

Kentucky's Early Intervention System (KEIS)

District Child Evaluation Specialist (DCES)

Performance Standards

1.0 Intake/Screening		
<i>Ability to collaborate and consult with various early intervention team members and community partners to secure relevant referrals and health information to implement screening procedures.</i>	1.1	Demonstrate knowledge of the KEIS intake and screening processes.
	1.2	Examine medical records on TOTS, including health, vision, and hearing assessments.
	1.3	Review developmental screenings to determine further actions.
	1.4	Administer autism screening tools (if appropriate).
	1.5	Synthesize the file to determine if it is ready to move on to an evaluation.
2.0 Evaluation/Assessment		
<i>Ability to coordinate and consult with various early intervention team members and community partners to ensure that assessments and evaluations are conducted in a timely, unbiased, and comprehensive manner using program-approved testing instruments according to KEIS policies and procedures.</i>	2.1	Assign an evaluator based on the known strengths and weaknesses of the child.
	2.2	Monitor assigned evaluations for timely completion and documentation.
	2.3	Conduct necessary assessments and evaluations at a convenient time and place for the family using evidence-based practice.
	2.4	Write a jargon-free report that is clear, strengths-based, and includes child-specific data to share findings with parents in a timely manner.
	2.5	Review all conducted evaluations to determine the need for additional information for eligibility decisions.
3.0 Eligibility Determination		
<i>Ability to determine eligibility based on the existence or absence of a significant developmental delay or established risk condition according to KEIS policies and procedures in a manner that is unbiased, comprehensive, and individualized according to the presenting needs of the child and family and their ethnic and cultural beliefs.</i>	3.1	Synthesize all available information, apply clinical reasoning to determine the child's initial and ongoing eligibility status (as needed), and document accordingly.
	3.2	Discuss the eligibility determination with the ongoing Service Coordinator (SC) and ensure the family is notified of the child's eligibility status.
	3.3	Consult with SC to assist in determining and documenting ongoing eligibility (as needed).
4.0 Intensive Level Evaluation (ILE) and Record Review		
<i>Ability to determine the need for additional information to guide eligibility decisions and education programming according to KEIS policies and procedures in a manner that is unbiased, comprehensive, and individualized</i>	4.1	Consult with relevant Individualized Family Service Plan (IFSP) team members to determine the need for additional review and ensure documentation supports the request.
	4.2	Explain the ILE/Record Review process to the family and ensure parental consent has been obtained.

<i>according to the presenting needs of the child and family and their individual ethnic and cultural beliefs.</i>	4.3	Synthesize the data, complete necessary documentation, and submit the Record Review request.
	4.4	Discuss the ILE/Record Review results with the ongoing SC and ensure the family is notified.
5.0 Quality Assurance		
<i>Ability to provide training, assistance, and oversight to Point of Entry (POE) staff and KEIS providers to ensure developmental screenings, evaluations, and eligibility determinations are completed according to KEIS policies and procedures to confirm the provision of quality services in the district within the required timelines.</i>	5.1	Provide guidance and/or training on screening, assessment, evaluation, eligibility, and service provisions according to policies and procedures.
	5.2	Offer guidance and oversight on documentation and data entry related to screening, assessment, evaluation, and ongoing progress monitoring.