

ESIT Technical Assistance Brief 24-02: Family Resources Coordinator Scope of Practice

Purpose

This Technical Assistance Brief provides clarification on the Scope of Practice for Family Resources Coordinators (FRCs) within the Early Support for Infants and Toddlers (ESIT) statewide system. Previous guidance allowed FRCs to complete eligibility evaluations if they met the specific requirements of the tool. This clarification further defines the expectations regarding *disciplinary* requirements for conducting eligibility evaluations and administering the Promoting First Relationship (PFR) Level 2 curriculum with families. The ESIT Credential clarifies the Scope of Practice for ESIT provider types, including FRCs, and the FRC Scope of Practice will be included in the ESIT FRC Credential Guidance document.

Family Resources Coordinators Provide Service Coordination

Service Coordination is a core Part C service that supports children and their families in accessing Part C services through case management and coordination of all ESIT services and supports. In Washington, the FRC, who holds the ESIT FRC credential, is the only qualified provider of service coordination.

Key roles and responsibilities of the FRC when providing service coordination include:

- ensure families' understanding of the Procedural Safeguards (Parent Rights),
- coordinate evaluations and assessments,
- facilitate the development and review of Individualized Family Service Plans (IFSP),
- lead through collaboration as the team carries out all IFSP activities,
- coordinate all ESIT services across agencies,
- facilitate appropriate referrals for necessary early support services and community resources,
- coordinate funding sources for services, and
- assume role of facilitator and lead coordinator of the development of a transition plan to Part B or other services.

Citation:

IDEA Part C for Service Coordination (CFR 303.34):

[https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-303/subpart-A/subject-group-ECFR8d7eb7e02db8abe/section-303.34#p-303.34\(a\)\(3\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-303/subpart-A/subject-group-ECFR8d7eb7e02db8abe/section-303.34#p-303.34(a)(3))

Early Support for Infants and Toddlers (ESIT) Policies and Procedures:

<https://www.dcyf.wa.gov/sites/default/files/pdf/ESIT-policies-procedures.pdf> (page 21).

Evaluation

Initial and ongoing eligibility evaluations require a multidisciplinary team consisting of at least two



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disciplines using multiple procedures. While FRCs are critical and essential team members, including during the evaluation and assessment processes, their service is considered a “role” and not a discipline. They cannot be counted as one of the two required disciplines for eligibility determination.

Assessment

FRCs have an important role in completing family directed assessments which include gathering information from the family regarding concerns, strengths, priorities, and routines. They can also participate in ongoing assessment by supporting information gathering about the child and family through coaching and dialogue.

Promoting First Relationships (PFR)

FRC's are encouraged to participate in Level 1 PFR training opportunities. The understanding of PFR principles promotes knowledge of the importance of early relationships and supports skills related to working with children and families. The implementation of PFR Level 2 curriculum is not part of the provision of service coordination.

Multiple Roles

In some cases, an FRC may also have a specific discipline, such as a Developmental Specialist, Speech and Language Pathologist, Occupational Therapist, or Physical Therapist, and provide more than service coordination. In these situations, the ESIT Provider would be acting in the capacity of their discipline, rather than their role as FRC, to complete eligibility evaluations, ongoing measurement of child progress, and Level 2 PFR curriculum.

Knowledge and Skills for Service Coordinators

The following list of knowledge and skills for service coordinators (KSSC) was developed by a national workgroup, with guidance from the Division for Early Childhood (DEC) and the Early Childhood Personnel Center (ECPC). This set of knowledge and skills provides foundational information for quality service coordination in Part C. Below are the six knowledge areas of the KSSC. The skills identified in each area can be found in the KSSC document at <https://dcyf.wa.gov/sites/default/files/pdf/esit/Knowledge-Skills-Service-Coordinators.pdf>.

1. Infant and Toddler Development

Service Coordinators demonstrate basic knowledge of infant and toddler development including factors that impact development such as family context, relationships, culture, socio-economic considerations, environment, and experiences to inform decision making regarding child development and learning within natural environments.

2. Family-Centered Practices

Service Coordinators demonstrate an ability to respect and support the unique qualities of each family, recognizing the family as the child's first teacher, decision-maker, and advocate for their child.

3. Leadership/Teaming

Service Coordinators demonstrate the ability to be effective leaders by building professional and supportive partnerships with families, collaborating with IFSP team members, and engaging with a variety of community partners.

4. Coordination of Services

Service Coordinators demonstrate the ability to coordinate and monitor the timely delivery of evidence-based early intervention services as identified on the IFSP.

5. Transition

Service Coordinators partner with families in support of activities that promote smooth and effective early childhood transitions including the development and implementation of transition plans that outline activities associated with key changes between environments or programs as a child approaches their 3rd birthday and exits the ESIT program.

6. Professionalism

Service Coordinators demonstrate professionalism by using personal and professional boundaries, flexibility, resilience, time management, dependability, and by engaging in ongoing professional development.

Citation:

Workgroup on Recommended Knowledge and Skills for Service Coordinators (RKSSC), National Service Coordination Leadership Institute Group. (2020). Knowledge and Skills for Service Coordinators. Retrieved from <https://dcyf.wa.gov/sites/default/files/pdf/esit/Knowledge-Skills-Service-Coordinators.pdf>.

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