

Rhode Island Early Intervention Certification Standards

Policies and Procedures

XI. Early Intervention Personnel

Certified Early Intervention providers are required to develop policies and procedures to hire, orient, train, supervise and maintain sufficient Early Intervention personnel to meet federal and state Early Intervention regulations. Policies and procedures must meet the following requirements:

~~Pre-employment requirements for all personnel include:~~

Hiring Policies and Procedures

Personnel requirements:

- Educational backgrounds and experience **must** align with position qualifications.
- Detailed job descriptions **must exist** for all personnel which address program management/supervisory hierarchy; functional tasks and responsibilities; required skills, training and experience; and licensure or certification requirements when applicable.
- All qualified professionals providing Part C early intervention supports and services in Rhode Island whether employed on a full-time or part-time basis, or under a contractual agreement, must meet the discipline-specific qualifications specified in Table A. *Early Intervention Professional Qualification* at the end of this section and have the skills and knowledge to work with infants and toddlers with disabilities and their families. Compliance with continuing education requirements necessary to maintain certificate, license or registration in relevant disciplines, is required.
- Personnel information that supports the qualification of all employees and contractors must be available on site for review by the Lead Agency (e.g., copy of current license, copy of school transcript and degree, or any other pertinent documentation.)
- Credentials ~~are~~ **must be** verified through primary source verification.
- Employment background checks, Background Criminal Investigations (BCIs) and CANTS ~~are~~ **must be** performed for all potential employees.
- A staffing report, **in a format determined by the Lead Agency**, must be provided to the Lead Agency ~~at least quarterly or~~ upon request.

~~Pre-employment requirements for personnel include:~~

Orientation requirements:

- EI providers must provide agency and program specific orientation to all employees. **A list of required orientation topics and trainings can be found at: <http://www.ric.edu/sherlockcenter/ei.html>.**
- Ethics, ~~and confidentiality~~ **Procedural Safeguards, and mandated reporting** must be included in personnel orientation.
- All personnel must have valid certification in First Aid for children and young adults including management of airway and rescue breathing (CPR)

Rhode Island Early Intervention Certification Standards

Policies and Procedures

XI. Early Intervention Personnel

Staff

Training

Policies and Procedures

~~Requirements related to staff training must include:~~

Staff Training Requirements:

- The Lead Agency, in collaboration with its partners, provides a comprehensive system of personnel development to assure qualified EI staff throughout the EI system. EI providers assure participation of their staff at appropriate education and training events aligned with the Rhode Island Early Intervention Competencies. [The Rhode Island Early Intervention Competencies can be found here: http://www.ric.edu/sherlockcenter/ei.html](http://www.ric.edu/sherlockcenter/ei.html)
- The Lead Agency reserves the right to require EI providers to participate in statewide training events or professional development.
- Completion of *Introduction to EI* course within six months of date of hire is required for all staff providing early intervention supports and services. Contracted staff may be offered an alternative method to the *Introduction to EI* course by the EI provider approved by the Lead Agency.
- All staff must have an annual professional development plan tied to the *Rhode Island Early Intervention Competencies*. Supervisors must have an annual professional development plan tied to the *Rhode Island Early Intervention Supervisor Competencies*. These plans shall be made available to the Lead Agency upon request.
- Personnel files shall contain documentation of all completed agency orientation and trainings and *Intro to Early Intervention*.
- The organization must provide a clear supervisory structure that includes at least one supervisor identified per site.
- EI supervisors must provide supervision in alignment with the *Rhode Island Early Intervention Supervisor Competencies*.

Using Contracted Qualified Professionals

Certified Early Intervention providers may utilize qualified professionals not employed by their program in order to meet the needs of children and their families.

RI Early Intervention Programs utilize contracted qualified providers through 2 methods:

- Certified EI programs may utilize other certified EI programs. These providers bill insurance directly for the provision of services utilizing the shared billing arrangement in the Rhode Island Early Intervention Care Coordination System (Welligent).

OR

Rhode Island Early Intervention Certification Standards

Policies and Procedures

XI. Early Intervention Personnel

Using Contracted Qualified Professionals (Continued)

- Certified EI programs may have a contract with a qualified professional or agency. The EI program in which the child is enrolled is responsible for data entry and the claims process.
- All certified EI providers are responsible for ensuring contracted providers adhere to federal and state requirements in the *RI Early Intervention Certification Standards*.
- All EI providers utilizing contracted providers must maintain documentation and ensure that individuals providing supports and services to children in EI and their families meet the definition of qualified personnel outlined in Rhode Island Early Intervention Policy and Procedures: Early Intervention Personnel, Table A. *Early Intervention Professional Qualification* and that they have the skills and knowledge to work with infants and toddlers with disabilities and their families.
- Choosing a contracted provider to work with a child/family begins with the development high quality outcome(s). If the IFSP team needs additional resource to meet the needs of the child and/or family, then contracted provider(s) may be considered.
- The decision to add services from another EI program or contracted provider, including a one-time consultation visit, must be made by the IFSP team. All procedural safeguards must be adhered to and/or provided.
- Contracted providers must complete and send SRFs to the certified EI program in a timely manner to meet all data entry timelines and facilitate communication. There are other key times contracted providers should provide input, for example, when the team is preparing for IFSP meetings and/or the transition process. Input can be provided in the format that makes the best sense for the team.