

Resources and Publications

Introduction

A wide variety of resources and publications is available to support individuals involved in the North Carolina Infant-Toddler Program. This bulletin provides information from numerous sources.

Central Directory of Resources

Resource Specialists in the Central Directory of Resources provide information and referral services to families and professionals. The Central Directory of Resources can be accessed statewide by calling (800) 852-0042 or at the web site www.fsnncc.med.unc.edu. The Central Directory of Resources is equipped to respond to callers who speak Spanish or who are deaf or hard of hearing. The Central Directory of Resources is housed at the Family Support Network of North Carolina and provides the following assistance:

1. Information

- A computerized directory of resources includes public and private early intervention agencies and organizations, support groups, resource parents, funding sources, and both non-categorical and disability-specific services. Information available covers the spectrum from local resources and services to national organizations;
- Referrals are made to local community-based parent-to-parent programs offering support and resources to families of children with special needs.

2. Materials

- Family-friendly printed information on disabilities, diseases, family rights and responsibilities, parenting, behavioral issues, siblings, and transition between programs is available.

3. Training

- The North Carolina Early Intervention Mentor Program is available to professionals working in early intervention who wish to engage in a personalized, professional development program with a peer or with a parent of a child with special needs. Participants are matched with mentors to help them in developing skills and confidence to work with children with special needs and their families.
- Early Connections is a computerized listing of early intervention professionals and parents of children with special needs who are available to share their expertise for preservice or inservice training activities, including panels, workshops, conferences, classes, etc.

- Family Support Network staff are available to make presentations or provide an exhibit at local, regional, or statewide training events. These presentations focus on services provided by the Family Support Network of North Carolina, including the Central Directory of Resources, Early Connections, Parent-to-Parent Programs, and the North Carolina Early Intervention Mentor Program.

4. Networking

- The Central Directory of Resources facilitates networking by referring callers, both professionals and families, to appropriate resources.
- The Early Connections portion of the database facilitates networking particular to professional development for early interventionists across the state.
- The North Carolina Early Intervention Mentor Program facilitates networking directly by matching mentors and mentees for peer relationships.
- Family Support Network Parent-to-Parent programs provide networking opportunities for both families and professionals.

Family Support Network

The Family Support Network of North Carolina provides support and assistance to families of children with special needs through the statewide network of parent-to-parent programs in addition to the Central Directory of Resources referenced above. Coordinators of parent-to-parent programs match referred parents of children with special needs with trained support parents who have children with similar needs. Coordinators and support parents provide parents with assistance in obtaining information and resources and in navigating the service delivery system. Parents who have utilized support parents often tell professionals that talking with a parent who has "been there" has made a difference in their family's life and well being. Professionals are strongly encouraged to help families learn about other families in their community. The Family Support Network of North Carolina can be accessed by calling (800) 852-0042 or through their web site at www.fsnnc.med.unc.edu.

Exceptional Children's Assistance Center

The Exceptional Children's Assistance Center works with parents of children with special needs, particularly those children birth to age twenty-one, in regards to acquiring services, understanding legal requirements, working with schools and educators to ensure the most effective educational placement of their child, understanding methods of testing and evaluation of a child with special needs, and making informed decisions about their child's special needs. The Exceptional Children's Assistance Center can be accessed by calling (800) 962-6817 or through their web site at www.ecac-parentcenter.org.

Regional Early Intervention Consultants

The Infant-Toddler Program has regionally-based Early Intervention Consultants who provide training, technical assistance, and consultation for all Infant-Toddler Program agencies. The regions are assigned in accordance with the Children's Developmental Services Agency catchment areas. The training, technical assistance, and consultation provided by these consultants cover many topical areas and recommended practices in addition to policy implementation issues. Training is provided through Early Intervention Training and Technical Assistance System teams (see below) on foundation courses such as *Orientation to Early Intervention in North Carolina* and *Needs, Dreams, and IFSPs*, as well as a host of regionally selected training topics. The regional Early Intervention Consultants serve as liaison between state level committees and staff and regional and local early intervention service providers and programs, including interagency groups such as Local Interagency Coordinating Councils and Regional Interagency Coordinating Councils. The Early Intervention Consultants support the quality assurance monitoring process by assisting with any follow-up training, technical assistance, or consultation needed by local communities. Names and contact information for the Regional Early Intervention Consultants may be found at www.ncei.org or from the North Carolina Infant-Toddler Program, Division of Public Health, 1916 Mail Service Center, Raleigh, NC 27699-1916. Telephone: (919) 218-6909.

Early Intervention Training and Technical Assistance System Teams

Early Intervention Training and Technical Assistance System teams are regional, interagency, multidisciplinary, collaborative groups whose purpose is to provide training and technical assistance for Infant-Toddler Program service providers and other community programs. Each team is chaired by a Regional Early Intervention Consultant and includes parents of children with special needs, plus local and regional representatives from agencies and programs such as the Children's Developmental Services Agencies, local Health Departments, Governor Morehead Preschool Programs, Early Intervention Programs for Children who are Deaf or Hard of Hearing, Local Education Agencies, Head Starts, Partnerships for Inclusion, Area Health Education Centers, higher education programs, child care organizations, service providers, etc. The role of these teams is to:

- provide support and consultation to the Children's Developmental Services Agencies;
- coordinate regional training opportunities, which are tailored to meet the needs identified by the Regional Interagency Coordinating Councils;
- share information regarding local concerns and needs to the state agencies responsible for implementing the Individuals with Disabilities Education Act;
- promote and foster interagency collaboration;
- share information regarding recommended practices from state and national resources, and
- disseminate information about resources and publications.

North Carolina Early Intervention Library

The North Carolina Early Intervention Library is funded and supported by the North Carolina Infant-Toddler Program. The Library includes more than 2200 distinct titles of resource materials, including professional books, videotapes, instructional materials, and books for children. Multiple copies of many of the resource materials are available, and materials are added periodically. The materials are annotated and catalogued, and may be utilized by both staff and parents and family members of children who have special needs. Individuals request materials, which are mailed to them at no cost, and can be returned by mail to the Library. Library materials and return postage are provided at no cost to parents and family members of children who have special needs, and to child care centers. Selected titles are taken as a "Library on the Road" to conferences and workshops. Additional information about the Library can be obtained by calling the North Carolina Early Intervention Library at (919) 218-6909 or through the library web site at www.ncei-eclibrary.org.

Other Resources

1. The Division of Public Health has state and regional level program consultants who focus on physical therapy, speech-language pathology, audiology, nutrition, social work, childcare, health, and medical issues for young children. In addition, there is a Program Manager for the Child Service Coordination Program. Specific information can be obtained by calling the Division of Public Health at (919) 707-5600 or online at www.nchealthychildren.com.
2. The Division of Social Services and its regional and local affiliates offer information and guidance related to serving families especially with concerns related to transportation, support, safety, adoption, foster care, abuse or neglect reporting. Specific information can be obtained by calling the Children's Services Branch of the Division of Social Services at (919) 733-9467.
3. The Division of Child Development has regional consultants that provide assistance regarding policies and procedures for obtaining and maintaining state licensure for child care programs, including information regarding funding and appropriate environments for young children with and without disabilities. Specific information can be obtained by calling the Division of Child Development at (919) 662-4543.
4. The Public Schools of North Carolina has identified local Preschool Program Coordinators who may be available to represent the Preschool Program at regional and local levels. Specific information can be obtained by contacting the state Preschool Program Consultant at (919) 807-3994 or online at www.ncpublicschools.org/ec.
5. Technical Assistance related to assistive technology is available through the Assistive Technology Resource Centers located across the state. These centers offer equipment loan and training in the use of assistive technology. Specific information can be obtained by contacting the Children and Youth Branch, Women's and Children's Health Section of the Division of Public Health at (919) 707-5600 or online at www.nchealthychildren.com.
6. The Children's Developmental Services Agencies are responsible for providing training and technical assistance to service providers, families, and others in the community regarding Infant-

Toddler Program requirements. (*For additional information, see Policy Bulletin #2 - Lead Agency.*)

7. At a local level, the Local Interagency Coordinating Council is a source of information related to local resources, contacts, programs, etc. (*For additional information, see Policy Bulletin #8 - Local Interagency Coordinating Councils.*)
8. At the regional level, the Regional Interagency Coordinating Council is responsible for the assessing personnel development needs and developing and implementing a plan in collaboration with the Children's Developmental Services Agencies and the Regional Early Intervention Consultants to meet identified needs. (*For more information, see Policy Bulletin #7 - Regional Interagency Coordinating Councils.*)
9. Partnerships for Inclusion offers assistance to agencies and programs seeking to develop more inclusive educational and childcare opportunities for young children with special needs. They also focus on transition issues and local leadership development. Regional Inclusion Specialists provide on-site consultation, written information, community-inclusion training, and workshops on a variety of topics. Partnerships for Inclusion has compiled an extensive lending library of materials related to inclusion, which can be obtained from the North Carolina Early Intervention Library. Specific information can be obtained by calling (919) 962-7364 or through their web site at www.fpg.unc.edu/~pfi.
10. BEGINNINGS for Parents of Children Who are Deaf or Hard of Hearing offers emotional and informational support to families with children who are deaf or hard of hearing, parents who are deaf and have hearing children, and professionals serving those families. Specific information can be obtained by contacting the Administrative Office in Raleigh at (800) 541-4327 or through their web site at www.beginningssvcs.com.
11. The North Carolina Partnership for Children, the private, non-profit agency responsible for the administration of the local Smart Start programs, employs program staff who focus on topical areas such as health, family support, child care and collaborative early childhood-early intervention activities. Specific information can be obtained by calling (919) 821-7999 or through their web site www.smartstart-nc.org.
12. Statewide conferences, workshops, and other training events are offered by a variety of state agencies or other organizations. Specific information can be obtained by contacting the North Carolina Infant-Toddler Program at (919) 707-5520 for a copy of the Infant-Toddler Program Quarterly Training Calendar or at www.ncei.org.
13. Information about technical assistance available from national resources can be obtained from the Family Support Network and the regional and state consultants of the various Divisions and Departments responsible for implementing the Individuals with Disabilities Education Act.

Publications

North Carolina publishes a variety of materials to assist professionals and families with children birth to age five with special needs. These publications are listed below along with brief descriptions and information regarding where to obtain them. Materials are categorized by those relevant to the Infant-Toddler Program, those relevant to the Preschool Program, and those relevant to both programs.

A. Infant-Toddler

Publication	Content	Contact Person/Agency
North Carolina Infant-Toddler Program Manual	Provides information, guidance and applicable regulations on all aspects of the Birth to Three service system (i.e. eligibility, IFSP development, surrogate parents, etc.)	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
North Carolina Interagency IFSP Form	The IFSP form is required for use by all public and private agencies serving infants and toddlers. Available in Spanish.	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Parent Handbook for the North Carolina Infant-Toddler Program	Describes all due process related rights for this age group in consumer friendly language. Available in Spanish and English and Spanish and English audiocassette.	First Contact: Director of the Children’s Developmental Services Agency If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
North Carolina Infant-Toddler Program Annual Performance Report	Describes recent state activities related to the different federal early intervention requirements. Also includes funds expended and other background information.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.
North Carolina Infant-Toddler Program: Guidance for Personnel Certification.	Describes process for acquiring the Infant-Toddler Program Personnel Certificates.	North Carolina Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Family-Directed Assessment: Birth to Three – A Guidance Document for Early Intervention Providers in North Carolina	Provides practical information and guidance for early intervention service providers, families, and others for working collaboratively to make decisions about the purpose of assessment and the integration and implementation of that assessment information in intervention.	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Comprehensive System of Personnel Development	Outlines the basic requirements and training opportunities for early intervention personnel.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .

A. Infant-Toddler, *Continued*

Publication	Content	Contact Person/Agency
The Family-Centered Infant-Toddler Program: A Guide for Interpreters Video	Describes Infant-Toddler Program, family-centered service provision, and the role of the interpreter for those working with Hispanic families. Includes written information to use with the video.	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei-eclibrary.org .
Doing the IFSP Video	Provides guidance for Infant-Toddler Program personnel and families regarding the development of IFSPs using the North Carolina Interagency IFSP form.	Borrow from: NC Early Intervention Library, www.ncei-eclibrary.org .
North Carolina Infant-Toddler Program Child Data Reports	Contains county specific and statewide information about numbers of children served, referral age, etc.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
North Carolina Infant-Toddler Program Annual Personnel Survey	Contains data related to number of Infant-Toddler Program personnel by discipline, agency and region.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Child and Family Rights under the Infant-Toddler Program	A one page listing of the rights afforded children and families by the Infant-Toddler Program.	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Early Intervention Update	A periodic newsletter detailing current Infant-Toddler Program activities and news.	First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org .
Baby Power: A Guide for Families Using Assistive Technology with Their Infants and Toddlers	Document that helps parents understand the use of assistive technology with their children. Includes suggestions for equipment and activities needed in daily routines.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.

B. Preschool

Publication	Content	Contact Person/Agency
North Carolina Exceptional Children Division Procedures Governing "Programs and Services for Children With Disabilities."	Contains all policies and regulations related to children with special needs three years of age and older.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
North Carolina Exceptional Children Division Parent Handbook	Includes a summary of rights of parents of children participating in special education and related services.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
Preschool Program Fact Sheet	Provides descriptive information about the Preschool service system such as numbers of children served, service settings, funds expended, etc. Up-date annually.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
Effective Practices in Preschool Programs	Describes innovative approaches to setting up classrooms and designing developmentally appropriate environments	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
A Profile of Local Education Agency Programs and Practices.	Profiles many of the different services and activities being implemented by all LEAs. Updated annually.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
Questions and Answers Related to Exceptional Children Policy Issues	Includes many of the most frequently asked policy questions. Includes chapter on Preschool Services.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
N.C. Exceptional Children Forms	Lists all the required Forms.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
N.C. Guide for the Early Years	Provides guiding principles for developing quality preschool and kindergarten programs. Includes the kindergarten standard course of study.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.
Preschool Program Standards (Fall 2004)	Description of widely held expectations for preschool children with activities for teachers and families.	First Contact: Preschool Coordinator with LEA. If unavailable locally: Preschool Program Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994.

C. Infant-Toddler and Preschool

Publication	Content	Contact Person/Agency
Governor's Report	This annual report profiles the services currently provided to infants, toddlers, and preschoolers. Also describes activities of the NC-ICC Committees/Task Forces and identifies remaining areas of unmet needs.	Executive Director NC-ICC, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201. (919) 662-4543.
North Carolina Local Interagency Coordinating Council Handbook	Includes "how to" information and sample documents for Local Interagency Coordinating Councils	Executive Director NC-ICC, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201. (919) 662-4543.
North Carolina Birth to Five Interagency Agreement	Delineates specific early intervention services to be provided to the Birth to Five population and agency responsibilities in regards to these services.	Executive Director NC-ICC, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201. (919) 662-4543.
Early Childhood Transitions in North Carolina: A Parent's Guide to the Infant-Toddler and Preschool Programs	Provides support, guidance and information for families experiencing transition from the Infant-Toddler Program to the Preschool Program at age three. Available in Spanish. Available on audiocassette in English and Spanish.	First Contact: Director of the Children's Developmental Services Agency or the Preschool Coordinator with the LEA. If unavailable locally: NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or the Preschool Program Consultant, Exceptional Children Division, Consultant, Exceptional Children Division, 6356 Mail Service Center, Raleigh, NC 27699-6356. (919) 807-3994 or www.ncei.org .
Family Rights in Early Intervention Brochure	Presents parents their rights under both the Infant-Toddler Program and the Preschool Program.	NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.
North Carolina Legislative Study on Early Intervention Services for Children Birth to Five Years - Executive Summary	Provides a comprehensive picture of North Carolina's early intervention service system including both issues and possible solutions.	Executive Director NC-ICC, Division of Child Development, 2201 Mail Service Center, Raleigh, NC 27699-2201. (919) 662-4543.
North Carolina Funding Resources for Families of Children with Special Needs	Lists possible sources of financial assistance to individuals with special needs and their families in North Carolina.	Family Support Network of North Carolina, CB# 7340, UNC-CH, Chapel Hill, NC 27599-7340. (800) 852-0042 or NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.

C. Infant-Toddler and Preschool, *Continued*

<p>An Overview of the Family Support Network of North Carolina Video</p>	<p>Describes the purpose, services, and activities of the Family Support Network of North Carolina</p>	<p>Family Support Network of North Carolina, CB# 7340, UNC-CH, Chapel Hill, NC 27599-7340. (800) 852-0042.</p>
<p>Growing Up Naturally: Early Intervention in Natural Environments – A Guidance Document for Early Intervention Providers in North Carolina</p>	<p>Provides practical information and guidance for early intervention administrators, service providers, and others regarding recommended practices and the benefits of providing services in natural environments.</p>	<p>First Contact: Director of the Children’s Developmental Services Agency. If unavailable locally: NC Infant-Toddler Program, Division of Public Health, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525 or www.ncei.org.</p>
<p>Diversity Training Module: Fostering Awareness, Implementation, Commitment, and Advocacy</p>	<p>Training module for pre-professionals and practicing professionals working with diverse groups of young children. Offers the opportunity to gain better understanding of diversity with the goal of improving services for children and families.</p>	<p>NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.</p>
<p>North Carolina Continuous Improvement Plan</p>	<p>Provides the self-assessment results and the resulting improvement plan from federal monitoring conducted during 2002.</p>	<p>NC Infant-Toddler Program, DPH/WCH/EI Branch, 1916 Mail Service Center, Raleigh, NC 27699-1916. (919) 707-5525.</p>