

Lead Agency

Introduction

The lead agency for the North Carolina Infant-Toddler Program is the Division of Public Health in the Department of Health and Human Services. Lead agency responsibilities are performed on two levels.

At the state level, the Early Intervention Branch of the Women's and Children's Health Section, in the Division of Public Health, administers, supervises, and monitors programs and activities of the Infant-Toddler Program. The North Carolina Interagency Coordinating Council serves as the designated planning partner for the Early Intervention Branch and the Division of Public Health advising and assisting them in such substantive activities as child find and public awareness, system needs assessment, system monitoring and evaluation, and professional development. For more information, contact the North Carolina Infant-Toddler Program Coordinator at (919) 707-5520.

On the local level, the Children's Developmental Services Agencies administer, supervise, and monitor programs and activities of the Infant-Toddler Program. The Regional Interagency Coordinating Councils serve as the designated planning partners for the Children's Developmental Services Agencies advising and assisting them in such substantive activities as child find and public awareness, system needs assessment, system monitoring and evaluation, and professional development. For more information, contact the director of the regional Children's Developmental Services Agency. Counties served by each Children's Developmental Services Agency can be found on page 2-5 of this Policy. Contact information for the specific Children's Developmental Services Agency can be found at www.ncei.org.

Delineation of responsibilities for the Early Intervention Branch and the Children's Developmental Services Agencies are outlined on the following pages.

Responsibilities of the Early Intervention Branch

1. Develop a comprehensive, coordinated, multidisciplinary, interagency system of early intervention services and supports for children birth to three with special needs and their families, including eighteen Children's Developmental Services Agencies, eighteen Regional Interagency Coordinating Councils, and a network of providers.
2. Ensure compliance with all federal and state early intervention regulations as outlined in the North Carolina Infant-Toddler Program Manual.
3. Establish general policies and procedures for the Infant-Toddler Program.
4. Integrate Infant-Toddler Program philosophy into planning, policies and procedures, and administration of the Program.

5. Provide supervision, oversight and support needed by the Children's Developmental Services Agencies to fulfill their responsibilities as the local lead agency for the Infant-Toddler Program.
6. Develop and implement interagency agreements with other state agencies and private organizations to ensure the most effective integration of available resources and services.
7. Administer state and federal early intervention funds. Allocate funds to the Children's Developmental Services Agencies and ensure that funds are sufficient for supporting established priorities.
8. Identify all public and private sources of funding and develop procedures for accessing these funds.
9. Identify unmet early intervention needs and develop plans to address these needs.
10. Develop, implement, and evaluate a comprehensive system of personnel development. Provide training and technical assistance for all public and private providers of early intervention services.
11. Ensure involvement of parents and consumers in all policy and procedure development.
12. Provide ongoing evaluation and monitoring of the Infant-Toddler Program.

Responsibilities of the Children's Developmental Services Agencies

Infant-Toddler Program Assurances

1. Ensure the implementation of all components of the Infant-Toddler Program for eligible children and their families in the catchment area in accordance with federal and state regulations.
2. Comply with all federal and state early intervention regulations as outlined in the *North Carolina Infant-Toddler Program Policy and Procedure Manual*.
3. Adhere to the Infant-Toddler Program philosophy during all actions and interactions related to the provision of services to children and families and to the local administration of the Infant-Toddler Program.
4. Ensure the availability of required Infant-Toddler Program services to all eligible children and their families.
5. Ensure that services as defined and required by the Infant-Toddler Program are rendered in accordance with current program policy and that they include parent participation.

Administrative

1. Enroll through written agreement qualified public or government agencies, for profit and not for profit corporations, independent practitioners, and sole proprietors as Infant-Toddler Program service providers.
2. Ensure that all enrolled Infant-Toddler Program service providers meet minimum established requirements as outlined in Policy Bulletin #5 of the *North Carolina Infant-Toddler Program Policy and Procedure Manual* and other pertinent guidance developed by the Early Intervention Branch.
3. Arrange for the provision of all pertinent rules, regulations, standards, and other information related to implementation of the Infant-Toddler Program to all relevant public and private early intervention providers and referral sources.
4. Establish and implement an on-going Quality Assurance process for the Children's Developmental Services Agency and its enrolled Infant-Toddler Program providers.
5. Enter Infant-Toddler Program data into the comprehensive data system. Make data available for system planning and monitoring.
6. Coordinate the resolution of interagency disputes and system complaints at the local and regional level.
7. Ensure that Infant-Toddler Program providers demonstrate thorough knowledge, education, background, and skill appropriate training as mandated and required by the Infant-Toddler Program by: providing general support and oversight of the Infant, Toddler, & Family certification process for all Infant-Toddler Program providers in need of this certification; ensuring that Infant-Toddler Program providers maintain professional licensure in the state of North Carolina, as well as the appropriate certifications for the provision of Medicaid-covered services, and ensuring that providers operate within the scope of services of their professional licensure.

Fiscal

1. Administer state and federal early intervention funds allocated by the Early Intervention Branch within the catchment area and seek additional sources of financial support to enhance the quality and quantity of early intervention services and supports.
2. Administer all components of the North Carolina Infant-Toddler Program Billing Policy:
 - Assist upon request Infant-Toddler Program providers in claims processing and billing for Medicaid services rendered.

- Ensure that Medicaid-covered services provided under the Infant-Toddler Program are performed in accordance with Title XX of the Social Security Act and adopted by the North Carolina General Assembly as Medicaid-covered services.
- Assess the financial status of families for determining family payment participation and determine the family's percentage on the Infant-Toddler Program Sliding Fee Scale, as applicable.
- Reimburse Infant-Toddler Program service providers for authorized services at the Infant-Toddler Program Reimbursement Rate, if the child is not eligible for Medicaid or has no or limited third party coverage, minus insurance and parent payments.
- Authorize Case Consultation and Education Services at the Infant-Toddler Program Reimbursement Rate.

Interagency Collaboration

1. Work collaboratively with all community service providers in the development and implementation of a comprehensive, coordinated, multidisciplinary, interagency system of early intervention services and supports for children birth to three with special needs and their families.
2. Work collaboratively with the Regional Interagency Coordinating Council to develop, implement, and maintain a comprehensive regional early intervention plan to meet the needs of all eligible children and their families.
3. Work collaboratively with the Regional Interagency Coordinating Council to plan and implement local child find and awareness activities, local needs assessments regarding availability of services and personnel needs, local training needs assessments, and monitoring of the Infant-Toddler Program
4. Provide personnel and other support to the Local Interagency Coordinating Councils and the Regional Interagency Coordinating Council as supported by the Early Intervention Branch.
5. Collaborate with the local Health Departments and the Office of Education Services agencies to develop comprehensive procedures for responding to referrals and in the provision of Infant-Toddler Program services.

Child Specific

1. Receive all referrals to the Infant-Toddler Program, coordinate the referral process for all children, and determine the eligibility of children for the Infant-Toddler Program.
2. Provide certain Infant-Toddler Program services and supports, primarily evaluation and service coordination and, as necessary, other required services as listed and defined in Policy Bulletin #22 - Definitions of Infant-Toddler Program Services.

3. Ensure designation of a Service Coordinator for each child and family. Provide service coordination for all children referred to and enrolled in the Infant-Toddler Program, unless service coordination is provided by one of the Office of Education programs or a local health department enrolled with the Children's Developmental Services Agency as an Infant-Toddler Program service provider of service coordination.
4. Maintain one central Infant-Toddler Program record for each enrolled child that includes all required Infant-Toddler Program documentation.
5. Ensure that all eligible children have an Individualized Family Service Plan and that all services and supports are provided in accordance with this Plan.
6. Provide information to families regarding all enrolled Infant-Toddler Program providers as appropriate to their needs to assure parent choice in the provision of service and supports for their child and family.
7. Ensure compliance with all procedural safeguards (child and family rights).
8. Coordinate and ensure resolution of individual child complaints.
9. Provide transition evaluations for children exiting the Infant-Toddler Program to determine the extent to which the Individualized Family Service Plan outcomes were met.
10. Assist families with referrals to other community agencies and programs including the Child Service Coordination Program at the local Health Department, as appropriate.

Children's Developmental Services Agencies by Catchment Area

Contact information for each of the Children's Developmental Services Agencies may be found at www.ncei.org.

Children's Developmental Services Agency of Madison, Buncombe, Henderson, and Transylvania Counties (Buncombe, Henderson, Madison, Transylvania)

Children's Developmental Services Agency of the Blue Ridge (Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, Yancey)

Children's Developmental Services Agency of the Sandhills (Anson, Harnett, Hoke, Lee, Montgomery, Moore, Richmond, Scotland)

Concord Children's Developmental Services Agency (Cabarrus, Iredell, Rowan, Stanly, Union)

Cullowhee Children's Developmental Services Agency (Cherokee, Clay, Graham, Haywood, Jackson, Macon, Swain)

Durham Children's Developmental Services Agency (Chatham, Durham, Franklin, Granville, Orange, Person, Vance, Warren)

Elizabeth City Children's Developmental Services Agency (Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans, Tyrrell, Washington)

Fayetteville Children's Developmental Services Agency (Bladen, Cumberland, Robeson, Sampson)

Greensboro Children's Developmental Services Agency (Alamance, Caswell, Guilford, Randolph, Rockingham)

Greenville Children's Developmental Services Agency (Beaufort, Bertie, Greene, Hyde, Martin, Pitt, Wayne)

Mecklenburg Children's Developmental Services Agency (Mecklenburg)

Morganton-Hickory Children's Developmental Services Agency (Alexander, Burke, Caldwell, Catawba, McDowell)

New Bern Children's Developmental Services Agency (Carteret, Craven, Jones, Lenoir, Onslow, Pamlico)

Raleigh Children's Developmental Services Agency (Wake)

Rocky Mount Children's Developmental Services Agency (Edgecombe, Halifax, Johnston, Nash, Northampton, Wilson)

Shelby Children's Developmental Services Agency (Cleveland, Gaston, Lincoln, Polk, Rutherford)

Wilmington Children's Developmental Services Agency (Brunswick, Columbus, Duplin, New Hanover, Pender)

Winston-Salem Children's Developmental Services Agency (Davidson, Davie, Forsyth, Stokes, Surry, Yadkin)