



**CHILDREN'S THERAPY CENTER**  
*Celebrate what is. Commit to what can be.*

Welcome to Children's Therapy Center Early Intervention!

Attached you will find a description of the eligibility process and the paperwork needed for your child's developmental evaluation. Please let us know if you have any questions or if we can assist you in any way.

During this initial evaluation, we will:

- ask you questions about your child's development, including what your child does well and what you have concerns about
- observe your child playing with different toys/materials
- complete developmental tests and share the results with you
- talk about options for services for your child

This developmental evaluation will take 1 – 1 ½ hours.

What to bring to your appointment:

- Enclosed paperwork, filled out as thoroughly as possible
- Your CHILD's insurance card and/or Provider One card
- Reports from previous tests or evaluations, if available

If you have any questions, please call us at 253-854-5660. Thank you.

Regards,

CTC Early Intervention Program Staff

Note: If you need to reschedule, please call us as soon as possible so that we may offer this appointment to another family.

127 SW 156<sup>th</sup> Street  
Burien, WA 98166  
253.216.0720

10811 SE Kent Kangley Road  
Kent, WA 98030  
253.854.5660

8717 S Hosmer Street  
Tacoma, WA 98444  
253.531.8873

## Children's Therapy Center Early Intervention Eligibility Process

### Referral

Your child has been referred for an Early Intervention (EI) evaluation. The referral may come from the family, the child's doctor, childcare provider or another community agency.



### Evaluation

At the evaluation, a team of professionals will evaluate your child in five areas:

- ◆ Cognitive: Learning, thinking, playing, problem solving
- ◆ Communication: Understanding what others say; expressing thoughts in gestures, sounds, words
- ◆ Motor: Coordinating movements; manipulating toys, sitting, crawling, walking
- ◆ Social/Emotional: Getting along w/ others, self-soothing and participating in routines
- ◆ Adaptive: Calming, feeding, sleeping and dressing

Children over 16 months are screened for signs of Autism.



### Eligibility

At the end of the evaluation, we will discuss your child's eligibility for early intervention services.

- ◆ Children are eligible if they show a 25% delay in any area of development.
- ◆ Some children are eligible because they have a diagnosis that has a high probability of resulting in a developmental delay.
- ◆ If your child is not eligible, we provide suggestions and community referrals.
- ◆ If your child is eligible and you choose to enroll in CTC Early Intervention, the next step will be to develop an IFSP.



### Individualized Family Service Plan (IFSP)

- ◆ At this visit, which is typically held at your home, we will discuss the concerns and priorities you have for your child. We will develop goals and decide what therapy and/or education services are best for your child.



### Services

Once the IFSP is completed, services for your child can begin.

- ◆ Early Intervention is a family-based program, so you will be an active participant in your child's services.
- ◆ Services might include physical therapy, speech therapy, feeding therapy, occupational therapy, CHERISH (supporting the social and emotional needs of foster children), and/or early education.
- ◆ Therapists and educators provide family members with strategies and activities to do during your child's daily routines (meals, play, dressing, outings, bedtime). They will also share information about child development and support you as your child's primary teacher.
- ◆ Each family has a Family Resources Coordinator (FRC) to help families develop the IFSP and to help families connect to community resources they may need.

CTC EI aims to empower families within their community and children within their family.



## Notice & Consent for Initial Evaluation/Assessment

**PURPOSE:** To provide prior written notice to the parent(s)/guardian(s) when an initial evaluation/assessment is being proposed and to obtain parental consent to conduct the initial evaluation/assessment being proposed.

CHILD'S NAME	DATE OF BIRTH	FAMILY RESOURCES COORDINATOR
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### REASON FOR NOTICE

Children's Therapy Center Early Intervention is required to provide you with written prior notice within a reasonable time before conducting evaluation and assessment activities. It is required that you give informed, written consent for these activities through your signature below. The purpose of evaluation and assessment is to obtain information about your child from you and other people you ask to participate; provide your family with additional information about your child's development; identify the unique strengths and needs of your child and the services that may be appropriate to meet those needs; determine whether your child is eligible for Washington State Early Supports for Infants and Toddlers (ESIT) program; and if your child is eligible, with your agreement and participation, develop a written Individualized Family Service Plan (IFSP). This is your statement of that notice.

*"Consent" means that: (1) You have been fully informed of all information relevant to the activity(ies) for which consent is sought in your native language (unless clearly not feasible to do so) or mode of communication including sign language, Braille, or oral communication as appropriate; (2) that you understand and agree in writing to the carrying out of the activity(ies) for which consent is sought; (3) the consent describes the activity(ies) and lists the early intervention records (if any) that will be released and to whom they will be released; and (4) the granting of your consent is voluntary and may be revoked in writing at any time. If you revoke consent, it is not retroactive (it does not apply to an action that occurred before the consent was revoked).*

### ACTION PROPOSED

An evaluation and assessment will be conducted by at least two qualified individuals from different disciplines (or one qualified professional from two disciplines) in accordance with ESIT program policies and procedures. Your participation as a member of the evaluation team is strongly encouraged. You know your child best and can provide important information about your child. The evaluation and assessment is a comprehensive view of how your child is doing in the areas of cognitive, gross motor, fine motor, communication, social-emotional and adaptive development, as well as vision and hearing. The results indicate how your child is doing in all of these areas and whether or not your child is eligible for ESIT services. The results indicate how your child is doing in all of these areas and if your child is eligible for ESIT services.

### DESCRIPTION

The evaluation proposed will include multiple procedures, including administration of an evaluation instrument, taking the child's history, interviewing the parent(s), gathering information from other family members, caregivers, medical or other professionals and reviewing medical, educational or other records. The proposed assessment procedures will determine your child's unique strengths and needs and appropriate early intervention services. Assessment will include: a review of evaluation results; personal observations of the child, identification of the child's needs in each developmental area through the use of formal and informal assessment procedures. Children's Therapy Center Early Intervention providers will talk with you about the methods they will use for this evaluation and assessment. The evaluation and assessment will be provided at no cost to you. The results are kept in your child's early intervention record. No information about the evaluation/assessment will be shared with anyone or any agency outside of the ESIT program unless you provide written consent to do so. The IFSP team will determine whether or not your child is eligible and will provide prior written notice, including your right to dispute the eligibility determination.

### TIMELINES

Date your child was referred to the ESIT program for evaluation/assessment:

The multidisciplinary team will complete an evaluation/assessment and if your child is eligible, and you agree, the development of an Individualized Family Service Plan (IFSP) must be completed within 45 calendar days from the date your child was referred. If your family needs additional time beyond the 45 days, it is important that you tell your Family Resources Coordinator. The IFSP is a written plan developed in partnership with your family and professionals to meet the ongoing needs of your child and family. It can be changed at any time. The IFSP is written only if your child is eligible for services.

**The Department of Early Learning, Washington Early Support for Infants and Toddlers (ESIT) Program**

Attachment: ESIT Program Part C Procedural Safeguards (Parent Rights)

Note: Parents/Guardians are to receive a copy of this form and a signed copy is to be included in the child's early intervention record.



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## EARLY INTERVENTION QUESTIONNAIRE

The following information will help us to serve your child and family through our program. All information is voluntary and confidential.

Child's Name: \_\_\_\_\_

### Information About Your Family

Please list the adults who live in your home:

Name	Relationship to Child	Occupation/Job	Language(s) Spoken

Please list the children who live in your home:

Name	Gender (M/F)	Birthdate	General Health

Who are the people who take care of your child?

Name	Relationship to Family/Child

### Natural Environments Information

Learning occurs best when it takes place in your child's natural environment including daily routines. To help us learn about your child, please consider the following daily routines/community activities in which young children often participate.

**Daily Routines:** Dressing & undressing, toileting/bathing, mealtimes, bed-time/naptime, playing with siblings, friends, and adults

**Community Activities:** Grocery store/shopping, going to a restaurant, the library, relative/friend's house, parks/playgrounds/play structures, church nursery, medical appointments, daycare center, Mom's groups, parent groups, play groups, etc.

What activities do you and your child enjoy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any activities challenging for you or your child? Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Phone: 253-854-5660

Fax: 253-854-7025

www.ctckids.org

### Kent

10811 SE Kent-Kangley Rd.  
Kent WA 98030

### Burien

127 SW 156<sup>th</sup> St.  
Burien, WA 98166

### Tacoma

8717 S Hosmer St.  
Tacoma, WA 98444

## RELEASE OF INFORMATION

I, **(Parent/Guardian)** \_\_\_\_\_, hereby grant consent for Children's Therapy Center to give and/or receive information pertaining to the Physical/Occupational/Communication/Oral Motor Therapy, Prosthetic/Orthotic programs and/or Education programs for **(Child's Name)** \_\_\_\_\_ **(other names known by)** \_\_\_\_\_ **(Child's Date of Birth)** \_\_\_\_\_ with the professionals or agencies listed below for the purpose of coordination of care. Records released may include all information concerning any testing, diagnosis or treatment related to HIV, STD, psychiatric and/or drug/alcohol. A photocopy of this document shall be considered to be as valid as the original.

**Please list names of people who help you with your child, including primary physician, public health nurse, therapists, specialists, day care staff, and other agencies:**

Contact Person's Name	Agency/Clinic Name and Address	Phone #
Doctor (Primary):		
Doctor (Other):		
Hospital:		
Public Health Nurse:		
School District:		
Caseworker:		
Physical/Occupational/Speech Therapist:		
Other:		

**Rights:** I understand I do not have to sign this release in order for the patient to receive services (treatment, evaluation, or enrollment). However, I do have to sign a release form in order for the organization to share information regarding the patient on my behalf. I understand that any disclosure of information carries with it the potential for further release or distribution by the recipient that may not be protected by confidentiality laws.

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**                      **Relationship to Child**                      **Date**

**Expiration:** This release will be valid for the patient's duration of participation in our programs and will expire one year after the patient's discharge. This release may be revoked at any time by the above signed through submission of a written and signed statement. Revoking this release of information will not impact information released prior to the date of the written revoke request.

## Client Demographic Form July 2017 - June 2018

As a nonprofit agency, Children’s Therapy Center receives funding from United Way. We share with United Way demographic information for participants in our programs. We do not include your name so that your identity is kept completely confidential. Please take a few moments to complete this form. Thank you!



Mark an **X** in the box(es) for each question.

**1. Household Composition**

Please check one:

- Two parent household
- Single parent (male)
- Single parent (female)
- Other related household

**2. Total Gross Household Income**

Please check one based on the chart below\*:

- Under 30% of Median Income (A)
- Under 50% of Median Income (B)
- Under 80% of Median Income (C)
- Equal or Above 80% of Median Income (D)

**3. Are you currently homeless? (check one)**

- YES  NO

*Thank you for your reply.  
Your information will  
be kept completely confidential.*

**4. Ethnicity:**

Child is Spanish / Hispanic / Latino  
 YES  NO

**5. Child’s Race: (check all that apply)**

- American Indian or Alaska Native
- Asian, Asian American
- Black, African American, Other African
- Native Hawaiian or Pacific Islander
- White or Caucasian
- Other

**6. Limited English Proficiency**

Are you (parent/adult) limited in your ability to communicate in English? (check one)  
 YES  NO

**7. Active Military**

Are you (parent/adult) active military? (check one)  
 YES  NO

**\*Instructions:** Under FAMILY SIZE, choose the row for the number of people in your household. Select the income range in that row for your ANNUAL GROSS INCOME for last year. The letter A, B, C or D above that column will be your income category for question #2.

**King County – HUD Income Guidelines 2017**

FAMILY SIZE ↓↓↓	PERCENT OF MEDIAN INCOME			
	30% HUD PMSA	50% HUD PMSA	80% HUD PMSA	Over 80% HUD PMSA
	Very Low A	Low B	Moderate C	Above Moderate D
<b>1 Person</b>	Up to \$ 20,200	\$ 20,201 to \$ 33,600	\$ 33,601 to \$ 50,400	\$ 50,401 or more
<b>2 People</b>	Up to \$ 23,050	\$ 23,051 to \$ 38,400	\$ 38,401 to \$ 57,600	\$ 57,601 or more
<b>3 People</b>	Up to \$ 25,950	\$ 25,951 to \$ 43,200	\$ 43,201 to \$ 64,800	\$ 64,801 or more
<b>4 People</b>	Up to \$ 28,800	\$ 28,801 to \$ 48,000	\$ 48,001 to \$ 72,000	\$ 72,001 or more
<b>5 People</b>	Up to \$ 31,150	\$ 31,151 to \$ 51,850	\$ 51,851 to \$ 77,800	\$ 77,801 or more
<b>6 People</b>	Up to \$ 33,450	\$ 33,451 to \$ 55,700	\$ 55,701 to \$ 83,550	\$ 83,551 or more
<b>7 People</b>	Up to \$ 35,750	\$ 35,751 to \$ 59,550	\$ 59,551 to \$ 89,300	\$ 89,301 or more
<b>8 People</b>	Up to \$ 38,050	\$ 38,051 to \$ 63,400	\$ 63,401 to \$ 95,050	\$ 95,051 or more

FY 2017, Median Income for Family of 4 People = \$96,000  
HUD (U.S. Department of Housing and Urban Development) PMSA (Primary Metropolitan Statistical Areas)

