**Early Childhood Personnel Center: Procedure Manuals posted by 23 States on their Part C Websites** (See State Links below)

|  | **Procedure Topic** | AK | AZ | AR | CT | GA | HI | ID | IL | IN | KS | KY | LA | MA | MO | NB | NJ | NM | ND | OK | OR | SC | TN | VA |
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| 1 | Abuse and Neglect Reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Administrative |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Assistive Technology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Authorization for Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Autism Spectrum Disorder |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Aversives/Restraints |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Billable/Non-billable Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Billing for Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Catchment Area |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Child Assessment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Child Find |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Child Monitoring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Child Outcomes (ECO) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Child Safety Plans |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Child Welfare Agency/CAPTA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Coaching |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Communicable Disease |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Compensatory Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Complaints |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Confidentiality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Consent & Notice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Contracting for Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Credential (Provider) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | CSPD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | Data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | Definitions/Terms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | Determinations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | Diagnosed Conditions (for eligibility) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 | Dispute Resolution |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | Documenting Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | Electronic Communication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 | Eligibility/Initial Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 | Eligibility Redetermination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 | Exit/Case Closure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 | Family (Guided) Assessment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 | Family Cost Participation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 | Family Participation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 | Family Survey |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 | Feeding Issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 | Fiscal Matters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 | Forms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42 | Fraud, Waste, & Abuse |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 43 | General Supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 44 | Head Start/Early Head Start Coordination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 | Health & Safety |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 46 | Hearing Loss |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 47 | Homelessness |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 48 | IFSP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 49 | Informed Clinical Opinion |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 50 | Initial Planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51 | Insurance (Public and Private) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 52 | Legal Issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 53 | Lobbying |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 54 | Mental Health Referrals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 55 | MIECHV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 56 | Missed Visits/No-shows |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 57 | Monitoring & Support |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 58 | Natural Environments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 59 | Parent (Identification of) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 60 | Payments to Providers/Rates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 61 | Payor of Last Resort |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 62 | Personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 63 | Procedural Safeguards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 64 | Program Standards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 65 | Provider Enrollment/Assignment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 66 | Public Awareness |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 67 | Public Participation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 68 | Records |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 69 | Referral/Intake |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 70 | Related Services Personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 71 | Relationship-based Practices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 72 | Religiously Neutral Programs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 73 | Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 74 | Research |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 75 | Screening (pre or post referral) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 76 | Service Coordination |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 77 | Service Providers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 78 | Service Settings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 79 | Services |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 80 | Service Delivery models/PSP model |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 81 | Special Instruction |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 82 | State and Local ICCs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 83 | Surrogate Parents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 84 | Suspension/Change of Placement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 85 | System of Payments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 86 | Teams/Teaming |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 87 | Technical Assistance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 88 | Tele-practice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 89 | Third Party Billing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 90 | Transfer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 91 | Transportation of child |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 92 | Transition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 93 | Travel/Mileage (providers or staff) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 94 | Video recordings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 95 | Vision Loss |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 96 | Waitlist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

DD Leads (Dept. or Division)

Education Leads

Health Leads

Early Childhood/Children’s Developmental Services Leads

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| **State** | **Name of Document** |  **URL** |
| Alaska | ILP Operations Manual | <http://dhss.alaska.gov/dsds/Pages/infantlearning/reports/default.aspx> |
| Arizona | Procedure Manual | <https://des.az.gov/services/disabilities/early-intervention/azeip-policies-and-procedures> |
|  | Team-based EI Services Billing Manual | <https://des.az.gov/services/disabilities/early-intervention/azeip-policies-and-procedures> |
| Arkansas | First Connections Policies and Procedures Manual | [https://dhs.arkansas.gov/dds/firstconnectionsweb/#fc-policy-regulations](https://dhs.arkansas.gov/dds/firstconnectionsweb/#fc-policy-regulations )  |
| Connecticut | Birth to Three Procedures Manual | <https://www.birth23.org/providers/provider-resources/procedures/> |
| Georgia | Babies Can't Wait Policy Manual | <https://dph.georgia.gov/sites/dph.georgia.gov/files/MCH/BCW/GA_BCW_Policy_Manual_012018.pdf> |
| Hawaii | IDEA Part C Policies and Procedures | <http://health.hawaii.gov/eis/files/2013/05/HawaiiIDEAPartCEIPoliciesandProcedures3-28-16FINAL.pdf> |
| Idaho | Infant Toddler Program eManual  | <http://healthandwelfare.idaho.gov/Children/InfantToddlerProgram/InfantToddlerProgrameManual/tabid/2279/Default.aspx> |
| Illinois | Child and Family Connections Procedure Manual | http://www.dhs.state.il.us/page.aspx?item=96951 |
| Indiana | First Steps Policy Manual | <https://www.in.gov/fssa/ddrs/3399.htm> |
|  | Forms | https://www.in.gov/fssa/ddrs/2817.htm |
| Kansas | Infant-Toddler Services Procedure Manual | <http://www.ksits.org/guidance_docs.htm> |
|  | Forms | https://www.in.gov/fssa/ddrs/2817.htm |
| **State** | **Name of Document** |  **URL** |
| Kentucky | First Steps Policy and Procedure Manual | <https://chfs.ky.gov/agencies/dph/dmch/ecdb/fs/FirstStepsPPManual.pdf> |
| Louisiana | Early Steps Practice Manual | <http://ldh.la.gov/index.cfm/newsroom/detail/1481?uuid=1296859139925> |
| Massachusetts | Early Intervention Operational Standards | <https://www.mass.gov/lists/early-intervention-policies> |
|  | Reimbursement Manual | https://www.mass.gov/lists/early-intervention-billing-and-reimbursement |
|  | IFSP documents | https://www.mass.gov/lists/individualized-family-service-plan-ifsp-documents |
| Mississippi |  |  |
| Missouri | First Steps Practice Manual | <https://dese.mo.gov/special-education/first-steps/practice-manual> |
|  | First Steps Provider Manual | <https://dese.mo.gov/special-education/first-steps/providers> |
|  | Forms-all languages | https://dese.mo.gov/special-education/first-steps/forms-available-other-languages#Chinese |
| Nebraska | Early Development Network Technical Assistance Guidebook | <http://edn.ne.gov/cms/technical-assistance-guidebook> |
|  | Forms | http://edn.ne.gov/cms/policies-procedures/forms |
| Nevada | Policy Manual | http://dhhs.nv.gov/uploadedFiles/dhhsnvgov/content/Programs/IDEA/2014-04-PartCPolicyManualSubmittedWApp.pdf |
| New Jersey | Policies and Procedures | https://nj.gov/health/fhs/eis/for-providers/policies-procedures/index.shtml |
|  | Provider Standards | https://nj.gov/health/fhs/eis/for-providers/provider-standards/ |
| **State** | **Name of Document** |  **URL** |
| New Mexico | Quick Guide to FIT Program Practices | <https://nmhealth.org/publication/view/guide/3564/> |
|  |  | http://cdd.unm.edu/ecln/FIT/ChildRecordForms.html |
| North Carolina | Procedures | <https://beearly.nc.gov/index.php/staff/procedures> |
|  | Forms | https://beearly.nc.gov/index.php/staff/forms |
| North Dakota | Early Intervention Procedures | <http://www.nd.gov/dhs/services/disabilities/earlyintervention/stateguidelines.html> |
| Oklahoma | Sooner Start Operations Manual | <https://sde.ok.gov/sites/default/files/SoonerStart%20Operations%20Manual%20-%20Revised%201-25-2019%20%282%29.pdf> |
|  | Sooner Start Policies and Procedures | <https://sde.ok.gov/sites/ok.gov.sde/files/2012%20SS%20POLICIES%203-11-13%20Final.pdf> |
| Oregon | Program Operation Guidelines for EI and ECSE Programs | [https://www.oregon.gov/ode/students-and-family/SpecialEducation/earlyintervention/Pages/Program-Operation-Guidelines-for-Oregon's-EI-ECSE-Programs.aspx](https://www.oregon.gov/ode/students-and-family/SpecialEducation/earlyintervention/Pages/Program-Operation-Guidelines-for-Oregon%27s-EI-ECSE-Programs.aspx)  |
| South Carolina | BabyNet Policies and Procedures | https://msp.scdhhs.gov/babynet/site-page/babynet-policies-and-procedures |
| Tennessee | Operations Manual for Field Staff | <https://www.tn.gov/content/dam/tn/education/teis/teis_operations_manual_for_field_staff.pdf> |
| Virginia | Practice Manual | <http://infantva.org/Pr-PracticeManual-Forms.htm> |
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