What Does a Service Coordinator Do?

Instructions: Service coordinators in early intervention are busy, busy. They have many specific duties—some of which involve interacting with the child and family directly and others that are directed at and involve the many other players in the Part C system .

On **Handout 2**, you'll find the definition of "service coordinator services" as given at §303.34 of the Part C regulations. Parts of that definition are paraphrased below as items #1-14.Work with a partner. Categorize each type of service or duty in the definition of "service coordinator services" as either:

> **A |** "Family-directed responsibility"—direct assistance to (and interaction with) the child and family
>
> **B |** "Behind-the-scene responsibility"—interaction with other Part C agencies and professionals on behalf of the child and family

The first item is done for you.

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1 | **A** Assisting and enabling an infant or toddler with a disability and the child's family to receive the services and rights under Part C

2 | ____ Coordinating all services required under Part C across agency lines

3| ____ Serving as the single point of contact for assisting parents of infants and toddlers with disabilities

4 | ____ Making referrals to providers for services needed by the child and family

5 | ____ Scheduling appointments for infants and toddlers with disabilities and their families

6 | ____ Coordinating the provision of EI services that the child needs (or is receiving)

7| ____ Coordinating the provision of other services that the child or family needs (or is receiving) that are not required or funded by Part C

8 | ____ Coordinating evaluations and assessments of the child and family

9 | ____ Participating in developing, reviewing, and evaluating IFSPs

10 | ____ Conducting referrals to help families identify available EIS providers

11 | ____ Monitoring the delivery of services to ensure that they're provided in a timely manner

12 | ____ Informing families of their rights and procedural safeguards

13 | ____ Coordinating the funding sources for Part C services

14 | ____ Facilitating the development of a child's transition plan to preschool, school, or other services (if appropriate)