

**Portage County Board of Developmental Disabilities**  
**Additional Information to RFP for Children's OT/PT services**  
**7/30/18**

**Early Intervention PT/OT Services (0-2 year olds)**

The rate quoted by the vendor is for direct service time, staff meetings and assessments/evaluations as follows.

- Home visits to see the child/family at their home/community setting according to Individualized Family Service Plan (IFSP)
- Evaluations/Assessments
- Weekly Team Meetings/Coaching
- Reports/Quarterly Updates

Incorporated into the rate, but not billed separately is time needed for the following.

- Documentation
- Travel
- Scheduling with team and families (outside of team meetings)

Currently the Board provides PT/OT services to the following number of individuals in early intervention. The average therapy session per the IFSPs is approximately 40 minutes. The average number of sessions per year for physical therapy is 13 times and for occupational therapy is 11 times.

- Physical Therapy is the primary service provider (PSP) for 14 children and the secondary service provider (SSP) for 22 children.
- Occupational Therapy is the PSP for 4 children and the SSP for 9 children.

Services are provided throughout Portage County. At the current time, the children served are from the below school district areas.

**Physical Therapy (36 children)**

- Ravenna 12
- Crestwood 7
- Field 4
- Kent 4
- Rootstown 2
- Streetsboro 2
- Waterloo 2
- Garfield 1
- Southeast 1
- Windham 1

**Occupational Therapy (13 children)**

- Ravenna 7
- Crestwood 1
- Garfield 1
- Kent 1

- Rootstown 1
- Waterloo 1
- Windham 1

Below is additional information regarding the Early Intervention Approach used at the Portage County Board of Developmental Disabilities.

**The Early Intervention Approach serves Board-eligible children with developmental disabilities from birth until the child turns 3 years old.**

1. Infants and toddlers learn best through everyday experiences and interactions with familiar people in familiar contexts.
2. All families, with the necessary supports and resources, can enhance their children's learning and development.
3. The service provider's primary role is to work with and support family members and caregivers in children's lives.
4. The early intervention process, from initial contacts through transition, must be dynamic and individualized to reflect the child's and family members' preferences, learning styles and cultural beliefs.
5. IFSP outcomes must be functional and based on children's and families' needs and family-identified priorities.
6. The family's priorities, needs and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
7. Interventions with young children and family members must be based on explicit principles, validated practices, best available research, and relevant laws and regulations.

Portage County Early Intervention Services are designed to coach parents on how to work with their child on a daily basis and within family activities and routines in order to have consistent skill development throughout the day. Family activities and routines are very important as strategies given are designed to help a child be a greater part within these activities and not just exercises to do until the next therapy session. The parents are empowered in order to make decisions on what to do next to help advance their child's skills.

Portage Early Intervention Services are not based on the traditional medical model that consists of direct one-on-one treatment to accomplish set goals.

Weekly Team Meeting are held Tuesdays year-round from 11:00 am to 2:00 pm to collaborate services for eligible and referred child Birth to 3 years of age. The team is comprised of Service Coordinators, Developmental Specialists, Speech Therapists, PTs, OTs and agency supervisors. New referrals are discussed and team members are assigned to evaluate. PSPs are assigned according to the needs of the child and family and SSPs are sometimes assigned to support the PSP in another discipline.

**Eligibility for Early Intervention Services**

To be eligible for Portage County's Early Intervention services, a child must be a resident of Portage County, under three years of age and have been found eligible under the guidelines of the federal Individuals with Disabilities Education Act (IDEA), Early Intervention Part C for children birth to 3 years of age.

Infants and children are determined eligible when they've experienced a significant developmental delay or have a medical diagnosis which has a high probability of resulting in delays in one or more of the following areas:

- Cognition
- Communication
- Social/Emotional
- Physical Development
- Adaptive skills
- Vision and/or Hearing

### **What to Expect**

Based upon expressed concerns for the child, one of these team members will be chosen to be the PSP for the family.

### **Initial Evaluation**

A Service Coordinator and PSP will arrange a time convenient for the family to complete a developmental evaluation with the child and assist in identifying family concerns regarding the child's development. These individualized, confidential conversations are conducted by phone or in meetings. The PSP and Early Intervention (EI) Team are available to answer the family's questions and will provide ongoing assistance for the child and family throughout their participation in EI.

### **Assessment**

The Service Coordinator and PSP will collaborate with the family to plan and complete an assessment for the child. This assessment is designed to gather important information about the child's unique learning style within the daily activities. Shortly after completion, the Service Coordinator or PSP will review the results of the child's developmental assessment with the family.

### **Individualized Family Service Plan**

The assessment results will be used to help guide the family in designing the child's Early Intervention services. The child's intervention services will be formalized through an IFSP. An IFSP meeting will be arranged by the service coordinator. The IFSP will include the concerns, a summary of the child's developmental assessment results, the outcomes the family sets for the child and family and a listing of the EI services necessary to address those outcomes. This plan will be used to guide services and track the child's progress.

### **Ongoing Early Intervention Services**

Once Portage County Board of Developmental Disabilities' EI services are officially listed on the child's IFSP, delivery of these ongoing services will begin. EI services are available in the home or other community setting, such as day care or the home of a family babysitter. The family's intervention program is adjusted based on the child's progress and the changing needs of the family. In addition, services are provided to meet the scheduling demands of families between Monday and Friday. Some evening appointments may be scheduled. Progress is reviewed with the entire EI team on a quarterly basis and families are invited and encouraged to participate by phone during these reviews.

## **Transition to Preschool Services**

At age 3, children are no longer eligible for EI services. Nine months prior to the child's 3rd birthday, the service coordinator, PSP and the family will begin to prepare for the child's transition process from EI to preschool. Prior to 3 months before the child's 3rd birthday, the Service Coordinator, PSP and school district representative will hold a Transition Meeting. This meeting will give the family the opportunity to learn about services available to the child once they turn three years old if they are determined by the district to meet IDEA Part B eligibility for services as a preschooler. Per federal law, a child's home school district becomes responsible for educating a preschool aged child who has been identified with special needs.

## **School Age PT/OT Services (6-21 year olds)**

The rate quoted by the vendor is for direct service time, staff meetings and assessments/evaluations as follows.

- Therapy Services per the Individualized Education Plan (IEP)
- Evaluations/Assessments
- IEP Meetings
- Progress Reports (4 per year)

Incorporated into the rate, but not billed separately is the time needed for the following.

- Documentation

Currently the Board anticipates providing PT/OT services to 14 to 16 individuals in the school age program. All students are anticipated to receive both PT and OT services per their IEP. The average amount of therapy per month per student is as follows.

- Physical Therapy – average of 100 minutes per child per month
- Occupational Therapy – average of 90 minutes per child per month

A pre-proposal meeting will be held **August 3, 2018 at 10:00 a.m.** at the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266 to answer any further questions.

Please provide three (3) references with the proposal, preferably Boards of Developmental Disabilities and/or School Districts.