

CIU 10 Preschool Early Intervention Pandemic/Extended School Closure Plan

General Plan Overview:

- Preschool Early Intervention (PS EI) professional staff will deliver, or offer to deliver, preschool early intervention services during a mandated school closure (federal or state) by a combination of the following strategies:
 - Tele-Intervention:
 - Electronic interaction with the identified child, and/or caregivers of the child (Zoom, Face-Time, Skype, Google Classroom, Facebook, etc.)
 - Phone communication with the identified child, and/or caregivers of the child.
 - Intervention materials/activities supplied to the identified child, and/or caregivers of the child (through mail or agreed-upon drop-off procedures).
 - Materials may include practice activities for the child, instructions for caregiver strategies, instructions for caregiver-led activities, etc.
 - Drop off locations can vary according to individual staff and families, but can include:
 - Dropping off at family homes (leave package outside)
 - Dropping off at an agreed-upon location
- The selection of strategies will depend on a variety of factors, including:
 - Technical expertise of the PS EI staff or family
 - Technical resources available to the PS EI staff or family
 - Individual staff or family preference
- Each PS EI professional staff will develop a plan of which strategies they plan to explore and use during this time period.
 - A brief description of the plan will be submitted electronically to the Preschool Early Intervention Director by a specified date.
 - A form will be provided by the PS EI Director for this purpose.

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Staff Logistics:

If the CIU 10 facilities are open or accessible by staff:

- Staff will be assigned a voluntary “office time” that will enable them to access the CIU 10 facility to which they are assigned (if needed).
 - Each itinerant staff will be assigned an individual 2-hour time slot once per week in which they may visit the office facility and print materials, make copies, access materials, turn in paperwork, receive mail, etc.
 - Classroom teachers will be able to work in their classroom for a limited time each week to accomplish the above listed tasks.
 - The “official” schedule will be developed and communicated via email to PS EI staff by the Preschool Early Intervention Director.
 - Any deviation to the assigned schedule must be approved in advance by the PS EI Director.
 - The PS EI Director will transport inter-office mail once a week between CIU 10 facilities.
 - The PS EI Director will deliver collected out-going mail to the post office once a week.
 - Social-distancing will be in effect for all CIU 10 staff.
 - CIU 10 facilities will remain closed to the public during the time of mandated closure.
 - Any CIU 10 employees who access the buildings will obey social-distancing requirements and maintain a distance of at least 6 feet from any staff members who may also be in the building.
 - PS EI staff will have access to anti-bacterial products (sanitizing wipes, hand-sanitizer, etc.,) and are asked to clean the areas they used before leaving the facility (copiers, desk areas, etc.).
 - Preschool Early Intervention Administrative Assistants (2) will work primarily from home during this period. However, they will also be assigned separate in-office periods to obtain materials, process mail, etc.
 - Once determined, their scheduled office times will also be posted on the weekly schedule.
 - ALL PS EI staff are to maintain social distancing standards at all times (a minimum of 6 feet apart at all times).

If the CIU 10 facilities are not open or accessible by staff:

- Staff will be notified and given a brief time to come into the office to obtain all materials needed to provide early intervention services.
- Staff will work from home until normal operations resume.

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Preschool Early Intervention Procedures:

1. Caseload: Each PS EI professional staff person will document the following elements for children on their caseload, this will be used for documentation of services provided during the mandated closure:
 - a. Child's name
 - b. Case Lead (may or may not be the PS EI staff person)
 - c. Service
 - d. NOREP date (for school closure)
 - e. NOREP date (resuming services after closure)
 - f. Dates of contacts during closure
 - g. Type of contact (electronic, phone, home drop off, etc.)
 - h. Type of service provided (electronic, phone contact, materials sent, etc.)
2. NOREPs: Each PS EI Lead will create an "interim" NOREP for each identified child on their current case load.
 - a. The "interim" NOREPs will be mailed or emailed to each family.
 - i. The PS EI Director will provide a cover letter to be included with each interim NOREP.
 - b. NOREP procedure:
 - i. Staff will create the "interim" NOREP in PELICAN, or if that isn't possible they may use the Word document available on PaTTAN.
 1. Separate instructions will be provided for the language to be included in the "interim" NOREP.
 2. The "interim" NOREP will eliminate the need to revise current IEPs.
 - ii. Staff will make copies of the cover letter from the PS EI Director if mailing the NOREP, or include it with any NOREPs that are sent by email.
 - c. A new NOREP will be created when the closures have ended and regular PS EI services may resume.
3. Logs: PS EI staff will log all student/family interactions in the online data system: STaR (currently used for this purpose).
 - a. Services rendered may or may not be billable to Medical Access.
 - b. Staff time may or may not add up to 7 hours per day. Staff are required to "be available" for 7 hours per day, but the times are flexible according to staff needs and to family needs.
 - c. We will continue to be focused on what identified children need during this restricted time, and what we can do in good faith to provide appropriate services and meet those needs.

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4. New Referrals:
 - a. Families of new referrals (not Infant Toddler transitions) received during this time period will be mailed an informational letter describing the current situation.
 - b. The letter will be developed by the PS EI Director and mailed by the Administrative Assistant. It will include the Director's email address.
 - c. We will be unable to screen or evaluate new referrals until the restrictions have been lifted and we are able to resume regular PS EI services.
 - d. We will track all new referrals, and when we receive permission to resume services, we will address each one as quickly as possible in the order that they were received.

5. Current Referrals – in Progress:
 - a. Please report to the PS EI Director all current referrals that you may have in process at this time.
 - i. Assigned Screenings: We will send a letter to these families to explain that screenings that have not been conducted yet will need to be suspended until the restrictions/closures have been lifted.
 - ii. Evaluations in Process: We will send a letter to these families to explain that we cannot complete the evaluation until the restrictions/closures have been lifted. These cases will be addressed as soon as possible after the restrictions are lifted. Depending on the timing, we may need to re-issue a Permission to Evaluation form because of the circumstances.

6. Infant Toddler transitions (entire transition team):
 - a. Transition teachers will stay in regular communication (email or phone) with Infant Toddler Service Coordinators.
 - b. Transition meetings will be conducted by the Transition Teacher via phone conference or online via zoom or other platform.
 - c. Appropriate transition meeting materials will be mailed to the family by the Transition Teacher.
 - d. Transition referrals will be completed by Transition Teachers, submitted electronically to the PS EI Director, and will be assigned to itinerant staff based on the child's home address.
 - e. Transition evaluations will be based on the child's last Infant Toddler assessment (even if more than 6 months old), progress notes from Infant Toddler providers, and information from the family (phone conferences).
 - f. Related service providers will not be able to complete new testing with the child, but will need to rely upon progress notes from Infant Toddler therapists and information from the family.

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- g. Evaluation Reports (ERs) will be completed to the extent possible using the information listed above.
 - h. Individual Education Plans (IEPs) will be completed using the information available from the ER.
 - i. We will note the planned services on the IEP according to the current restrictions.
 - ii. We will note that the IEP team will re-convene and review the services when restrictions have been lifted.
 - i. We will strive to meet all timeline requirements, but will document the circumstances on all paperwork.
 - j. As children turn 3 years old, they will become part of the caseload of the assigned staff members.
 - i. Staff will provide appropriate services in good faith, using the range of options available.
7. Annual IEPs:
- a. As current IEPs become due, PS EI staff should complete an annual IEP.
 - b. The PS EI Lead should contact each related service provider (if any) and have them enter data and service information into the annual IEP in PELICAN.
 - c. Service information should be entered as if the current restrictions have been lifted and services are back to "normal".
 - d. Note on the IEP that services are affected by the current restrictions, but the IEP Team will re-convene and revise the IEP as needed when restrictions are lifted.
 - e. Every attempt should be made to complete the IEP within timelines, however if the IEP dates are late, be sure to document the circumstances.
 - f. The PS EI Lead should conduct an IEP meeting with the family as a phone conference.
 - g. Related service providers should be excused from the meeting.
 - h. On the IEP attendance page – the parent name should be printed – and the notation should be added: "Attended by phone".

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8. Evaluation Reports – Reevaluations:

- a. PS EI Reevaluations occur every 2 years.
- b. We will strive to continue complying with this deadline during this restricted time period.
- c. We will not waive reevaluations unless there are circumstances that justify a waiver. This must be approved by the PS EI Director.
- d. Reevaluations can be done using record review, provider input, and family input. This does not require a signed Permission to Reevaluate form.
- e. When a Reevaluation date is coming up, the PS EI Lead should contact each related service provider (if any) and have them enter data and service information into the Reevaluation Report (RR) in PELICAN.
- f. Obviously this information will be affected by the current restrictions, but PS EI staff should attempt to provide the best data possible.
- g. Note in the Reevaluation Report that it is being written under the current restrictions, but will be updated in the future if needed.
- h. Every attempt should be made to complete the RR within timelines, however if the RR is late, be sure to document the circumstances.
- i. The PS EI Lead should conduct an ER/IEP meeting with the family as a phone conference, and document that it was done in that manner.

9. Four Month Monitoring for Dismissal:

- a. If identified children are currently on a four month monitoring, it should move forward as planned.
- b. The PS EI staff should check in monthly with the child's family to monitor the child's maintenance of skills.
- c. In the Progress Report section of the IEP, the PS EI staff can note how skills were monitored, and document the current restrictions.
- d. If the child successfully completes the monitoring period, and the family agrees, the child can be dismissed from PS EI services as planned.
- e. If the child is not maintaining skills, or the PS EI staff is uncertain, the monitoring period may be extended. The monitoring period must be at least 4 months, but it may be longer if the team agrees.

10. Transitions from other Pennsylvania PS EI Programs:

- a. Transitions will be processed in PELICAN as usual.
- b. The PS EI Director will review the record and assign a home-based team based on the child's new address.
- c. The home-based team will add the child to their caseload, and offer services from the options available during the restricted period of time.
- d. When the restrictions have been lifted, the case will be re-assessed, and assigned to a different IEP team if circumstances warrant a change.

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11. Transitions from other states:

- a. The PS EI Director will review records for children from other states transferring into our area.
- b. A home-based team will be assigned based on the child's new address.
- c. The home-based team will add the child to their caseload, and offer services based on the out-of-state IEP from the options available during the restricted period of time.
- d. When the restrictions have been lifted, the team will issue a Permission to Evaluate (PTE) in order to conduct an evaluation under Pennsylvania regulations.
- e. Services will continue as eligibility is determined.

12. Staff Paperwork:

- a. Monthly Attendance form.
 - i. For the weeks of March 16 and March 23, simply mark NE (National Emergency) for each day. These are paid days as per the Executive Director.
 - ii. Beginning March 30, just mark the days that you work as usual.
 1. Full time staff are expected to be available for 7 hours per day as we operate under the Pandemic/School Closure Plan. These hours may be flexible depending on the needs of the staff and the families.
 2. "Work" includes contacting families, preparing materials, learning how to develop on-line skills, research, writing reports, phone conferences with families or colleagues, email communications, documentation, etc.
 - iii. Staff can still utilize a sick day (S), approved personal day (P) or a bereavement day (B) as usual.
- b. Monthly Mileage form:
 - i. Any mileage to drop off materials for families (homes, child care sites, drop off points, etc.) can be listed on the mileage form. Please try to plan trips efficiently.
 - ii. Travel to the office would not be listed.

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13. Paraprofessional Staff

- a. State legislative action (Act 13 of 2020) mandates that current paraprofessional staff are to remain employed through the end of the school year, and receive payment equal to assigned hours.
- b. Classroom Assistants (CA):
 - i. If desired by the classroom teacher, and the building is accessible, Classroom Assistants can be assigned staggered work times to perform duties in the classroom. No more than one CA at a time.
 - ii. Classroom Assistants can work individually in the classroom with their supervising teacher, as long as the social distancing standard is maintained (a minimum of 6 feet apart at all times).
 - iii. Classroom Assistants can be assigned tasks by their supervising teacher. These tasks can include:
 1. Preparing materials to be sent home to students.
 2. Working electronically with a student on various activities assigned by the supervising teacher, such as:
 - a. Reading a book to the student
 - b. Academic activities (colors, shapes, counting, etc.)
 - c. Communication activities
 - d. Reviewing social stories
 - e. Leading a craft activity
 3. Working on professional development activities assigned by the supervising teacher or selected by the Classroom Assistant. These can be done at home or in the classroom and may include:
 - a. PaTTAN on-line modules
 - b. EITA Portal courses or other identified on-line modules for paraprofessionals
 - c. Reading an assigned professional book
 - d. Other assignments from the supervising teacher
 4. Paraprofessionals should "be available" the same number of hours per day and per week as they were before the closures went into effect.
 5. Paraprofessionals should complete monthly paperwork as usual (attendance forms, time sheets, etc.).
- c. If facilities are not available, such as under a "stay-at-home" order, Paraprofessional staff may only work on professional development activities assigned by the supervising teacher or selected by the Classroom Assistant. These options are listed under (3) above.

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14. Resources:

- a. The PS EI Director will provide resources as they are identified and become available. A list will be developed, sent out by email, and updated as needed.
 - i. Zoom rooms (on-line) are available to all CIU 10 employees. Contact the PS EI Director or the CIU 10 Technology Department for information.
 - ii. The Curriculum Department is providing on-line sessions about how to teach using technological resources.
 - iii. Two excellent resources are the PaTTAN website and the EITA Portal website.
 - iv. There are many additional web sites that provide resources for home-based activities.