Personnel

BACKGROUND

The state has policies and procedures relating to the establishment and maintenance of qualifications to ensure that personnel necessary to carry out Part C of the Individuals with Disabilities Education Act (IDEA) are appropriately and adequately prepared and trained, including the establishment and maintenance of qualifications that are consistent with any state-approved or recognized certification, licensing, registration, or other comparable requirements that apply to the area in which personnel are providing early intervention services. Assistants who are appropriately trained and supervised in accordance with state law, regulation, or written policy, may assist in the provision of early intervention services under Part C of IDEA to infants and toddlers with disabilities.

REQUIREMENTS

As the Lead Agency for Part C of IDEA, the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) has established personnel standards. Each individual seeking to provide services to eligible children and their families in the early intervention system must meet the appropriate professional requirements.

- Each *Early On* service area is responsible for ensuring that each staff member employed by or under contract to provide early intervention services to eligible children and families meets the appropriate personnel requirements throughout the duration of their employment/contract. The *Early On* service area may require employees to possess qualifications that exceed the minimum personnel standards listed below.
- Each *Early On* service area shall develop and implement written policies that require personnel providing early intervention services for eligible children and their families to meet appropriate professional requirements established by the state of Michigan (SOM).
- All personnel are expected to fulfill their job-related responsibilities in a manner reflecting professional and ethical standards of conduct that apply to their specific profession or discipline.

- In addition to the personnel requirements listed below, staff employed by an *Early On* service area may be required to complete additional trainings in order to provide early intervention services.

REFERENCES

The requirements delineated in this bulletin are referenced and supported in the following federal and state statutes, regulations, rules, and policies:

1. IDEA 2004, Public Law 108-446, Part C [20 U.S.C. 1432 (4), 1435(a)(9), 1435(b)]
2. Part C regulations 34 CFR 303.13
3. Part C regulations 34 CFR 303.31
4. Part C regulations 34 CFR 303.118
5. Part C regulations 34 CFR 303.119
6. Michigan *Early On* State Plan

DEFINITIONS

Assistant means Occupational Therapy Assistant and Physical Therapy Assistant. Nothing in Part C of IDEA may be construed to prohibit the use of assistants who are appropriately trained and supervised in accordance with state law, regulation or written policy to assist in the provision of early intervention services under Part C of IDEA to infants and toddlers with disabilities.

Comprehensive System for Personnel Development (CSPD) is a federally-required component of the statewide early intervention system and includes training of personnel and the training of primary referral sources with respect to the basic components of early intervention services available in the state.

Essentials of *Early On* Training is a state developed and maintained training that includes basic core knowledge and understanding of Part C of IDEA Regulations, Michigan State Plan, policy issues and Michigan Special Education as it relates to *Early On* in Michigan.

Profession or Discipline means a specific occupational category that:

a. Provides early intervention services to eligible children and their families;
b. Has been established or designated by the state; and
c. Has a required scope of responsibility and degree of supervision.

Qualified Personnel means personnel who have met state approved or recognized certification, licensing, registration or other comparable requirements that apply to the areas in which individuals are conducting evaluations or assessments or providing early intervention services.

Service Coordination means services provided by a service coordinator to assist and enable an infant or toddler with a disability and the child's family to receive the services and rights, including procedural safeguards, required under 34 CFR 303.34.

State approved or recognized certification, licensing, registration, or other comparable requirements means the requirements that the state legislature either has enacted or has authorized the state agency to promulgate through rules to establish the entry-level standards for employment in a specific profession, discipline, or area in which personnel are providing early intervention services.

QUALIFICATIONS

The services and personnel identified and defined below do not comprise exhaustive lists of the types of services that may constitute early intervention services or the types of qualified personnel that may provide early intervention services. For an exhaustive list or updates, visit the Michigan Department of Licensing and Regulatory Affairs, MiLEAP, and the MDE Office of Educator Excellence websites.

When seeking Medicaid reimbursement, consult the exhaustive list of Medicaid school-based reimbursable services and provider qualifications in the *Michigan Medicaid Provider Manual* found on the Michigan Department of Community Health website.

The chart below lists qualifications necessary for early intervention personnel providing direct service or consultation to other providers or assistants.

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Assistive Technology Device and Assistive Technology Service **§ 303.13(b)(1)**	"Assistive technology device" means – any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities. Assistive technology service means a service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. Assistive technology services include-- (i) The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment; (ii) Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities; (iii) Selecting, designing, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; (iv) Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs; (v) Training or technical assistance for a child with disabilities or, if appropriate, that child's family; and intervention services) or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities.	• Licensed Occupational Therapist (OT) • Licensed Physical Therapist (PT) • Fully licensed Speech and Language Pathologist (SLP) • Licensed Audiologist • Certified Orientation and Mobility Specialist • Teacher of Visually Impaired • Teacher of Hearing Impaired • Teacher Consultant
Audiology Services **§ 303.13(b)(2)**	"Audiology services" include - (i) Identification of children with auditory impairment, using at risk criteria and appropriate audiologic screening techniques; (ii) Determination of the range, nature, and degree of hearing loss and communication functions, by use of audiological evaluation procedures; (iii) Referral for medical and other services necessary for the habilitation or rehabilitation of children with auditory impairment; (iv) Provision of auditory training, aural rehabilitation, speech reading and listening device orientation and training, and other services; (v) Provision of services for prevention of hearing loss; and (vi) Determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices.	• Licensed Audiologist

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Evaluation of the child and assessment of the child and family **§ 303.321**	"Evaluation and Assessment Services" includes - (A) A review of pertinent records related to the child's current health status and medical history; (B) An evaluation of the child's level of functioning in each of the following developmental areas: (1) Cognitive development; (2) Physical development, including vision and hearing; (3) Communication development; (4) Social or emotional development; and (5) Adaptive development. (C) An assessment of the unique needs of the child in terms of each of the developmental areas listed above, including the identification of services appropriate to meet those needs.	Training specific to the tool(s) used, Essentials of *Early On* training, AND one of the following: • Any provider who meets the SOM personnel requirements for their discipline or profession • Michigan Association for Infant Mental Health Endorsement® (IMH-E®) (any level)
Family Training, Counseling, and Home Visits **§ 303.13(b)(3)**	"Family Training and Counseling" means services provided to assist the family of a child eligible under this part in understanding the special needs of the child and enhancing the child's development.	*Family Counseling:* Essentials of *Early On* training and one of the following: • Licensed Social Worker (BSW or MSW) • Limited Licensed Social Worker (BSW or MSW) under supervision of a Licensed Master Social Worker • Licensed Professional Counselor • Limited Licensed Counselor under supervision of a Licensed Professional Counselor *Family Training & Home Visits:* Training specific to the programmatic model implemented, Essentials of *Early On* training, and one of the following: • Any provider who meets the SOM personnel requirements for their discipline or profession • Michigan Association for Infant Mental Health Endorsement® (IMH-E®) (any level) • High school diploma/GED

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Health Services **§ 303.13(b)(4) § 303.16**	(A) As used in this part, "health services" means services necessary to enable a child to benefit from the other early intervention services under this part during the time that the child is receiving the other early intervention services. (B) The term includes— (1) Such services as clean intermittent catheterization, tracheotomy care, tube feeding, the changing of dressings or colostomy collection bags, and other health services; and (2) Consultation by physicians with other service providers concerning the special health care needs of eligible children that will need to be addressed in the course of providing other early intervention services. (C) The term does **not** include the following: (1) Services that are-- (i) Surgical in nature (such as cleft palate surgery, surgery for club foot, or the shunting of hydrocephalus); or (ii) Purely medical in nature (such as hospitalization for management of congenital heart ailments or the prescribing of medicine or drugs for any purpose). (2) Devices necessary to control or treat a medical condition. (3) Medical-health services (such as immunizations and regular "well-baby" care) that are routinely recommended for all children.	• Licensed Registered Nurse (RN) • Licensed Practical Nurse (LPN) under supervision of a licensed RN or a physician • Licensed Psychiatrist • Licensed Physician • Licensed Physician Assistant under supervision of a licensed physician • Licensed Nurse Practitioner under supervision of a licensed physician
Medical Services Only for Diagnostic or Evaluation Purposes **§ 303.13(b)(5)**	"Medical Services Only for Diagnostic or Evaluation Purposes" means services provided by a licensed physician to determine a child's developmental status and need for early intervention services.	• Licensed Physician • Licensed Psychiatrist • Licensed Physician Assistant under supervision of a licensed physician • Licensed Nurse Practitioner under supervision of a licensed physician
Nursing Services **§ 303.13(b)(6)**	(i) The assessment of health status for the purpose of providing nursing care, including the identification of patterns of human response to actual or potential health problems; (ii) Provisions of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and (iii) Administration of medications, treatments, and regimens prescribed by a licensed physician.	• Licensed RN
Nutrition Services **§ 303.13(b)(7)**	Support to help with a child's feeding skills and eating habits.	• Registered Dietician

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Occupational Therapy **§ 303.13(b)(8)**	"Occupational Therapy" includes services to address the functional needs of a child related to the performance of adaptive development, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in home, school, and community settings, and include-- (i) Identification, assessment, and intervention; (ii) Adaptation of the environment, and selection, design and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills; and (iii) Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	• Licensed OT • Licensed OT Assistant under supervision of a licensed OT
Physical Therapy **§ 303.13(b)(9)**	"Physical Therapy" includes services to address the promotion of sensory motor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation. These services include— (i) Screening, evaluation, and assessment of infants and toddlers to identify movement dysfunction; (ii) Obtaining, interpreting, and integrating information appropriate to program planning, to prevent, alleviate, or compensate for movement dysfunction, and related functional problems; and (iii) Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.	• Licensed PT • Licensed PT Assistant under supervision of a licensed PT
Psychological Services **§ 303.13(b)(10)**	"Psychological Services" includes - (i) Administering psychological and developmental tests, and other assessment procedures; (ii) Interpreting assessment results; (iii) Obtaining, integrating, and interpreting information about child behavior, and child and family conditions related to learning, mental health, and development; and (iv) Planning and managing a program of psychological services, including psychological counseling for children and parents, family counseling, consultation on child development, parent training, and education programs.	• Licensed Psychologist (Ph.D.) • Limited Licensed Psychologist (MA) under supervision of a licensed Ph.D. • School Psychologist • Licensed Physician • Licensed Psychiatrist • Licensed Professional Counselor • Limited Licensed Counselor under supervision of a Licensed Professional Counselor

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Service Coordination Services **§ 303.13(b)(11) § 303.34**	"Service Coordination Services" means assistance and services provided by a service coordinator to a child eligible under this part and the child's family that are part of the functions and activities included in the Federal Regulations under service coordination (§ 303.34).	Essentials of *Early On* training AND one of the following: • Any provider who meets the SOM personnel requirements for their discipline or profession • Michigan Association for Infant Mental Health Endorsement® (IMH-E®) (any level) • High school diploma/GED
Sign Language and Cued Language Services **§ 303.13(b)(12)**	"Sign language and cued language services" include teaching sign language, cued language, and auditory/oral language, providing oral transliteration services (such as amplification), and providing sign and cued language interpretation.	• Fully licensed SLP • Sign Language Interpreter – Refer to the Michigan Department of Civil Rights website for minimum interpreter standards. • Any provider who meets the SOM personnel requirements for their discipline or profession with post graduate training or certification related to sign or cued language.
Social Work Services **§ 303.13(b)(13)**	"Social Work Services" includes-- (i) Making home visits to evaluate a child's living conditions and patterns of parent-child interaction; (ii) Preparing a social or emotional developmental assessment of the child within the family context; (iii) Providing individual and family-group counseling with parents and other family members, and appropriate social skill-building activities with the child and parent; (iv) Working with those problems in a child's and family's living situation (home, community, and any center where early intervention services are provided) that affect the child's maximum utilization of early intervention services; and (v) Identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from early intervention services.	• Licensed Social Worker (BSW or MSW) • Limited Licensed Social Worker (BSW or MSW) under supervision of a Licensed Master Social Worker • Licensed Professional Counselor • Limited Licensed Counselor under supervision of a Licensed Professional Counselor

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Special Instruction **§ 303.13(b)(14)**	"Special Instruction" includes - (i) The design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; (ii) Curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's IFSP; (iii) Providing families with information, skills, and support related to enhancing the skill development of the child; and (iv) Working with the child to enhance the child's development.	• An elementary certificate plus a ZA or ZS endorsement on the teaching certificate • An Early Childhood Education major with a minimum of 30 semester hours may be used to complete an elementary certification program • An Early Childhood Education minor of at least 20 hours plus a major in a core academic area (Reading, Language Arts, Mathematics, Integrated Science, World Languages, Social Studies, Fine Arts, and Music) • A secondary certificate with a special education endorsement plus a ZA or ZS endorsement • Personnel who have met State approved or recognized certification, licensing, or registration that apply to the area of special instruction (e.g., OT, PT, SLP, etc.)
Speech-Language Pathology Services **§ 303.13(b)(15)**	"Speech-Language Pathology" includes - (i) Identification of children with communicative or language or oropharyngeal disorders and delays in development of communication skills, including the diagnosis and appraisal of specific disorders and delays in those skills; (ii) Referral for medical or other professional services necessary for the habilitation or rehabilitation of children with communicative or language or oropharyngeal disorders and delays in development of communication skills; and (iii) Provision of services for the habilitation, rehabilitation, or prevention of communicative or language or oropharyngeal disorders and delays in development of communication skills.	• Fully licensed SLP
Transportation and related costs **§ 303.13(b)(16)**	"Transportation and Related Costs" means - (i) Cost of travel (e.g., mileage or travel by taxi, common carrier, or other means) and (ii) Other costs (e.g., tolls and parking expenses) necessary to enable an eligible child and the child's family to receive early intervention services.	• A valid and appropriate driver's license.

SERVICE OR COMPONENT	DEFINITION	*EARLY ON* REQUIRED QUALIFICATIONS
Vision Services **§ 303.13(b)(17)**	"Vision Services" means - (i) Evaluation and assessment of visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities that affect early childhood development (ii) Referral for medical or other professional services necessary for the habilitation or rehabilitation of visual functioning disorders, or both; and (iii) Communication skills training, orientation and mobility training for all environments, visual training, independent living skills training, and additional training necessary to activate motor abilities.	• Licensed Ophthalmologist • Licensed Optometrist • Orientation and mobility specialist • Special education teacher with approval as teacher of the visually impaired • Licensed OT • Teacher Consultant