

## **Fayette County Behavioral Health Administration (FCBHA)**

### **Early Intervention Provider Choice**

#### **Policy and Procedures**

##### Policy

FCBHA recognizes the importance of family choice in Early Intervention services. Our office is committed to insuring that families have the information and opportunity to choose independently a service provider for their child's Early Intervention services.

##### Procedures

1. At the time of intake, the Service Coordinator will share with families information concerning available providers. Information will include the statewide provider list and brochures developed by providers. Families will be informed that if their child is found eligible for Early Intervention, they will need to choose a provider. In addition, they will be encouraged to seek independent information concerning providers by contacting them directly, exploring provider websites, etc.
2. After the Multi-Disciplinary Evaluation (MDE) meeting, if the child has been found eligible, the Service Coordinator will review with the family the available providers. Families will be required to choose a provider(s). In addition, families will be requested to make a second choice in order to facilitate the process quickly should their initial choice decline the referral. If the family is not ready to make a choice, they will be given seven working days to choose a provider. The service coordinator will work with the family, supplying additional information and resources if needed.
3. Once the choice has been made, the Service Coordinator will explain to the family that they have the option of changing providers at any time.
4. Upon completion of the MDE process, the Service Coordinator will contact the provider chosen by the family to secure availability. The provider has 24 hours to respond and accept/decline the referral. If the provider is unable to serve the child, the referral will be made to the family's second choice.
5. All service coordination activities, as well as family choice, will be documented in the Service Coordination notes.