



NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
EARLY INTERVENTION PROGRAM

Table for Service Provision Standard

1. Services start within 14 calendar days of the IFSP Service Authorization date. [SP1](#)
2. Prescriptions, SLP or recommendations from approved medical providers are in the child's file, if required. [SP2](#)
3. Bi-lingual or mono-lingual non-English speaking families are served by appropriate interventionists. [SP3](#)
4. Children receive the services as authorized. [SP4](#)
5. Family and service coordinator is notified at least five business days prior to any scheduled absence of the interventionist. [SP5](#)
6. Scheduled absences do not interfere with the delivery of services in conformance with the IFSP. [SP6](#)
7. Services are given with no inappropriate gap in services of more than 14 calendar days. [SP7](#)



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1. Services start within 14 calendar days of the IFSP Service Authorization date.  
[Table for SP](#)

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**New York State Law and Regulations**

**10 NYCRR 69-4.9 (g) (2)**

(g) Providers of early intervention program services shall:

(2) Provide timely notification of any changes in the provider's ability to deliver early intervention program services to the child and family in conformance with the individualized family service plan.

(i) Providers shall make reasonable efforts to notify the child's parent within a reasonable period prior to the date and time on which a service is to be delivered, of any temporary inability to deliver such service due to circumstances such as illness, emergencies, hazardous weather, or other circumstances which impede the provider's ability to deliver the service.

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**New York City Policy and Procedure Manual as Amended**

**PP 6-A-1**



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2. Prescriptions, SLP or recommendations from approved medical providers are in the child's file if required [Table\\_for\\_SP](#)

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**New York State Law and Regulations**

**10 NYCRR 69-4.11 (a) (10) (ii)**

(a) Individualized Family Service Plan (IFSP) Participation.

(10) The IFSP shall be in writing and include the following:

(ii) a physician's or nurse practitioner's order pertaining to early intervention services which require such an order and which includes a diagnostic statement and purpose of treatment;

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**Early Intervention Provider Contract**

**Section 4.01 (a) (vi)**

Section 4.01 Case Files.

a) The Provider shall maintain a primary file for each Child. This file shall contain:

(vi) all physicians' prescriptions establishing the medical necessity of the provision of such Contract Services, when required, with an effective duration at least as long as the duration of the IFSP;

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**New York City Policy and Procedures Manual as Amended**

**PP 6-C-1**



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3. Bi-lingual or mono-lingual non-English speaking families are served by appropriate interventionists. [Table for SP](#)

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**New York State Law and Regulations**

**10 NYCRR 69-4.9 (g) (1)(2)**

(g) Providers of early intervention program services shall:

(1) Provide early intervention program services to an eligible child and family as authorized by the early intervention official and in conformance with the child's and family's individualized family service plan.

(2) Provide timely notification of any changes in the provider's ability to deliver early intervention program services to the child and family in conformance with the individualized family service plan.

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**New York City Early Intervention Policy and Procedure Manual as Amended  
PP 6-D-3-4**



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4. Children receive the services as authorized. [Table for SP](#)

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**New York State Laws and Regulations**

**10 NYCRR 69-4.9 (g) (1)**

(g) Providers of early intervention program services shall:

(1) Provide early intervention program services to an eligible child and family as authorized by the early intervention official and in conformance with the child's and family's individualized family service plan.



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5. Family and service coordinator is notified at least five business days prior to any scheduled absence of the interventionist. [Table for SP](#)

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**New York State Law and Regulations**

**10 NYCRR 69-4.9 (g) (2, 3)**

(g) Providers of early intervention program services shall:

(2) provide timely notification of any changes in the provider's ability to deliver early intervention program services to the child and family in conformance with the individualized family service plan.

(i) Providers shall make reasonable efforts to notify the child's parent within a reasonable period prior to the date and time on which a service is to be delivered, of any temporary inability to deliver such service due to circumstances such as illness, emergencies, hazardous weather, or other circumstances which impede the provider's ability to deliver the service.

(ii) Providers shall notify the child's parent and service coordinator at least five (5) days prior to any scheduled absences due to vacation, professional activities, or other circumstances, including the dates for which the provider will be unable to deliver services to the child and family in conformance with the individualized family service plan and the date on which services will be resumed by such provider.

(3) Consult with parents, other service providers (including primary health care providers; family day care homes, and day care centers), and representatives of appropriate community agencies to ensure the effective provision of services.

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**New York City Policy and Procedures Manual as Amended**

**PP 6-D-1 (Section I); PP 6-D-3**

**PP 6-D-1 (Part I), 3-4**



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6. Scheduled absences do not interfere with the delivery of services in conformance with the IFSP. [Table for SP](#)

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**New York State Laws and Regulations**

**10 NYCRR 69-4.9 (g) (2)**

(g) Providers of early intervention program services shall:

(2) Provide timely notification of any changes in the provider's ability to deliver early intervention program services to the child and family in conformance with the individualized family service plan.

(i) Providers shall make reasonable efforts to notify the child's parent within a reasonable period prior to the date and time on which a service is to be delivered, of any temporary inability to deliver such service due to circumstances such as illness, emergencies, hazardous weather, or other circumstances which impede the provider's ability to deliver the service.

(ii) Providers shall notify the child's parent and service coordinator at least five (5) days prior to any scheduled absences due to vacation, professional activities, or other circumstances, including the dates for which the provider will be unable to deliver services to the child and family in conformance with the individualized family service plan and the date on which services will be resumed by such provider.

(a) Missed visits may be rescheduled and delivered to the child and family by such provider, as clinically appropriate, agreed upon by the parent and in conformance with the child's and family's IFSP.

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**New York City Policy and Procedure Manual as Amended**

**PP 6-D 3-4**



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7. Services are given with no inappropriate gap in services of more than 14 calendar days.  
[Table for SP](#)

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**New York City Policy and Procedure Manual as Amended**

**PP 6-A-1**

**PP 6-D-2**

**PP 6-D-3**