

North Carolina Infant-Toddler Policies and Procedures Acknowledgement

Workplace policies and procedures are an essential part of the North Carolina Infant-Toddler Program (NC ITP). Detailed policies and procedures outline accurate ways of working, set standards of behavior and help articulate the organization's mission, vision, and values. They also help clearly define expectations for NC ITP employees and provide a source of reference to review and check whether program expectations are being met.

This NC ITP Policies and Procedures Acknowledgement form is intended to ensure that early intervention service providers are informed and comply with program policies and procedure requirements. Employees are expected to review all policies and procedures during initial orientation and then on an annual basis to remain current and compliant with program standards.

Instructions: Employees should review all policies and procedures listed below, and initial and date by each link to acknowledge their understanding and compliance with program requirements. After completing the review, initial, and date for all policies and procedures, employees should sign and date this document (at the bottom of the form) and share the completed form with their supervisor for final review and sign off. Forms will be stored in employee personnel files and updated annually.

Adoption/Surrogate Parent	Initial	Date
Adoptions		
Surrogate Parent		

Assistive Technology	Initial	Date
Assistive Technology Policy		
<ul style="list-style-type: none"> • Assistive Technology Loan • Assistive Technology – Tracking Loaned Equipment 		

Dispute Resolution	Initial	Date
Dispute Resolution Policy		
Interagency Dispute Resolution Policy		

Financial Information	Initial	Date
Fees, Billing & Reimbursement Policy		

Evaluation/Eligibility/IFSP	Initial	Date
Eligibility Categories Policy		
Infant-Toddler Program Services Policy		
<ul style="list-style-type: none"> • Referral Process • Service Coordination • Service Planning and Delivery • Service Providers • Transportation and Respite 		
Public Awareness, Child Find System Policy		
Screenings, Evaluations & Assessments Policy		
<ul style="list-style-type: none"> • Child Assessment • Evaluation, Eligibility Deter. and Eligibility Categories • Family-Directed Assessment 		

Evaluation/Eligibility/IFSP (continued)	Initial	Date
Individualized Family Service Plan (IFSP) Policy		
<ul style="list-style-type: none"> Individualized Family Service Plan 		
<ul style="list-style-type: none"> Individualized Family Service Plan Instruction 		
Talking Points for Family Interactions		

Infant, Toddler and Family Certification	Initial	Date
ITP Policy and Procedure for Personnel Certification		

Information	Initial	Date
DocuSign for Program Use		
Referral Strategies for Increased Community Awareness and Collaboration		
Symbol and Abbreviation List		
Teleservice		
Texting		

Lead Agency	Initial	Date
Lead Agency Policy		
Mandatory Reporting Policy (NC State Law)		

Procedural Safeguards	Initial	Date
Procedural Safeguards Policy		
<ul style="list-style-type: none"> Address Confidentiality Program 		
<ul style="list-style-type: none"> Confidentiality 		
<ul style="list-style-type: none"> Infant-Toddler Program Records 		
<ul style="list-style-type: none"> Native Language 		
<ul style="list-style-type: none"> Notice of Rights 		
<ul style="list-style-type: none"> Parental Access to Records 		
<ul style="list-style-type: none"> Parental Consent 		
<ul style="list-style-type: none"> Prior Written Notice 		
<ul style="list-style-type: none"> Serving Children with Feeding and Swallowing Concerns 		
<ul style="list-style-type: none"> Subpoena 		
<ul style="list-style-type: none"> Record Retention and Disposition 		
<ul style="list-style-type: none"> Record Transfers between CDSAs for Enrolled Children <ul style="list-style-type: none"> Addendum to Procedural Guidance for Records Transfer between CDSAs for Enrolled Children 		

Record Review	Initial	Date
Child Record Review Guide		
Child Record Review Tool Index		
Child Record Review Tool Checklist		

Transition	Initial	Date
Transition to Pre-School and Other Programs Policy		
<ul style="list-style-type: none"> Transition from the Infant-Toddler Program <ul style="list-style-type: none"> Addendum to Procedural Guidance for Transition from the Infant-Toddler Program 		

By my signature below, I certify that I have reviewed all the NC ITP Policies and Procedures linked and referenced.

I further acknowledge that I must follow all NC ITP Policies and Procedures to ensure 100% compliance.

I also acknowledge that I will read and comply with all updated policies and procedures that may occur within the year.

The signed acknowledgement will be retained in my personnel file and updated annually.

Printed Name of Employee

Position Title

Signature of Employee

Date

Signature of Supervisor

Date