

Infant & Toddler Connection of Norfolk (ITCN)

An Overview



REFERRAL

- Anyone, including a parent, having concerns about a child under 3 years old, may refer him or her to the Infant & Toddler Connection of Norfolk (ITCN).
- Referrals may be made by telephone 757-441-1186.
- When the referral is received, an Early Intervention Service Coordinator will be assigned to assist your family and your initial appointment (intake) will be scheduled.

INITIAL APPOINTMENT (INTAKE)

- During your initial appointment (intake) with your Service Coordinator, you will learn about the Infant & Toddler Connection and share your concerns and priorities regarding your child's development.
- This first meeting will also include gathering your child's birth and medical history. Your Service Coordinator will conduct a brief screening to help determine if you would like to schedule a full developmental assessment.
- This first appointment typically takes about 2 hours to complete.

EVALUATION AND ASSESSMENT

- In order to determine if your child is eligible for ITCN services, an evaluation of your child's current development will be completed.
- The information gathered through an assessment will show us your child's strengths and any areas of development that might benefit from early intervention supports and services. The assessment will be play-based, and the team will likely sit on the floor with your child, as this is where children are often most comfortable playing.

INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

- If your child is determined eligible for ITCN services, your Service Coordinator will facilitate the development of an Individualized Family Service Plan (IFSP). The IFSP will focus on **your** goals for your child's participation in your family's activities.
- Development of the initial IFSP must occur within 45 days of the referral. Typically, the team offers to develop the IFSP immediately after the assessment is completed.
- If you choose to develop the IFSP on the same day, the total meeting time will be about 2 hours.

SERVICES

- Your child will receive the services as outlined in the IFSP.
- Services listed in the IFSP should begin no later than 30 days after the IFSP is developed and signed by you.
- ITCN believes coaching parents and caregivers helps children make the most progress. Your active participation in each of the visits is essential.

IFSP REVIEWS: AT 6 MONTHS, ANNUALLY, AND AS NEEDED

- As the needs of your child and family change, supports and services may also need to change.
- The IFSP will be reviewed at least every six months to make sure it still fits your priorities and meets your child's and family's needs.
- You can request an update or review of your IFSP at any time.
- Each year, a full assessment and eligibility determination will be completed and a new IFSP will be developed if your child remains eligible.

TRANSITION

- Children transition out of ITCN when they are no longer eligible for the program, when they turn three years old, or when they start Norfolk Public Schools Preschool Special Education. The Transition Plan is part of your child's IFSP.

Parents have the right to accept or decline services. No changes can or will be made without a parent's written consent.