

**LOCAL INTERAGENCY COORDINATING COUNCIL CHILD FIND ACTIVITIES REPORT**

LICC: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Please list the number of times your LICC or LICC members provided or sponsored group outreach events/activities on the following topics to each referral source.

Primary Referral Source (Target Audience)	Referral Process		Screening, Evaluation Process		Eligibility	
	Infant/Toddler Program	Preschool/Exceptional Children Program	Infant/Toddler Program	Preschool/Exceptional Children Program	Infant/Toddler Program	Preschool/Exceptional Children Program
1. Hospital(s) (# of hospitals within LICC region___)						
2. Physicians & Medical Community						
3. Parent/Family Caregiver						
4. Child Care Resource & Referral Agency						
5. Child Care Programs						
6. Public Health Department						
7. Department of Social Services						
8. Mental Health Agency/Provider						
9. Early Head Start & Head Start						
10. Even Start						
11. Partnerships for Children/ Smart Start						
12. Homeless Family Shelters						
13. Domestic Violence Shelters & Agencies						
14. Other:						

## Instructions for Completing LOCAL INTERAGENCY COORDINATING COUNCIL CHILD FIND ACTIVITIES REPORT

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- The Child Find Activities Report is a statewide method to capture the rich and diverse planned, outreach activities occurring to promote community awareness of the NC early intervention system in local communities. The listed are primary referral sources for the early intervention system. Some communities may not have all listed sources.
- Activities include explaining the Infant Toddler or Preschool/Exceptional Children's early intervention programs regarding:
  - *Referral process*
    - Who, how or why to refer
  - *Screening and Evaluation process(es)*
    - Brief overview of methods used by CDSA and/or Preschool/Exceptional Children's program
    - Brief overview of how early intervention programs screen/evaluate
  - *Eligibility categories*
    - Overview of categories/conditions leading to eligibility within Infant Toddler or Preschool/Exceptional Children early intervention programs
- **What activities or events to include:**
  - *Planned* Child Find group activities or events such as: Presentations, Community forums, Written material developed/distributed, Mass media products (ex. Website, TV/radio promotions, billboards, etc.)
  - Planned Child Find outreach activities sponsored by the LICC or LICC members
  - *Do not include "individual encounters", such as one-on-one conversations*▪▪
- **Completing the report:**
  - List the number of times your LICC or LICC members sponsored or provided group outreach activities or events to any of the listed early intervention program referral sources/populations. The list of referral sources is your target audience, not the agency reporting.
  - Should several agencies participate in the same event, only one event is counted on the report.
  - *Do not count participants attending the planned activity/event*▪▪
  - One Child Find activity can count across multiple topic columns.
    - Example: Presentation to local Medical society - discussed how to refer to CDSA and to the Preschool/Exceptional Children programs, also discussed the eligibility categories for each program.
    - List this as 1 activity provided under "Referral Process" [both programs], and "Eligibility" [both programs]
  - LICC are encouraged to complete on a quarterly basis
  - Summarize and submit one annual report for the most recent state fiscal year
  - Due each **October 1** to the NC-ICC executive director
    - **Email:** karen.chester@ncmail.net or **Fax:** 919-662-4568

**LOCAL INTERAGENCY COORDINATING COUNCIL TRANSITIONS ACTIVITIES REPORT**

LICC: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Please list the number of times your LICC or LICC members provided or sponsored any group, outreach events/activities to the following community programs regarding the listed transition activity.

Transition Activity	Programs				
	Hospital(s)	Infant Toddler Program	Preschool/Exceptional Children Program	Kindergarten Program	Other Community Agencies/Programs
1. Discussion(s) about specific local procedures for transition between Infant Toddler or Preschool/Exceptional Children early intervention programs as indicated by state level interagency agreement					
2. Assist in the development or dissemination of a list of community resources and contacts for children who may not qualify for early intervention services					
3. Assist in the development or dissemination of a list of community resources and contacts for children enrolled in the Infant Toddler or Preschool/Exceptional Children early intervention programs.					
4. Provide information on local orientation program for new professionals with information on early intervention community programs, contacts, referral procedures, and transition practices.					
5. Provide information on local community forum(s) that address community transition issues and procedures between programs.					
6. Review written program information for families on the transition process and provide input to the Infant Toddler or Preschool/Exceptional Children early intervention programs (s).					

**Instructions for completing**

## LOCAL INTERAGENCY COORDINATING COUNCIL TRANSITIONS ACTIVITIES REPORT

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- The Transitions Activities Report is a statewide method to capture the rich and diverse activities occurring to ensure a seamless transition process between the NC early intervention (EI) system in local communities.
- The listed 6 activities are recognized in supporting a seamless transition system for children who may be transitioning *into* or *out of* the early intervention system.
- The listed 5 categories represent the key community entities where EI children may transition into or from in NC. *“Other” program settings may include:* Child Service Coordination, Child Care programs, Head Start/Early Head Start, More At Four, and/or Home care.
- **What activities or events to include:**
  - *Planned* group activities or events such as: Presentations, Community forums, Written material developed/distributed, Mass media products (ex. Website, TV/radio promotions, billboards, etc.)
  - Planned outreach activities sponsored by the LICC or LICC members
  - ✖✖ *Do not include “individual encounters”, such as one-on-one conversations*✖✖
- **Completing the report:**
  - List the number of times your LICC or LICC members sponsored or provided any of the six group outreach activities or events to the listed key community entities where EI children may transition into or out of.
  - Should several agencies participate in the same event, only one event is counted on the report.
  - ✖✖ *Do not count participants attending the planned activity/event*✖✖
  - A Transition activity/event could count across multiple program columns.
    - Example: Developed a “Parent’s Pages” resource booklet that lists community resources and programs available to children ages birth to age 5. Resources in booklet would be applicable for children referred but not eligible for the local early intervention system or those currently enrolled in the Infant Toddler or Preschool/Exceptional Children. Transition Activity would be #2 & #3 and marked under all five program categories.
  - LICC are encouraged to complete on a quarterly basis
  - Summarize and submit one annual report for the most recent state fiscal year
  - Due each **October 1** to the NC-ICC executive director
    - **Email:** karen.chester@ncmail.net or **Fax:** 919-662-4568