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1.0 PURPOSE AND SCOPE

- 1.1.1. The purpose of this procedures provides the suitable qualifications and supervision required for personnel providing an Early Intervention Service (EIS) based on entry level and credentialing requirements to ensure the Birth to Three Programs are employing or contracting with personnel who meet the highest entry-level requirements for their discipline or field of knowledge.

2.0 REFERENCES

2.1 Associated Documents

- 2.1.1. ED 172, Application for Temporary 90-Day Certificate
- 2.1.2. ED 172A, Application for Initial Educator Certificate for Holders of Temporary 90-Day Certificates
- 2.1.3. Form 3-1, Individualized Family Services Plan (IFSP)
- 2.1.4. Payment to Programs Procedure
- 2.1.5. Training and Supervision Procedure


2.2 Source Information

- 2.2.1. Connecticut Birth to Three Personnel Standards Procedure, Revised October 1, 2021.

3.0 INSTRUCTIONS

3.1 Overview of Personnel Standards and Certifications

- 3.1.1. Connecticut Birth to Three Programs **ADHERE** to the following necessary for your profession:
- Attachment 1, Connecticut Birth to Three System Personnel Standards grid for profession listed as Qualified Personnel in the Federal Part C Regulations.
 - State licensing or certification requirements and standards of practice for their individual professions.
 - Training and Supervision of Staff Procedure for all training and supervision requirements.
- 3.1.2. **UNDERSTAND** state licensing and certification standards, including scope of practice and supervision requirements, supersede personnel standards.
1. Individual professionals **KNOW** and **ADHERE** to their specific discipline requirements.

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3.1.3. Connecticut Birth to Three Programs **PERFORM** the following:

1. **VERIFY** credentials for personnel employed or contracted to Birth to Three.
2. **MAINTAIN** copies of current certifications and licenses.
 - a. **PROVIDE** copies for review upon request by Birth to Three System.

3.2 Students Completing Internships or Practicums

3.2.1. Connecticut Birth to Three System **PROVIDE** either paid or unpaid internship or practicum opportunities for up to six months to students completing coursework for related discipline.

1. Birth to Three Programs **ENSURE** students are always supervised when providing early intervention supports.

3.3 Standards for Developmental Therapists


3.3.1. Connecticut Birth to Three Programs **ENSURE** developmental therapist possess a valid initial, provisional, or professional teaching certificate from the Connecticut State Department of Education (SDE) in endorsements #112, #113, #065, #165, #265, #055, #059, #057.

1. Only **EMPLOY** developmental therapist with active certifications.

3.3.2. Upon receipt of a waiver from the Connecticut State Department of Education (CSDE), **CONSIDER** a developmental therapist (#112, #113, #065, #165, #265, #055, #059, #057) working towards retirement for Teacher's Retirement Board (TRB) purposes when employed at:

- A Birth to Three program that is within a school district.
- A Regional Education Service Center (RESC).
- An approved private school.

1. Developmental therapists **CONTACT** the State Department of Education for specific information.

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3.3.3. **CONSIDER** certified developmental therapists (Certifications #112, #113, #065, #165, #265, #055, #059, #057) employed by private Birth to Three Programs professionals in the Birth to Three System.

1. **WHEN** certified development therapists receive waiver **AND** are considered by the State Department of Education to be both:

- Working in an approved nonpublic school for purposes for teaching experience and certification.
- **NOT** employed by local or regional boards of education.

THEN Developmental Therapist **DO NOT** earn credits towards retirement through TRB.

2. **ENSURE** teachers with waivers working Birth to Three System:

- Receive additional training similar to all Birth to Three staff.
- Minimally complete the Initial Birth to Three Certificate requirements.

3.3.4. To apply for Connecticut State Department of Education (CSDE) Waiver, Birth to Three Program Director **PERFORM** the following:


1. **REFER TO** Connecticut State Department of Education (CSDE) Certification District Resources web page: <https://portal.ct.gov/SDE/Certification/Certification-Resources-for-Districts#forms>.

2. **CLICK** Submit Online Kindergarten/B – 3 Authorization Request.

3. **SUBMIT** online form to CSDE Commissioner requesting the Birth to Three Authorization.

4. **NOTE** the following once waivers are approved by the Commissioner:

- Programs will receive a formal letter and the educator will receive a copy.
- CSDE maintains a copy of the authorization in educator's CSDE records.
- Waivers **ONLY** authorize service from the time authorization is granted. CSDE does not have the authority to backdate an authorization to any time prior to July 1, 2021.
- Waivers are **ONLY** approved for work in specific Birth to Three programs.
- The authorization aligns with the educator's certificate.

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3.3.4 (continued)

5. Educator **SUBMIT** new request to renew or advance their certificate.

a. **IF** educator changes programs,

THEN SUBMIT a different waiver.

3.3.5. Developmental therapists finishing an Alternate Route to Certification (ARC) **WORK** as fully certified developmental therapists in Birth to Three System during the 90-temporary certificate period.

1. **INCLUDE** school days only in the 90-day period.

3.3.6. **WHEN** a Birth to Three Provider completes an ARC at Charter Oak State College,


THEN ADHERE to specific process provided on CSDE website:

<https://portal.ct.gov/SDE/Certification/General-Certification-Application-Information-and-Forms>.

1. **SUBMIT** the following forms:

a. ED 172, Application for Temporary 90-Day Certificate

b. ED 172A, Application for Initial Educator Certificate for Holders of Temporary 90-Day Certificates

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3.4 Developmental Therapy Specialist

NOTE

Previously referred to in the Infant, Toddler, Family Specialist Credential as Early Intervention Specialist.

3.4.1. **CONSIDER** Developmental Therapy Specialist a Birth to Three professional delivering special instruction under Individuals with Disabilities Act (IDEA).

- Previously referred to: Infant, Toddler, Family Specialist Credential, Early Intervention Specialist.
1. Staff member with Infant, Toddler, Family Specialist Credential from Connecticut Birth to Three System with endorsement #123 **USE** the title Developmental Therapy Specialist (DSP).
 - a. DSP **PERFORM** evaluations and assessments.
 - b. **LIST** DSP as professional on Form 3-1, Individualized Family Services Plan (IFSP) **WITHOUT** having another professional listed for supervisory purposes.
 - c. DSP **DO NOT** require sign-off on contact notes.
 - d. **REIMBURSE** DSP at professional rate.
 - (1) **REFER TO** Payment to Programs Procedure.

3.4.2. **REFER TO** Credentialing and Certification Guidance on the Birth to Three website for more information on DSP.

3.5 Infant Toddler Family Specialist Credential (Voluntary)

3.5.1. Birth to Three System **PROVIDE** Infant Toddler Family Specialist (ITFS) credential to ensure the quality of personnel providing supports and services to families.


3.5.2. **IF** individuals provide direct services to children and families in their home or community and receive the proper endorsement for their role,

THEN OBTAIN an Infant Toddler Family Specialist credential, if desired.

1. **REFER TO** <http://www.birth23.org/providers/cert> for more information.

3.6 Standards for Licensed Personnel

3.6.1. **REFER TO** Attachment 1, Connecticut Birth to Three System Personnel Standards as reference for the following actions.

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3.6.2. Birth to Three Programs **ENSURE** personnel listed in Attachment 1, Connecticut Birth to Three System Personnel Standards, maintain current licenses issued by the Department of Public Health to be employed or contracted with a Birth to Three program.

1. **VERIFY** renewal of licenses.
2. **MAINTAIN** copy of licenses.

3.6.3. All Birth to Three Program Staff **AHERE** to the requirements in the personal standards and follow the state licensing requirements and state standards of practice for their individual professions.

1. **KNOW** state licensing standards including scope of practice and supervision requirements supersede personnel standards.
2. **UNDERSTAND** each of each professional is responsible to know and follow their specific discipline requirements.

3.7 Guidelines for the Use of Paraprofessionals


3.7.1. **CONSIDER** the following paraprofessionals:

- Physical Therapy Assistants (PTAs)
- Certified Occupational Therapy Assistants (COTAs)
- Developmental Therapy Associates (DTA)
- Board Certified Associate Behavior Analysts (BCaBAs)

3.7.2. **KNOW** these positions have the following restrictions:

1. Professionally licensed or certified early intervention personnel **PROVIDE** paraprofessionals with at least one hour per month of direct supervision.
 - a. Direct Supervision **DOCUMENT** supervision occurrences in a log, at a minimum.
2. Paraprofessionals must **PARTICIPATE** as a team member, meeting monthly at a minimum, to receive support addressing child and family outcomes, as needed.
3. **IF** paraprofessionals function independently, providing direct services to children and families in home, or community-based settings,

THEN Supervisor **COUNTERSIGN** all early intervention service documents.
4. **DO NOT LIST** paraprofessionals as the only service provider listed on Form 3-1, Individualized Family Service Plan (IFSP).

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3.7.2 (continued)

5. Paraprofessionals **DO NOT CONDUCT** initial evaluations or formal assessments, however may:
 - a. **PROVIDE** information contributing to evaluations or assessments.
 - b. **UPDATE** curriculum assessments with families when providing Early Intervention Treatment Services.

3.8 Early Intervention Assistants

- 3.8.1. Birth to Three Staff members who are in the personnel category of Early Intervention (EI) Assistant as of July 1, 2013 may **CONTINUE** to function in that role.
- 3.8.2. **KNOW** that after July 1, 2013, the category of EI Assistant is **NO** longer available.

3.9 Dually Certified and Licensed Staff

- 3.9.1. Birth to Three System dually certified and licensed staff **INCLUDE** both degrees on paper Form 3-1, Individualized Family Service Plan (IFSP).
 1. **SIGN** with both degree initials on visit notes.
 2. **ENSURE** Form 3-1, IFSP and visit notes match for audit purposes.
- 3.9.2. **ENTER** in SPIDER the degree/license with the highest likelihood of being covered by insurance.
 - This aligns with what was provided on the visit and as dictated by scope of practice for the specific license.
- 3.9.3. **CONSIDER** the Form 3-1, IFSP the parent signs the official Form 3-1, IFSP, **NOT** the data extracts in SPIDER.



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3.10 Service Coordinators

- 3.10.1. Birth to Three System Staff may **FUNCTION** as Service Coordinators as delineated in Attachment 1, Connecticut Birth to Three System Personnel Standards.
- 3.10.2. Service Coordinator **PERFORM** the following:
 - 1. **COMPLETE** required applicable training specified by the Lead Agency.
 - 2. **MAINTAIN** proof of completion of required training.
 - 3. **PROVIDE** proof of completion to Early Intervention Services (EIS) program upon request.

END of Instructions

4.0 REVISION HISTORY

Location	Description of Change
All	New Human Factored Upgrade in New Template.



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Attachment 1, Connecticut Birth to Three System Personnel Standards

Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.

Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Assistive Technology Provider	Associates or Bachelor's degree with AT coursework and experience	RESNA (Rehabilitation Engineering Society of North America) Certification as: ATP Assistive Technology Practitioner or ATS Assistive Technology Supplier or RET Rehabilitation Engineering Technologist.		Completes assistive technology evaluations and assists the IFSP team to analyze needs of child with disabilities; assist in selection or service of assistive technology devices and may provide training in the use of the selected device(s). (Audiologists, Physical Therapists, Occupational Therapists, Speech Pathologists and Developmental therapists may also possess the skills to perform these functions.)	Yes
Audiologist	Masters or AuD	Licensed by the Department of Public Health Under §2-411 C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides Early Intervention (EI) supports to families for the benefit of the child.	Yes
Audiologist CFY		Clinical Fellowship Year (CFY) Status Permissive.	Must be supervised by a licensed audiologist as required under § 20-411 C.G.S. At least one hour of supervision per month. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes. All notes must be countersigned by a licensed audiologist.	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Licensed Behavioral Analyst (LBA)	MA or Doctorate	Licensed by the Department of Public Health as a behavior analyst (section 1905(a)(6) which includes certification as a Board-Certified Behavior Analyst (BCBA) by the Behavior Analyst Certification Board (BACB) (section 1905(a)(13)(C)		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes

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Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.

Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Board Certified Associate Behavior Analyst (BCA) Or Board Certified Behavioral Analyst (not licensed)	BA in behavior analysis or in psychology, spec education or another human service discipline with an emphasis in behavior analysis	Certification from the Behavior Analyst Certification Board, Inc. or the states of Pennsylvania or Florida.	Periodic consultation from Board Certified Behavior Analyst or licensed Psychologist. At least one hour of supervision per month. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes All progress notes must be countersigned by a supervisor who is a certified Behavior Analyst or licensed Psychologist.	Participates in IFSP development and implementation, monitors outcomes as part of a transdisciplinary team, and provides EI supports to families for the benefit of the child. Under supervision by licensed/certified personnel, may function independently. Does not perform evaluations or assessments but provides data and input. May update Curriculum-based tool with family as part of Early Intervention Treatment Services.	Yes
Developmental Therapy Assistant This category is not available for hiring purposes after 7/1/13	High School Diploma or GED	Documentation of training specific to child, the child's disability or delays and the specific techniques being used with the child.	At least one hour per week of supervision and at least one team meeting per month. All notes must be countersigned by a supervisor who is licensed or certified.	Provides direct supports to children and families by performing routine tasks assigned by professionally licensed or certified personnel. Takes no independent action. Carries out written programs and service plans designed by licensed or certified personnel. Does not perform evaluations or assessments but provides data and input.	No

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Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

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Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Developmental Therapy Associate (DTA) (Previously Early Intervention Associate – EIA)	BA degree in a human service field Or Bachelor's degree in unrelated field with Registered Behavioral Technician Credential (RBT)	None Or RBT Credential from Behavior Analyst Certification Board	At least one hour of supervision per month. Participates as a member of a team that that meets at least monthly to receive support as needed to address child and family outcomes All progress notes must be countersigned by a supervisor All progress notes countersigned by a supervisor who is licensed or certified	Participates in IFSP development and implementation, monitors outcomes as part of a transdisciplinary team, and provides early intervention supports to families for the benefit of the child. Under regular supervision by professionally licensed or certified personnel, may function independently. Does not perform evaluations or assessments but provides data and input. May update Curriculum-based tool with family as part Early Intervention Treatment Services.	Yes
Developmental Therapy Specialist (DSP) (Previously Early Intervention Specialist – ESP)	BA or MA in education, special education, psychology, early intervention, child and family studies, or closely related field. Requires college level courses in each: infant/toddler; evaluation and assessment; working with families or early language and literacy; 300 hrs of experience working with infants /toddlers and completion of other requirements of the credential process.	Infant, Toddler, Family Specialist Credential from the Connecticut Birth to Three System with endorsement # 123.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child. Supervises EI assistants or associates as appropriate Provides special instruction. Cannot be paired with a developmental therapist for a multidisciplinary evaluation.	Yes

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Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.

Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Developmental Therapist a. Early Childhood Special Education b. Hearing Impaired c. Visually Impaired	Bachelor's Degree	Department of Education a. Certificate endorsements: #112 Birth-Kindergarten #113 Nursery-Third grade #065 Comprehensive Special Education Pre-K to 12 #165 Comprehensive Special Education K-12 #265 Comprehensive Special Ed b. Certificate endorsement #057 Pre-K to 12 c. Certificate endorsements: #059 Blind Pre-12 #055 Partially sighted 1-12	REFER TO Developmental Therapists. For all except #112 endorsement, teacher should have waiver for Birth to Three in place from CSDE. Refer to information in section 3.3 Standards for Developmental Therapists of this procedure.	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child. Supervises EI assistants or associates as appropriate. Provides special instruction. Cannot be paired with a developmental therapist for a multidisciplinary evaluation.	Yes.
Marital and Family Therapist	Master's Degree in Marital and Family Therapy	Department of Public Health license under §20-195c C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Marital and Family Therapist Intern	Master's Degree in Marital and Family Therapy	Working toward Department of Public Health license under professional supervision. Valid up to two years from date of hire into Birth to Three System	All progress notes, evaluations and assessments must be countersigned by a supervisor who is licensed.	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Nurse a. APRN b. R.N.	a. Masters (MSN) b. Bachelors (BSN) or Associates Degree or Diploma	a. Licensed by Department of Public Health under §20-94a C.G.S. b. Licensed by Department of Public Health under § 20-87 to 102 C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes


Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.

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Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.					
Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Nurse, Practical (LPN)	Diploma/Certificate	Licensed by Department of Public Health under § 20-87 to 102 C.G.S.	Supervision conducted by a registered nurse. Takes no independent action. Carries out written programs and service plans designed by licensed or certified personnel.	Under supervision of BSN/MSN assists in provision of early intervention services Provides direct supports to children and families by performing routine tasks assigned by professionally licensed or certified personnel. Does not perform initial evaluations, ongoing assessments or service coordination duties but provides data and input	No.
Dietician-Nutritionist	Registered Dietician MA or PhD.	Registered with the Commission of Dietetic Registration or certified by the Department of Public Health under §20-206n		Conducts nutrition evaluations and assessments, participates in IFSP development and implementation, monitors outcomes a member of the team, and provides EI supports to families for the benefit of the child. The Birth to Three Infant Toddler Family Specialist Credential with endorsement 120 or 123 is required before these personnel may conduct developmental evaluations or assessments.	Yes
Occupational Therapist	Bachelors or Master's degree in Occupational Therapy, depending on year of graduation	Licensed by the Department of Public Health under § 20-74b C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes


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Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.

Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Certified Occupational Therapy Assistant (COTA)	Associate Degree from accredited AOTA program	Department of Public Health license under § 20-74b C.G.S.	Supervised by a licensed occupational therapist. At least one hour of supervision per month. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes All progress notes must be countersigned by a supervisor who is a licensed OT.	Participates in IFSP development and implementation, monitors outcomes as member of team, and provides EI supports to families for the benefit of the child. Under regular supervision by professionally licensed or certified personnel, may function independently. Does not perform evaluations or assessments but provides data and input. May update Curriculum-based tool with family as part of Early Intervention Treatment Services.	Yes
Optometrist	Doctor of Optometry	Licensed by the Department of Public Health under § 20-130 C.G.S.		Conducts vision evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child. The Birth to Three Credential with endorsement 120 or 123 is required before these personnel may conduct developmental evaluations or on-going assessments.	Yes
Orientation & Mobility Specialist	Bachelor's Degree	Department of Education Certificate with endorsement #059		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Physical Therapist	Doctorate, Masters or Bachelors depending on year of graduation	Licensed by the Department of Public Health under § 20 -70 C.G.S.	Per CT PT practice Act, consultation may be required with a physician. *	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes

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Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.


Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.

Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Physical Therapy Assistant	Associate degree from an approved PTA program	Graduation from an accredited PTA program Licensed by the Department of Public Health under § 20-73(b) C.G.S.	Supervised by a licensed physical therapist. At least one hour of supervision per month. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes All progress notes must be countersigned by a supervisor who is a licensed PT.	Participates in IFSP development and implementation, monitors outcomes as member of team, and provides direct supports to children and families. Under regular supervision by professionally licensed Physical Therapist, may function independently. Does not perform evaluations or assessments but provides data and input. May update Curriculum-based tool with family as part of Early Intervention Treatment Services.	Yes
Physician (Pediatrician or other Physician)	Doctor of Medicine (MD) or Doctor of Osteopathy (OD)	Licensed by the Department of Public Health under § 20-10 (MD) or § 20-17 (OD) C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Professional Counselor Licensed	Doctorate, Masters	Licensed by the Department of Public Health under § 20-195(b) C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Psychologist Licensed	Doctorate	Licensed by the Department of Public Health under §187a C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Psychologist School	Graduate level (masters or higher)	Department of Education certificate endorsement #070		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as member of team, and provides EI supports to families for the benefit of the child.	Yes

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Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.					
Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.					
Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Licensed Clinical Social Worker (LCSW)	Masters or doctorate of Social Work	Licensed by the Department of Public Health under §20-195n C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of the team, and provides EI supports to families for the benefit of the child.	Yes
Licensed Master Social Worker (LMSW)	Masters or Doctor of Social Work	Licensed by Department of Public Health under 20-195n C.G.S. Complies with requirements in section 20-195s C.G.S. concerning professional supervision and consultation under a licensed practitioner	Requires professional supervision, under a licensed practitioner and consultation regarding mental health diagnoses with a licensed practitioner such as physician, APRN, psychologist, licensed marital and family therapist, professional counselor, LCSW. At least one hour per month of supervision.	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Social Worker School	Masters or Doctor of Social Work	Department of Education certificate endorsement #071		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Social Worker Intern	Master of Social Work	Temporary permit to an applicant for licensure as in C.G.S. 20-195n authorizing holder to practice as a master social worker as provided for in section 20-195s. Permit valid for up to one hundred twenty calendar days after date of attaining such master's degree	By a licensed social worker. At least one hour per month of supervision. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes All progress notes, evaluation and assessment reports must be countersigned by a supervisor who is a licensed Social Worker.	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team and provides EI supports to families for benefit of child.	Yes

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DOCUMENT TITLE
Personnel Standards Procedure

Attachment 1, Connecticut Birth to Three System Personnel Standards (continued)

<p>Required Training: ALL personnel working 1 or more hours/week with families must complete Birth to Three Initial Certificate within 90 days of their start date. Personnel authorized to act as Service Coordinators must also complete Service Coordinator Certificate prior to functioning in that role.</p>					
<p>Licensed personnel, as listed in Centers for Medicare and Medicaid Services State Plan Amendment 17-0019, may sign IFSPs.</p>					
Personnel Category	Entry Degree	Licensure/Certification	Additional Supervision Required	Job Responsibilities	Act as Service Coordinator?
Speech/ Language Pathologist (CFY)	Masters	Clinical Fellowship Year (CFY) status permissive.	<p>Must be supervised by a licensed speech/language pathologist as required under § 20-411 C.G.S.</p> <p>At least one hour per month of supervision. Participates as a member of a team that meets at least monthly to receive support as needed to address child and family outcomes Under regular supervision by professionally licensed or certified SLP, personnel may function independently.</p> <p>All progress notes, evaluations and assessments must be countersigned by a supervisor who is a licensed SLP.</p>	Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Speech/ Language Pathologist	Masters	Licensed by Department of Public Health under §20-411 C.G.S.		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes
Speech/ Language Pathologist School	Masters	<p>Licensed by Department of Public Health under §20-411 C.G.S.</p> <p>Department of Education Special Services Endorsement #061</p>		Conducts evaluations and assessments, participates in IFSP development and implementation, monitors outcomes as a member of team, and provides EI supports to families for benefit of child.	Yes

* **FOR BILLING PURPOSES**, it is not required to have a physician signature in addition to another licensed professional, including Physical Therapist (PT). **FOR PT LICENSE PURPOSES**, CT. state PT practice act states that PT's need to consult or refer to a physician when medical condition is prolonged or does not show "objective, measurable, functional improvement in a period of thirty consecutive days or at end of six visits, whichever is earlier." **TO MEET PT LICENSING REQUIREMENTS**, it is recommended that IFSPs that include PT are sent for physician signature. Ultimately it is up to PT and agency to assure alignment with practice act, including when to consult with and obtain signature from a physician. This will be influenced on a case-by-case basis, by child's progress and documentation of this progress.