

# WELCOME BOOKLET

## EARLY INTERVENTION DEPARTMENT



## MISSION

*\*Welcome to Warren Arc Early Intervention\**

*Project First Step Early Intervention Provider & Warren Arc Service Coordination Unit*

Our mission, along with The Arc Warren County Chapter Inc. & New Jersey Early Intervention System (NJEIS), is to provide quality early intervention services and supports to children birth to age 3 with developmental delays/ disabilities. Our practitioners and service coordinators are qualified professionals who have met NJEIS personnel standards.

Together we will promote collaborative partnerships among your family, community, healthcare providers, school and childcare programs to strengthen and enhance your family's abilities to develop and use lasting networks of natural support.

## CONTACTS

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## WORKING AS A TEAM IS ESSENTIAL TO QUALITY EARLY INTERVENTION (EI) SESSIONS

OPEN COMMUNICATION AND UPHOLDING THE FOLLOWING EXPECTATIONS WILL PROMOTE WORKING AS A TEAM

### My Role as a Parent/Guardian:

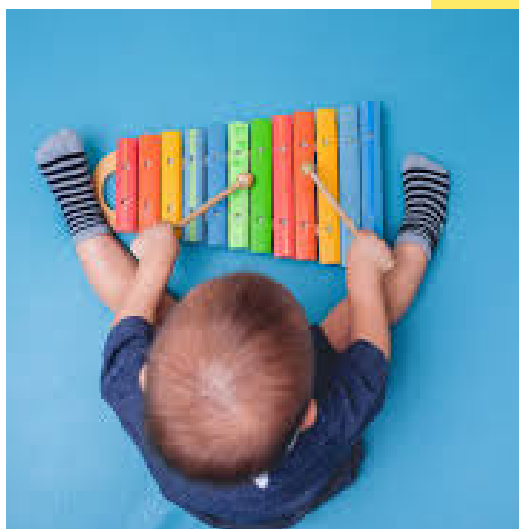
- o **Be** present and participate in EI sessions.
- o **Practice** strategies suggested by the practitioner during sessions and in everyday routines.
- o **Encourage** siblings & other important people in your life to participate in sessions.
- o **Talk** with our EI practitioners when strategies are not working in your daily routines and lifestyle. Share any concerns or challenges you may have.
- o **Turn** off the television/ avoid phone calls/texts during EI sessions. This allows everyone to focus on the exchange of information & ideas.
- o **Refrain** from smoking during EI sessions.
- o **Notify** practitioner/ SC of any information changes (ex: address, phone number, family size, income changes)
- o **After** any pause in services due to medical reasons (ex. surgery), please provide us with a letter of medical clearance including any restrictions from a medical professional in order to resume services.
- o **Please** refrain from friending/following your practitioner on social media, to avoid any potential conflicts of interest.
- o **Please** refrain from gifting. Arc of Warren County EI employees are prohibited from accepting or exchanging gifts with families while providing services & upon completion of the program. Gifts may be made in the form of donations to The Arc of Warren County. Thank you for your understanding!



”  
*Early Intervention gave my baby the boost she needed to meet her milestones. She is well on her way.*  
“

## The Role of My Child's Practitioners

- o **Use** the toys & materials that are already in your child's environment and incorporate them into strategies for learning.
- o **Create** an interactive environment where parents, siblings & caregivers are valued and participate during sessions.
- o **Encourage** and guide caregivers to help their child learn & develop by participating in activities inside & outside the home.
- o **Inquire** about your daily activities & routines to effectively implement strategies that fit into your family's lifestyle.
- o **Offer** session "notes" through discussion and written communication.
- o **Avoid** cell phone use unless for early intervention purposes (example: entering in EIMS).
- o **Practice** universal precautions to prevent the spread of illness.
- o **Please** be aware that EI practitioners are mandatory reporters for The Division of Child Protection & Permanency (CP&P) and must report if we see/suspect child abuse or neglect.
- o **All** practitioners are certified in infant CPR and First Aid.



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*They found the best ways to  
help him communicate and  
found the services that best  
fit his needs.*

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## **Quick Reference: Missed & Rescheduled Sessions/Cancellations**

**(as per Warren Arc EI Policy & NJEIS-14 • Rev. 12/1/17)**

**If your child is sick or you are unable to keep a scheduled session, please make sure to contact your EI practitioner  
as soon as possible.**

- o Practitioners and families should make every effort to cancel at least 24 hours prior to scheduled session.
- o When a family cancels, practitioners may offer a “reschedule” within the same week (Sunday through Saturday), bi-week, or month (depending on pre-determined service frequency).
- o Family "No Shows" (please note: after (2) two consecutive family “no-shows” the practitioner will contact your Service Coordinator, and services may be suspended.)
- o Repeated cancellations may be referred to your Service Coordinator for a review of services.
- o Practitioners may offer a “Make-Up” if they need to cancel and a reschedule is not possible; this must be made up on next agreeable date and time as soon as possible. Cancellations can be due to:
  - Extreme weather/natural disaster.
  - Please notify practitioners if your driveway or walkways are not clear of snow/ice.
  - State, federal, religious holiday, or agency declared holiday.
- o Make-ups are not permitted in advance of a missed session (example: planned family/practitioner vacation) and cannot be more than the pre-determined service frequency.
- o Any meetings scheduled with your Service Coordinator that are cancelled for any reason will always be rescheduled.



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*It greatly helped us to reduce and eliminate the abusive tantrums our child threw. It taught us new ways to deal with situations and help discover new ways to communicate with our child's limited expressive speech.*

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## **Cancellation Policy Quick Reference**

### **Continued**

**A good rule of thumb in deciding when to cancel your child's session is to think if you would like your child to be in close contact with other children who are exhibiting similar symptoms. Virtual sessions are always an option if your child is well enough to participate remotely.**

**Illness-** please make efforts to cancel scheduled sessions if your child, caregiver, or member of your household has symptoms including, but not limited to, the following:

- Fever: Therapy may be restarted if your child has a fever below 100 degrees, without analgesics for 24 hours.
- Vomiting/Diarrhea: Your child must be free of both vomiting and diarrhea episodes and be able to keep fluids down for at least 24 hours prior to resumption of therapy.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages of infection. A child with a suspicious rash should be examined by a physician and be cleared medically before therapy can resume.
- Pinkeye/Eye infections: before therapy can resume, children should be treated with antibiotics as prescribed by their pediatrician for 24 hours and their eyes must be clear and free from drainage.
- Strep Throat: A child diagnosed with strep throat may resume therapy after treatment with antibiotics for 24 hours.
- Nasal Secretions/Coughing: Therapy sessions should also be canceled if your child is presenting with nasal secretions that are not clear in color and/or suffering from uncontrollable coughing. The colored mucus and coughing episodes are indications of infection.
- Cold/Flu: If your child is exhibiting cold symptoms, sessions should be canceled or be done virtually. If any member of your household has the flu, sessions need to be canceled or be done virtually. Symptoms of the flu include fever or chills and a cough or sore throat. Symptoms can also include runny nose, body aches, headache, fatigue, diarrhea or vomiting.
- Covid-19: Please cancel or request a virtual session and contact your pediatrician/family physician if any member of your family has been exposed to Covid-19 or develops any Covid-like symptoms. We appreciate your cooperation in preventing the spread of illness. Guidance is subject to change, so please check the CDC website for the most up to date Covid-19 isolation and quarantine guidelines. Click [here](#) for the CDC Website.



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*All the staff that my son and I had  
the pleasure of meeting were helpful,  
caring and understanding at all  
times.*

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## **Instructions for parents to access the NJEIS Fiscal Portal:**

By 9:00 am the following morning after the Primary or Secondary Head of Household email address has been entered in the EIMS, the family member can access the NJEIS Fiscal Portal with their unique User ID and their unique email address. The email address must be different for both the Primary and Secondary Head of Household. If the same email is used, the family will not receive the PCG link to the fiscal portal.

1. Go to: <https://hus.pcgus.com/njeisbilling>
2. Enter the Primary or Secondary User ID First and Last name as it appears in the EIMS together as one word. The User ID is case sensitive, the first letter of the first and last name must be capitalized:

**User ID:            FirstLast**

3. Double click on “Forgot Password”
4. A new window will appear, enter the User ID or Email Address of the Primary or Secondary Head of Household. It is recommended to enter the User ID rather than the email address.
5. Within a few minutes, a Temporary Password will be sent to the email of the Primary or Secondary Head of Household.
6. Go back to: <https://hus.pcgus.com/njeisbilling>
7. Enter the Primary or Secondary Head of Household User ID and Temporary Password which will take you to the Dashboard
8. Go to “My Account”, update your Password then click “Change Password”
9. View your account and or make payment. Payment is only accepted online: E-check or Credit Card.

If you are still having trouble accessing the NJEI Fiscal Portal, please contact the PCG helpdesk at 844-378-2936, option one. Ensure that you obtain a ticket number if the problem is not resolved immediately.



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*Early Intervention drew out the great little boy we already knew we had. With EI, he talks so much more and has so many more meaningful interactions with us.*

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**Below is an example of the form practitioners will be using on their visits and will provide you a copy of:**

**The Arc of Warren County**

**Project First Step Early Intervention Program \*Phone: 908.689.4542 \*Fax: 908.689.7820**

Re: \_\_\_\_\_ Service: \_\_\_\_\_ Location: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Who was present: \_\_\_\_\_ Practitioner: \_\_\_\_\_

Successes & Concerns since last visit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intervention Techniques (Routines & Strategies): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Progress/Highlights/Overall Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Helpful Websites:**

- The Arc of Warren County: [www.arcwarren.org](http://www.arcwarren.org)
- Family Link: [familylinkreic.org](http://familylinkreic.org)
- Family Matters Resource Directory: [thefamilymatterswebsite.org](http://thefamilymatterswebsite.org)
- SPAN Parent Advocacy Network: [spanadvocacy.org](http://spanadvocacy.org)



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*We were so happy that we had our child enrolled in EI. Everyone was so kind and helpful at such a tough time in our lives. We can see a bright future for him.*

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## Glossary of

### Early Intervention Terms

- **Adaptive/Self Help:** ability to do things for oneself (i.e. feeding and dressing).
- **Assessment:** identification of needs/strengths of the child who is at risk or has developmental delays. Assessments may include both formal and informal procedures to appraise the child's abilities.
- **Battelle Developmental Inventory 2nd Edition (BDI-2):** an early childhood evaluation tool that measures a child's progress in development in the following areas: Adaptive, Personal-Social, Communication, Fine/Gross Motor, & Cognitive. It is administered to establish initial and continuing eligibility (mandatory annually).
- **Cognitive:** ability to learn, play productively, and problem solve.
- **Communication:** ability to understand & use language.
- **Confidentiality:** the right that personal information about a child and family is not released without parental consent or only when permitted by law.
- **Consent:** the approval usually in writing a parent/caregiver gives to release personally identifiable information. Consent is always voluntary and may be revoked at any time.
- **Co-Treat:** when two practitioners of different disciplines work together with your child during the same session. Telehealth- provision of EI services virtually. We can use Zoom, What's App, Google Duo, Facetime or Skype.
- **Department of Health (DOH):** the agency designated by New Jersey under part C of IDEA to administer policies, procedures and responsibilities for NJEIS.
- **Development:** related to the steps or stages in the growth of a child.
- **Developmental Areas:** core areas of development including: adaptive/self help, fine/gross motor, social-emotional, cognitive, and communication development.
- **Developmental Delay:** A child who is exhibiting a delay of 1.5 standard deviations below the mean in 2 or more developmental areas or 2.0 standard deviations below the mean in one developmental area or diagnosed with a physical or mental condition that has a high probability of resulting in a developmental delay.
- **Developmental Intervention (DI):** services relating to overall growth and development.
- **Early Intervention Management System (EIMS):** online system where your child's records will be entered and stored electronically.
- **Early Intervention Services (EI):** services that are provided by qualified personnel as described in the Individual Family Service Plan (IFSP) in accordance of Part C of Individuals with Disabilities Education Act (IDEA).
- **Eligibility Requirements:** the requirements that qualify a child for early intervention services consisting of a delay criteria. Can be NJEIS standard deviation, professional clinical opinion or diagnosed physical or mental conditions that can result in developmental delay.
- **Evaluation:** a process used to determine if a child meets the eligibility requirements for EI.



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*We've learned so much  
about our child's way of life  
with sensory needs, apraxia  
& autism. The women  
encouraged us and really  
changed our lives.*

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## Glossary of Early Intervention Terms Cont.

- **Family Directed Assessment (FDA):** an assessment performed by a service coordinator to determine the resources, priorities, and concerns of the family and to identify the supports and services necessary to enhance the family's capacity to meet the developmental needs of the child. It takes place before the initial and annual IFSP meetings.
- **Family Information Meeting (FIM):** meeting with family's Service Coordinator to complete FDA and financial information (takes place after eligibility evaluation).
- **Family Education Rights and Privacy Act (FERPA):** the federal requirement of nondisclosure of personally identifiable information without consent.
- **Family Link (FL):** an agency through the Department of Health that administers EI services for Warren, Essex, Morris, Sussex, & Union counties.
- **Family Rights:** rights your child and family has under Part C of the Individuals with Disabilities Education Act (IDEA).
- **Family Training (FT):** services relating to assisting families in understanding the special needs of the child and in promoting the child's development.
- **Fine Motor:** ability to use hands & hand/eye coordination (i.e. holding a crayon).
- **Gross Motor:** ability to engage in large muscle movement activities (i.e. sitting, crawling, walking).
- **Individuals with Disabilities Education Act (IDEA):** federal law which governs how states and public agencies provide early intervention, special education, and related services to children with disabilities. Part C refers to Early Intervention, Part B refers to school systems.
- **Individualized Family Service Plan (IFSP):** a written plan for the child & family's services in early intervention that the family, practitioners and Service Coordinator develop as a team.
- **Multidisciplinary:** the involvement of two or more different disciplines to create individualized early intervention services; including the evaluation, assessment, and development of IFSP.
- **Natural Environment:** settings that are typical in a child's everyday routine. This may include home, childcare or community settings.
- **New Jersey Early Intervention System (NJEIS):** statewide system which implements services for the birth to age 3 population (and their families) who have developmental delays/disabilities.
- **NJEIS Fiscal Portal:** online tool where families can view and pay their EI bill.



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*They helped me understand  
what my child is going  
through & the right ways to  
engage her in activities.*

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## Glossary of

### Early Intervention Terms Cont.

- **Occupational Therapy (OT):** services that relate to self-help skills, adaptive behavior, play, sensory, and motor/postural development.
- **Outcomes:** goals that families/caregivers want to see in their child/family. They are specific, measurable, achievable, relevant, and time-bound. These goals are part of the IFSP.
- **Physical Therapy (PT):** services that relate to movement difficulties and related functional concerns.
- **Public Consulting Group (PCG):** Central Management Office who is hosting NJEIMS.
- **Practitioner:** a qualified individual who has been approved to provide early intervention services by meeting the requirements for certification, licensing and registration according to NJEIS regulations.
- **Primary Language:** also referred to as native language; language or other communication mode the family typically uses.
- **Procedural Safeguards:** ensures the establishment and implementation of policy and procedure safeguards that meet the requirements of Part C of IDEA. These include the right for written consent, prior written notice, confidentiality and release of information, records examination, acceptance/declination of EI services, procedures for resolving disputes, and use of primary language.
- **Prior Written Notice:** notice provided to families within 10 days before a meeting, assessment, evaluation, service, or change of service is implemented. The notice is provided in written primary language of the family.
- **Project First Step (PFS):** Early Intervention provider agency that serves Warren and its surrounding counties, located within the Arc Warren County Chapter, Inc.
- **Routines:** everyday activities and meaningful events that are part of the family's daily life.
- **Service Coordinator (SC):** a qualified practitioner who assists and coordinates EI services, including facilitation of the process of transition from Early Intervention (Part C) to the school system (Part B).
- **Service Encounter Verification Form (SEV):** form to be signed by parent/guardian to record time, location, and type of session received.
- **Session Note:** written note completed by PFS practitioner at each session documenting activities, routines, strategies, and family report of information for a child.
- **Social-Emotional:** interaction with adults, children, and their environment.
- **Social Work:** services that relate to connecting families with community, medical and financial resources.
- **Speech Therapy (ST):** services that relate to communication delays and the oral motor skills.
- **Targeted Evaluation Team (TET):** A multidisciplinary team of practitioners who determine eligibility under Part C of IDEA.
- **Transition:** the process where children move from Part C to Part B of IDEA or other appropriate services (example: preschool).
- **Transition Planning Conference:** meeting with your Service Coordinator and district representative to facilitate the above process.
- **Warren Arc Service Coordination Unit:** provides service coordination to children and their families who are eligible for services in Warren County.

## THE ARC WARREN COUNTY CHAPTER

## EARLY INTERVENTION

## **PROJECT FIRST STEP/SERVICE COORDINATION**

## HOLIDAY CALENDAR 2023

The ARC Warren County Chapter is observing the following holidays in 2022 and the agency will be closed.

Please note: EI practitioners are also permitted to use agency benefit time at their discretion.

January 2nd, 2023

January 16, 2023

February 20, 2023

April 7, 2023

May 29, 2023

July 4, 2023

September 4, 2023

October 9, 2023

November 10, 2023

November 23 &amp; 24, 2023

December 22 &amp; 25, 2023

## New Year's Day

## Martin Luther King Jr. Day

## President's Day

Good Friday

## Memorial Day

## Independence Day

## Labor Day

## Columbus Day

## Veteran's Day

## Thanksgiving Holiday

## Christmas Holiday

### Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are approximately 20 lines visible, starting from the top edge and ending near the bottom edge. The lines are thin and black. The paper has a slight shadow on the right side, suggesting it's part of a bound notebook or folder.

22

***It helped our son get to where he is today developmentally, physically, and socially!***

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## My Early Intervention Contacts

**Service Coordinator:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Project First Step Practitioners:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_



**Notes:**

[illegible]

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***A wonderful family based service! EI looks at the child as a whole and provides practical tips for everyday living.***

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