.

### Speech-language pathology –

- Identifying children with communication or language disorders and delays in development of communication skills and identifying and appraising specific disorders and delays in those skills
- Referral for medical or other professional services necessary for the habilitation or rehabilitation; and
- Providing services for the habilitation, rehabilitation, or prevention of communication or language disorders and delays in development of communication skills.

Surrogate parent - A person assigned by the local lead agency or its designee to ensure that the rights of a child are protected when no parent can be identified; the lead agency or other public agency, after reasonable efforts, cannot locate a parent; or the child is a ward of the state

Transition - The entry or exit of children and families to and from early intervention supports and services

Transportation and related costs - The cost of travel (e.g., mileage, or travel by taxi, common carrier, or other means) and other costs (e.g., tolls and parking expenses) that are necessary to enable a child eligible for early intervention supports and services and the child's family to receive early intervention supports and services

Vision services –

- Evaluating and assessing visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities that affect early childhood development;
- Providing communication skills training, orientation and mobility training for all environments, visual training, and additional training necessary to activate visual motor abilities; and
- Referral for medical or other professional services necessary for the habilitation or rehabilitation of visual functioning disorders, or both.

Visit – A face-to-face encounter with the child with a disability or his parent, another family member, or caregiver, or both, for the purpose of providing early intervention supports and services.

Ward of the state – A child who, as determined by Virginia, is a foster child or is in the custody of a public children's residential facility. The term does not include a foster child who has a foster parent who meets the definition of "parent."