

9.b	INDIVIDUAL SERVICE PLANNING PROCEDURE
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Applies to:
Specific responsibility:

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

PROCEDURES

Following the assessment of the child at home or in the child care setting the HECIS Co-Ordinator will:

1. Conduct a discussion with parents and the Child Care Service regarding the content of the report and action that may need to be taken, including referrals to other services where appropriate.
2. Where applicable, offer the relevant HECIS Support service to the client/family.
3. Follow-up and review the child's program on a regular basis in consultation with parents and centre staff

For children who are referred on to our Special Education Support Service the following procedures will occur:

1. The ability of our service to resource the child will be discussed with the parents and an estimate of time on our waiting list for support provided.
2. While on the wait list the child will be reviewed regularly by HECIS staff to assist parents and child care staff in meeting the needs of the child.
3. Parents will be provided with information about other service providers and appropriate referrals made as required.
4. Once the child has been accepted into the program the family will be contacted to discuss the nature of the support and family input into the development of a program.
5. The child will be seen by the Special Education Support Teacher (SEST) on a regular basis, depending on the identified needs of the child, family and child care staff.
6. Following informal discussions with the parent, the (SEST) Teacher will identify when the family is ready to more formally discuss their needs and the child's long term goals, and will then meet to develop an Individual Education plan (IEP).
7. Families are encouraged and assisted to access a range of specialist and general community services in meeting the needs of their child and family.
8. Individual Education plans will be reviewed at regular intervals as discussed with the family.

Developing an Individual Education Plan:

The process of developing an Individual Family Service Plan (IFSP) will vary in response to the individual family structure, values, beliefs and needs.

To recognise the primary role of the family in the well being and development of the child, the planning process should be conducted in a manner that enhances the sense of competence and self-esteem of all family members.

The Individual Education plan is to be developed by staff as early as possible following commencement of services. However, it is recognised that often this process can take some time.

HECIS: INDIVIDUAL SERVICE PLANNING PROCEDURE

The nature and timing of the process is flexible, however plans should be formalised in a document within 3 months of the family entering the service.

The plan will cover the following key activities:

- A summary of the child's current skills and needs
- Identification of the family's needs, priorities and resources
- Identification of outcomes to meet child and family needs
- The process for implementing, co-ordinating and evaluating the plan
- The way in which information will be shared with families, professionals and other services.

If a client/family is receiving services from other agencies/professionals, they are invited to include a representative at the planning meeting.

Families of non English speaking background will be provided with information in the language of their country where necessary.

Reviewing an Individual Education Plan:

Individual Education Plans will be reviewed with client/family following one or more of the following events:

- A change in client circumstance
- Request from client family
- Following completion of a report/assessment from another agency/professional
- Request from another support agency/professional working with the client/family.
- Following the review the Individual Education plan will be updated as needed and the review date noted on the client's file.
- Clients will be advised of when the Family Service plan is due for review.

DOCUMENTATION

Documents related to this procedure	
Related policies	Case Management Client Assessment and Review Client Decision Making and Choice
Forms, record keeping or other organisational documents	Individual Education Plan (IEP) Client Decision Making Procedure

Reviewing and approving this procedure		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Procedure review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	11.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021