

How CISS Support is Delivered

1. **Intake Process:** The Referral Information and Authorization for Release of Information forms are received and the assessment report(s) reviewed to determine eligibility to receive supports from our service. The Intake Coordinator begins gathering information to develop a **Support Plan** with the family. (This identifies existing supports in place, basic information about the child, health concerns, priorities, supports needed, communication logistics and next steps).
2. Once eligibility is verified and a licensed child care program space is accessed, Resource Consultant **support is confirmed**, if available.

3. **The Consultant will:**

Contact the family by phone to plan an initial meeting at the child's home or at the child care program to introduce themselves and to discuss CISS services and update the Support Plan.

Contact the child care program to plan a meeting with the Director or Home Child Care Consultant as well as the educator or provider to introduce themselves and to discuss CISS services, share and gather information as well as the levels of support required.

If this is the first opportunity to partner with CISS, then time will be requested to meet with the Director or Home Child Care Consultant to complete an Inclusion Profile. The Inclusion Profile will help identify communication and consultation logistics, program philosophy, strengths and needs, training and resource needs.

4. **Child care program consultations** begin and additional contact with the family occurs as requested.

The Resource Consultant observes the routines and activities at the child care program, establishes a relationship with the teaching team and begins to provide the supports and resources that are required. The Consultant may attend team and/or staff meetings to discuss CISS services, levels of service delivery, share information regarding the child, etc. The Consultant may also join in program planning.

5. **Team Service Plan Meeting:** Using a case conference approach, a meeting is set up with parents/guardians, the child's early childhood educator/home child care provider and other therapists and consultants, approximately 6 to 8 weeks after a child has been enrolled in the child care program.

The **Team Service Plan** meeting is to provide a mutually respectful opportunity to share information in order to identify the priorities for functional developmental goals and to discuss strategies and implementation opportunities. This is accomplished through effective collaboration, consensus building and acknowledging successes. At this time, the level of service delivery is confirmed and the frequency and type of contact are clearly defined.

The Team Service Plan is a living document and is revised as goals are met or needs change.

6. **Child's Binder:** An individual binder is set up for each child to support ongoing communication between the child's teaching team, consultants and other therapists that are involved. The binder will include consultation log sheets, the Team Service Plan as well as individual consultant's notes and resources. Teaching teams are encouraged to identify their observations and needs in the binder to support ongoing communication.
7. **Capacity Building Binder:** An individual binder will be set up for each child care program. It will be used to store resource information shared by the Resource Consultants, the Behaviour Consultants and community partners through consultations or training to support the teaching teams in building their knowledge and skills to meet the diverse needs of all children. The binder will be kept in an area of the program that is accessible for all and will include the following sections:
 - 1) Program Specific Consultation and Recommendations
 - 2) Professional Development
 - 3) Module Series –Intervene Before Reacting...
 - 4) Inclusion Profile
 - 5) Data Collection
 - 6) Community Resources