

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 - Reviewing available pertinent records that relate to the child's current health status and medical history and conducting personal observation and other procedures in order to identify the child's unique strengths and needs, including an identification of the child's level of functioning in each of the following developmental areas: cognitive development; physical development, including vision and hearing; communication development; social or emotional development; and adaptive development based on objective criteria, which must include informed clinical opinion

Assistive technology device - Any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, 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:

- The assessment of 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 by children with disabilities;
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing or replacing assistive technology devices;
- Coordinating and using other therapies, interventions, supports or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- Training or technical assistance for a child with disabilities, that child's family, other caregivers or service providers on the use of assistive technology determined to be appropriate; and
- Collaboration with the family and other early intervention service providers identified on an infant or toddler's IFSP.

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, sign language and cued language services, speech reading and listening device orientation and training, and other training to increase the functional communication skills of an infant or toddler with a significant hearing loss;

- Provision of services for the prevention of hearing loss;
- 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;
- Family training, education and support provided to assist the family of an infant or toddler with a significant hearing loss in understanding his or her functional developmental needs related to the hearing loss and to enhance his or her development; and
- Collaboration with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP.

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 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;
- 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 –

- Screening, assessment and intervention services to address the functional developmental needs of an infant or toddler with a disability with an emphasis on a variety of developmental areas including, but not limited to, cognitive processes, communication, motor, behavior and social interaction;
- Collaboration with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP;
- Consultation to design or adapt learning environments, activities and materials to enhance learning opportunities for an infant or toddler with a disability;
- Family training, education and support provided to assist the family of an infant or toddler with a disability in understanding his or her functional developmental needs and to enhance his or her 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 – developmental supports and services that

- Are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family related to enhancing the child's development, as identified by the Individualized Family Service Plan team, in any one or more of the following areas:
 - Physical development;
 - Cognitive development;
 - Communication development;
 - Social or emotional development;
 - Adaptive development.
- Are selected in collaboration with the parents
- Include –
 - Assistive technology devices and assistive technology services;
 - Developmental services;
 - Counseling services;
 - Health services;
 - Medical services, only for diagnostic or assessment purposes;
 - Nursing services;
 - Nutrition services;
 - Occupational therapy;
 - Physical therapy;
 - Psychological services;
 - Service coordination services;
 - Social work services;
 - Speech-language pathology and audiology services, including sign language and cued language services;
 - Vision services; and
 - Transportation and related costs.
- Are provided –
 - Under public supervision;
 - By qualified practitioners;
 - In natural environments, including home and community based settings in which children without disabilities participate, to the maximum extent appropriate;
 - In conformity with an Individualized Family Service Plan (IFSP); and

- In accordance with the family cost share practices specified in [State regulations].

Eligibility determination - The process by which a multidisciplinary team reviews medical reports, developmental screening results, parent report, observation summaries, and assessment summaries, if available, to determine whether or not a child meets the Infant & Toddler Connection of Virginia eligibility criteria (children from birth to age three who have a 25 percent developmental delay in one or more areas of development, atypical development, or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay)

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 acceptable as payments by families that are based on the accrued charges and co-payments incurred as a result of the services a child and family receive each month. The family fee cannot exceed the monthly cap as determined by the family cost share fee scale.

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 receiving the other early intervention supports and services. The term includes:

- Consultation by health care professionals with family members or other service providers who are identified on an infant's or toddler's IFSP 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;
- Collaboration with the family and other early intervention service providers identified on an infant's or toddler's IFSP;
- Family training, education and support provided to assist the family of an infant or toddler with a disability in understanding his or her special health care needs; 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 when necessary in order for the infant or toddler to participate in other early intervention 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 developed jointly by the family and appropriate qualified practitioners providing early intervention supports and services;
- Is based on the multidisciplinary assessment for service planning; and
- Includes results or outcomes and supports and services necessary to enhance the development of the child and the capacity of the family to meet the special needs of the child.

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

Informed clinical opinion - The outcome of using information gathered through eligibility determination and/or assessment for service planning methods combined with professional expertise and experience to determine the child's developmental status and eligibility under Part C.

Local lead agency - Entity that, under contract with the State Lead Agency, administers local Part C funds and fulfills the requirements of the *Contract for Continuing Participation in Part C Early Intervention for Infants and Toddlers with Disabilities and Their Families*

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, as determined by the family cost share fee scale or fee appeal process, 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 intensity of services a child and family receive.

Multidisciplinary - The involvement of two or more disciplines in the provision of integrated and coordinated supports and services, including eligibility determination and assessment for service planning activities and development of the IFSP

Native language - The language or mode of communication normally used by the parents of the child or, in all direct contact with a child (including assessment of the child), the language or mode of communication normally used by the child in the home or learning environment

Natural environment(s) - Settings that are natural or normal for the child's age peers who have no disability

Nursing services – Nursing support necessary to enable a child to benefit from the other early intervention supports and services during the time that the child is receiving the other early intervention supports and services. The term includes:

- 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 nutritional and feeding status of an infant or toddler with a disability related to his or her development;
- 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;
- Referral to community resources to carry out nutritional goals and referrals for community services, health or other professional services, as appropriate; 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 nutrition and feeding and to enhance his or her development

Occupational therapy - Services to address the functional needs of a child related to adaptive development, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in home, school, and community settings, and include:

- Screening, assessment and intervention services to address the functional developmental needs of an infant or toddler with a disability with an emphasis on self-help skills, fine and gross motor development, mobility, sensory integration, behavior, play and oral-motor functioning
- Adaptation of the environment, and selection, design, and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills;
- Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability;
- Collaboration with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP;
- Family training, education and support provided to assist the family of an infant or toddler with a disability in understanding his or her functional developmental needs and to enhance his or her development

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 health, educational or early intervention 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 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;
- A personal identifier, such as the child's or parent's social security number; or
- A list of personal characteristics or other information that would make the child's or parent's identity easily traceable

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, assessment and intervention services to address the functional developmental needs of an infant or toddler with a disability with an emphasis on mobility, positioning, fine and gross motor development, balance, flexibility, and both strength and endurance, including the identification of specific motor disorders;
- Adaptation of the environment, and selection, design, and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills;
- Collaboration 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 functional developmental needs and to enhance his or her development.

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;
- 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;
- Collaboration with the family, service coordinator and other early intervention service providers identified on an infant's or toddler's IFSP;
- 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, cognition, behavior or social-emotional functioning and to enhance his or her development

Screening - Procedures used to identify infants and toddlers suspected of having a disability and to be in need of early intervention services, at the earliest possible age

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

Single point of entry - The single entity 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 screening and 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 those 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 maximum utilization of early intervention supports and services;
- 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;
- Collaboration 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 functional developmental needs and to enhance his or her development.

Speech-language pathology –

- Screening, assessment and intervention services to address the functional, developmental needs of an infant or toddler with a disability with an emphasis on communication skills, language and speech development, sign language and cued language services and oral motor functioning, including the identification of specific communication disorders
- Referral for medical or other professional services necessary for the habilitation or rehabilitation of children with communicative or oropharyngeal disorders and delays in development of communication skills
- Collaboration 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 functional development needs and to enhance his or her development.

Surrogate parent - A person appointed to provide children who are wards of the state, whose parent(s) cannot be identified and/or whose whereabouts are unknown, with the protection of their rights

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

Transportation and related costs - Include 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 –

- Assessment and intervention services to address the functional developmental needs of an infant or toddler with a significant vision impairment with an emphasis on sensory development, communication skills development, orientation and mobility skill development and adaptive skills training;
- Consultation to adapt the environment to promote development, access and participation of an infant or toddler with a significant vision impairment;
- Referral for medical or other professional services necessary for the habilitation or rehabilitation of visual functioning disorders, or both
- Collaboration 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 functional development needs related to the vision impairment and to enhance his or her development

Visit – A face-to-face encounter with the child and/or family 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 child welfare agency. The term does not include a foster child who has a foster parent who meets the definition of “parent.”