PACE Early Intervention Program
Parent Notebook

Board of Developmental Disabilities Services
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Welcome to the PACE Program!

The Parent and Child Enrichment Program (PACE) has provided intervention services to children and their families living in Montgomery County since 1972.

**PACE Philosophy**

PACE is built upon the belief that every child is capable of learning, and that each family can play the primary role in furthering their child’s development. PACE understands that some children require extra help to reach their potential.

**PACE Mission**

The mission of the PACE program is to help infants and toddlers who are at established risk reach their developmental potential. PACE provides parents and caregivers specialized instruction that can be used in every day interactions and routines with their children to optimize their development.

**Location of PACE Services**

Services are provided in the natural settings of infants and toddlers such as home, childcare settings, local parks, and community centers to the maximum extent appropriate per federal Part C requirements of IDEA (Individuals with Disabilities Education Act). PACE services may also be provided via tele-visits to families who are interested in receiving services via technology.

**No Out of Pocket Cost**

PACE is funded through local, state and federal tax dollars so there is no out of pocket cost for those who qualify for services. Local dollars are provided through the Montgomery County Human Services Levy.

**Hours of Operation**

The PACE Program provides early intervention services Monday through Friday from 8:00 am-4:30 pm. The PACE Program is offered year-round and is closed on federal holidays.

**Accreditations**

The PACE Program of the Montgomery County Board of Developmental Disabilities Services is accredited by the Ohio Department of Developmental Disabilities.

**Eligibility**

- A child must be determined to have a developmental delay and have a need for early intervention service(s) through an evaluation and assessment process defined by the Ohio Department of Developmental Disabilities to be eligible for enrollment in the PACE Early Intervention program.
- All children must be enrolled in Montgomery County Help Me Grow and assigned an Early Intervention Service Coordinator.
- All enrolled children must be residents of Montgomery County and referred for PACE services by their Help Me Grow Early Intervention Services Service Coordinator.
Description of PACE Early Intervention Services

The **Parent and Child Enrichment (PACE) Program** provides parents and caregivers individualized instruction, specific techniques, and appropriate resources that can be used in everyday interactions and routines with their infant or toddler to further their child’s development. Services are based upon your family’s outcomes written on an Individualized Family Service Plan (IFSP). PACE Early Intervention services adhere to the Key Principles of Early Intervention referenced on the next page of this handbook.

**Transdisciplinary Teaming with a Primary Service Provider Approach**
A Primary Service Provider (PSP) will be identified in the IFSP process by the team to provide consistency in programming and communication throughout your time in early intervention. The PSP will receive support from the full team during regularly scheduled meetings that you are encouraged to participate in, as well. All teams consist of Developmental Specialists, Occupational Therapists, Physical Therapists, Speech and Language Pathologists, a Pediatric Nurse, and Early Intervention Service Coordinators.

Your family’s team meets on a regular basis where coaching opportunities take place to discuss strategies that promote achievement of your family’s IFSP outcomes. Should additional early intervention services offered by MCBDDS be needed to achieve IFSP outcomes, joint visits will take place in combination with your family and PSP.

**Why Parents and Caregivers are the Most Effective Interventionists**
Parents and caregivers are with the child in need of early intervention services far more often throughout a child’s day than any service provider. The below illustration shows the amount of time a child spends with his/her parent in a year’s time (93% of the year) and the number of interactions they have with their child within a year (220,000 interactions) compared to how much time the same child would spend with a therapist within a year’s time providing weekly therapy (7% of the year and 15,750 interactions). If a child received therapy once each week over one year’s time, parents would have at least 200,000 more interactions, or opportunities to influence their children’s development, than would therapists. (Mahoney, 2007).
A Typical PACE Intervention Session

Whether your PACE session is at your home or in the community, your session will begin with a review of progress and clarification of your child’s current outcomes. Your Primary Service Provider will explain the specific approaches to be used during the session and may demonstrate the strategies and activities for you. After the demonstration, you will engage in the activities with your child so that your Primary Service Provider can coach you through the activity. Your Primary Service Provider will give you guidance to implement these strategies with your child throughout the day effectively. The recommendations and opportunities provided to your family during each session are based upon your family’s daily routine, interests of your child, and the intent to achieve your IFSP outcomes.

Everyday Activities Provide Infants and Toddlers With Meaningful Learning Opportunities

Everyday activities and routines within familiar environments of children such as the home and childcare centers provide the setting for naturally occurring intervention opportunities. These familiar environments can provide the sense of security necessary to encourage your child to explore new learning opportunities. Learning a new skill outside of a context that is meaningful and familiar can be difficult for young children. You will find that teaching your child within everyday activities not only increases your child’s desire to learn, but is also enjoyable for you. Every day experiences that are enjoyable for your child and family provide the motivation critical to the learning process. Daily routines such as feeding and bathing can provide meaningful and fun learning opportunities for your child.

Autism Support

Families of children who are enrolled in the PACE Program and have been diagnosed with Autism will be presented with information about the P.L.A.Y. Project. Through the P.L.A.Y. approach, a Developmental Specialist trained in this strategy coaches you through techniques that are effective, fun, and useful in your day-to-day interactions with your child. The P.L.A.Y. Project’s vision “that all parents will be supported in developing a joyous relationship with their children with autism spectrum disorders in a way that will help each child reach their full potential” supports the mission and philosophy of the PACE Program.
Steps in the PACE Early Intervention Enrollment Process

1) Referral is made to PACE by your Help Me Grow Early Intervention Service Coordinator.
2) Your Help Me Grow Early Intervention Service Coordinator must provide verification of your child’s Part C eligibility with the referral.
   (Steps 3-5 can be completed the day of the IFSP meeting)
3) Each family must complete an Application for Eligibility for Montgomery County Board of Developmental Disabilities prior to the addition of PACE services on an IFSP which would initiate the start of PACE services.
   * The order of acceptance into the PACE program is based on the date of the signed Board Application for Eligibility. The Director of Early Intervention is responsible for the acceptance into the PACE program.
4) Ensure that parents are aware of their rights in Ohio’s Early Intervention System and have ongoing access to these rights.
5) Families are notified of agency’s privacy practices (HIPAA).

Ongoing Process for PACE Early Intervention Services

1. Referral for PACE Services
   A referral from your family’s Help Me Grow EI Service Coordinator is made to MCBDDS after a child is determined eligible for early intervention services based upon rules of the Ohio Department of Developmental Disabilities (DODD). There must be interest on the part of the parent/guardian to for the referral to be made.

2. Individualized Family Service Plan Meeting (IFSP Meeting)
   PACE early intervention services will be formalized through an Individualized Family Service Plan (IFSP). An IFSP meeting will be arranged by your Help Me Grow EI Service Coordinator to occur at a time and place mutually agreed upon by you and your early intervention team. You are encouraged to include family members, friends and other significant individuals in the writing of this plan.
   - Your IFSP is to be communicated in a manner that is understandable to you and to those responsible for implementing the plan.
   - Your IFSP will include your priorities for your child and family, a summary of your child’s developmental evaluation/assessment results, functional outcomes, a listing of the early intervention methods and service(s) necessary to address those outcomes, and the identification of those responsible for implementation of the methods and services. This plan will be used to guide services and track your child’s progress. Regardless of what direct service(s) are listed for PACE as to which are needed to meet your IFSP outcomes, your family and primary service provider will be supported by a full transdisciplinary team.
   - PACE/MCBDDS Enrollment will be completed by parent/guardian prior to the addition of PACE Early Intervention Services at the IFSP Meeting
   - PACE strives to start early intervention services for your family within thirty days of you signing the IFSP that identifies our program as a service provider.
   - Any adjustments that must be made to the IFSP to reflect prescriptiveness as it relates to your child’s progress and changing needs will follow the lead agency’s rules outlining such adjustments. This includes a 10 day prior written notification to
families regarding changes to be made to the IFSP and parent/guardian signature prior to change being made.

- If early intervention services are deemed as a need for your child by the IFSP team to meet an IFSP outcomes but are not offered by PACE, your Help Me Grow Early Intervention Service Coordinator will assist you in accessing those services.

3. **Ongoing PACE Service Delivery**
PACE service(s) outlined in your family’s plan will be provided at the frequency, intensity, duration, and location specified after the IFSP has been signed by the parent/legal guardian.

4. **Ongoing Assessment**
The PACE Team will do an ongoing assessment of your child’s developmental strengths and needs to provide the most accurate strategies of interventions for you to incorporate naturally throughout your child’s daily routine.

5. **Review of your child’s progress toward identified outcomes**
Your child’s progress towards achieving outcomes on the Individualized Family Service Plan will be shared with you at least every one hundred and eighty days. This periodic review will be arranged and facilitated by your child’s Help Me Grow Early Intervention Service Coordinator. Your Help Me Grow Early Intervention Service Coordinator will contact you to determine a review meeting time and method that is convenient for you. EI service providers such as your PSP will be invited to these meetings, as well. Adjustments to the IFSP through periodic reviews are based on your satisfaction with progress toward identified outcomes and your child’s changing developmental needs.

6. **Annual Assessment/Redetermination of Part C Eligibility**
*(Part C = Early Intervention Services)*
Part C eligibility is a requirement to participate in the PACE Program. While all children must have an annual assessment to help with future service planning, there are others who will require an annual redetermination evaluation and assessment to re-establish Part C early intervention eligibility. This annual process addresses all developmental domains, and considers other available information relevant to eligibility determination. Should your child be determined ineligible at any time prior to your child turning 3, PACE services will be discontinued and your Help Me Grow EI Service Coordinator may discuss other resources to assist your family when exiting the early intervention system.

7. **Transition Process from the PACE Program and Early Intervention System to Preschool Services**
At least 3 months prior to your child turning three years old, with your written permission, your Help Me Grow Early Intervention Service Coordinator will arrange a transition meeting to discuss potential services your child may qualify for at age three through your local school district. Additionally, families will be informed as to the process of determining Board Eligibility for services and supports at age three through the Intake and Transition Specialist at Montgomery County Board of DDS. Children are no longer eligible for PACE early intervention services as of their 3rd birthday.
When You Need to Cancel a PACE Appointment
Please notify your PACE Primary Service Provider of a need to cancel or reschedule an appointment. If a family has three unexcused absences within a year, you may be notified through prior written notice along with your parent rights in the Ohio’s early intervention services that our agency intends to be removed from your IFSP as a service provider and funding source for early intervention services. Unexcused absences are defined as no communication with your Primary Service Provider as to the need to cancel prior to an appointment (this does not include circumstances beyond your control such as medical emergencies). Exiting the PACE Program does not exit you from the EI system. Your EI service coordinator can discuss with you other service delivery options should you sign your IFSP removing PACE as a service provider.

When Your Child or Family Members are Ill
Symptoms such as rashes, diarrhea, vomiting and coughing are all possible signs of a contagious illness which would require that you notify your Primary Service Provider of a need to reschedule your appointment. If you or someone in your home is ill at a time a PACE staff member is scheduled to visit your home, please call prior to your scheduled meeting time to cancel or reschedule your appointment. Tele-visits may be an alternative for such situation should families have the ability and interest to adding technology as a service delivery method on their IFSP.

Family Members Participating in PACE Sessions
Your other children and family members are welcome to be part of your PACE sessions. Siblings and other loved ones can contribute significantly to your child’s development through their interactions during play.

Family Pets During PACE Intervention Sessions
Please secure any family pets in a cage or in another room during PACE intervention sessions.

Delays and Closures: Plan A/Plan B
There may be times that a calamity such as inclement weather may cause a delay or closure of the PACE Program administered through Montgomery County Board of DDS. The quickest way to determine if your PACE appointment may be impacted by a delay or closure is to log on to the website at www.mcbdds.org and read all alerts on the main page. Or, receive these alerts via text message or email by signing up at https://www.mcbdds.org/list.aspx. The alerts you will need to sign up for are Building Closures & Weather Advisories. (The Early Intervention alert is not the alert that communicates delays or closings).
If the agency communicates a “Plan A,” this means that all agency staff including PACE will be on a one hour or a two hour delay as specified on the website.
If the agency communicates a “Plan B,” this means that the agency is closed for the business day and your PACE appointment will be cancelled. Staff will contact you upon return to work to attempt to reschedule the appointment.
Notification of Changes
Please notify PACE staff with any changes regarding your contact information, address or custody status of your child as they arise. Families must remain a Montgomery County resident to remain enrolled in the PACE Program.

Protecting Your Child’s Health and Safety
The State of Ohio Department of Developmental Disabilities rule 5123:2-17-02 states that the Montgomery County Board of Developmental Disabilities Services must report to the state major unusual incidents. A major unusual incident means the alleged, suspected or actual occurrence of an incident that adversely affects the health and/or safety of an individual.
This rule also states that our agency must keep track of unusual incidents. An unusual incident means an event or occurrence involving an individual that is not consistent with routine operation, policies, procedures or the care and plan of the individual, but is not a major unusual incident.

Confidentiality
Personally identifiable data will be shared with other early intervention providers in the DODD system. Information you provide about your child and family will not be released to any other person, agency or organization without the written permission and signature of the parent/legal guardian. Personally identifiable data includes: child’s name, parent or family member’s names, child/family address, personal identifiers (such as child’s social security number), indirect identifiers (such as child’s date of birth, place of birth and mother’s maiden name), or any other information that could be used to link to the child.

Consent
Consent can be given by the parent or legal guardian once they have been informed of the information relevant to the activity for which consent is being sought. Consent will be obtained in writing. Consent will be obtained by an EI service provider from the parent before the following events: administering developmental screenings, conducting an evaluation or assessment, conducting a family assessment, providing EI services to the child or family, using private insurance for services, disclosing personally identifiable information to anyone other than those authorized for purposes of EI services. A parent or legal guardian may consent or withdraw consent at any time. Withdrawing consent will not jeopardize other EI services. It should be understood that granting consent is voluntary and may be revoked at any time but that a revocation is not retroactive.
Access, Destruction and Amendments of Your Child’s Record
Parents and legal guardians may access their child’s records at any time. The request for access is made through the child’s Primary Service Provider, preferably in writing.

Records collected or created for the participation in EI services will be maintained for a period of 6 years past an adjudicated audit. Records that are used to establish eligibility for EI services or County Board services will be maintained permanently. Access to records maintained by the County Board will be based on the type of document as EI specific documents will be accessible to EI staff. County Board documents will be available to County Board staff (including EI staff) that may need access to provide requested services. The parent or legal guardian may request in writing that all records be destroyed on the child’s ninth birthday. A demographic record of the child including name, date of birth, parent contact information, EI service coordinators and service providers, and exit data may be maintained permanently and is not subject to the request to destroy all records.

A parent or legal guardian has the right to request an amendment to the child’s record if they believe the information is inaccurate, misleading or violates the privacy or other rights of the child or parent. The request can be made verbally or in writing. The EI service provider will decide whether to make the amendments or not within a reasonable time period. If the EI service provider refuses, the parent will be informed and the parent or legal guardian will have the right to a due process hearing.

Should you have questions about your child’s record, please contact Lauren Fritz, Records Manager and Privacy Officer for the agency at LFritz@mcbdds.org or 937.837.9279.

Early Intervention Program- Procedural Safeguards- 5123-10-01
Dispute resolution
1. Disputes regarding an alleged violation of part C may be resolved informally at the local level.
2. When resolution at the local level is not achieved or preferred, a complainant of parent may file a complaint with the department.
3. A complaint filed with the department shall:
   a. Be in writing
   b. Be filed within one year after the alleged violation that is the subject of the complaint; and
   c. Include:
      i. A statement that an early intervention service provider violated a requirement of part C;
      ii. The facts on which the statement is based;
      iii. The signature of and contact information for the complainant of the parent; and
      iv. If alleging violations with respect to a specific child:
         1. The name and address of the residence of the child;
         2. The name of the early intervention service provider serving the child;
3. A description of the nature of the problem, including facts relating to the problem; and
4. A proposed resolution of the problem to the extent known and available to the complainant or parent at the time the complaint is filed.

4. The complainant or parent shall forward a copy of the complaint to the early intervention service provider serving the child at the same time the complaint is filed with the department.

5. During the pendency of any proceeding involving a complaint, unless the department and the parent of a child otherwise agree, the child shall continue to receive the early intervention services that were agreed to in the individualized family service plan.

6. If the complaint involves an application for initial early intervention services, the child shall receive those services that are not in dispute.

7. After a parent has filed a complaint with the department, the parent may request that the department investigate the complaint pursuant to paragraph 5123-10-01 J of the rule, may request to mediate the complaint pursuant to paragraph 5123-10-01 K of the rule, or may choose to proceed with a due process hearing pursuant to paragraph 5123-10-01 L of the rule.

Your Rights as a Parent in Ohio’s Early Intervention System

1.) You have the right to informed consent.
   o You must grant written permission before:
     ➢ your child is screened, assessed, or evaluated.
     ➢ Anyone can share information about your child with anyone outside of the EI system.
   o You can change your mind about any of the services at any time. You can do this by contacting your EI service coordinator.

2.) You have the right to request a new eligibility determination if your child was found ineligible for EI.
   o You must submit this in writing to DODD (ei@dodd.ohio.gov) within 45 days.
   o You must also include the reasons you believe the decision was incorrect.

3.) You have the right to have information about your child’s EI services in writing.
   o You will get written information from your EI team before any screenings, evaluations, or assessments take place; anytime there is an IFSP; and any time services change.

4.) You have the right to an Individualized Family Service Plan (IFSP).
   o A written plan is called an IFSP and is developed by you and your team to record your priorities and concerns about your child’s development within your everyday activities and routines.
   o An IFSP lists the services that will best help reach desired outcomes and it describes when, where, and how services will be given and paid for.
   o You can choose to reject some services without affecting other early intervention services.
   o You may invite anyone you wish to your family’s IFSP meeting (for example, another family member or trusted friend).
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- An IFSP meeting cannot take place without you.
- The IFSP is reviewed every six months or sooner if needed.
- IFSP meetings occur at a time and place that works for you.
- You will receive a written or electronic copy of your IFSP.

5.) **You have the right to have EI services in natural environments.**
   - Natural environments are places where children live, learn and play, and also include children’s routines, or what children do, as they participate in their everyday life at home and in their community.

6.) **You have the right to keep information about your family private.**
   - Personally identifiable information that would identify you or your family will not be shared with people outside of the EI system unless you say it is ok.

7.) **You have the right to file a written complaint.**
   - The quickest way to resolve a concern is to talk with your EI Service Coordinator or their supervisor. If that does not work, you can contact EI staff at the Ohio Department of Developmental Disabilities at (614) 466-6879 or [ei@dodd.ohio.gov](mailto:ei@dodd.ohio.gov).
   - You can file a signed written complaint.
   - Complaints should be mailed to: Early Intervention Ohio Department of Developmental Disabilities 30 East Broad Street, 12th Floor Columbus, Ohio 43215.
   - The complaint will be investigated and you will get a response within 60 calendar days. While the complaint is being investigated, your child can continue to receive EI services.

8.) **You have the right to mediation or a due process hearing.**
   - Another way to settle disagreements is to ask for mediation or a due process hearing. Mediation lets you and EI program staff talk about the details of your disagreement with a neutral, trained mediator. The mediator will work with you and your program to find a solution that works for both of you. The State will pay the cost of the mediator.
   - A due process hearing is a more formal process conducted in front of an impartial hearing officer. Parents can hire an attorney to represent them at a due process hearing, but this is not required. The State will pay the cost of the hearing officer.
Other Resources and Supports through Montgomery County Board of DDS

A support also available to your family is that of an **Intake and Transition Specialist**. This professional will provide you with additional information about other services and supports through the Board of DDS for which your family may be eligible.

The Intake and Transition Specialist is your contact for other Board services such as Family Support Services outside of early intervention services received through your Primary Service Provider. The Intake and Transition Specialist is responsible for your enrollment in Board Services and will continue to be your Board contact when your child turns three should your child continue to be eligible after he/she ages out of the PACE early intervention program. The Intake and Transition Specialist participates in your child’s teaming meetings and often IFSP meetings to have an enhanced understanding of your child’s strengths and needs while enrolled in PACE Early Intervention.

**Toy Lending/Resource Library**

PACE offers families ongoing opportunities to borrow toys, books and training videos. Our resource library is also available to help you research information regarding your child’s development and unique needs.

**Family Support Services-Funding Program**

The Family Support Services Program is another service provided by the Montgomery County Board of Developmental Disabilities Services. This program:

1) Enables the family to care for their family member with a disability at home
2) Enhances the quality of life for that family, including the individual with a developmental delay or disability.

Your Intake and Transition Specialist will assist you in enrolling in and utilizing the Family Support Services program. You will be given Family Support Services information if your child is eligible for this program at your first meeting with an Intake & Transition Specialist.

**Community Resource Coordination and Linkage**

Intake and Transitions Specialists through Montgomery County Board of DDS are available to coordinate and link your family with potential resources that may assist your family in meeting the needs of your eligible child.

**Parent Connections**

Parent to parent support is valued by the PACE Program! PACE offers family group opportunities called Parent Connections so that your children can play together and parents can get to know each other. The play areas at Southview and the Northview Annex are open to PACE families to play most week days as a part of Parent Connections.

Activities are also scheduled monthly to provide information on topics of interest to families as well as fun family events. Transportation may be available at no out-of-pocket cost to your family. To verify the play areas are open or to request transportation to Parent Connections, please call (937) 258-1446.
“Parent Connections” Locations
Northview Annex 8112 N. Main Street Dayton, OH 45415

Southview Family Center 25 Thorpe Dr. Dayton, Ohio 45420
Important Telephone Numbers/Contact Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Agency</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td></td>
<td>Primary Service Provider</td>
<td>Montgomery County Board of DDS: PACE Program</td>
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<tr>
<td></td>
<td>Service Coordinator</td>
<td>Help Me Grow Brighter Futures</td>
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<tr>
<td></td>
<td>Intake &amp; Transition Specialist: Board Services Contact</td>
<td>Montgomery County Board of DDS: PACE Program</td>
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<tr>
<td>PACE Program Main Line</td>
<td>Receptionist can direct your call to any staff member</td>
<td>Montgomery County Board of DDS: PACE Program</td>
<td>258-1446</td>
<td></td>
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</tbody>
</table>

Thank you!

A genuine thank you for choosing the PACE Program for your family's early intervention services. Feedback from families is an important part of making sure the program is the best that it can be! If at any time you have comments, concerns, praises, or suggestions as how to improve the PACE Program, please do not hesitate to contact Esther Borders, Director of Early Intervention at 937.918.2132 or via email at eBorders@mcbdds.org.

Developmental Disabilities Services
A Human Services Levy Funded Agency