


1.A.10 Public Participation

I Policy Index:

 <p>UTAH DEPARTMENT OF HEALTH Baby Watch Early Intervention Birth to Three Development</p>	Policy #:	1.A.10
	Distribution:	Public
	Date Policy Developed:	1/15/2013
	Public Participation	2/7/2013 – 4/7/2013
	Date Policy Revised	N/A
	Date OSEP Approved Policy:	6/26/2013
	Date Policy Signed:	7/01/2013
	Date Policy Effective:	7/01/2013
	Responsible Authority	BWEIP Manager

II Purpose:

The purpose of this policy is to describe the Baby Watch Early Intervention Program (BWEIP) procedures for assuring public participation regarding each application for funds to the Office of Special Education Programs, including required assurances, budget, and any new or revised policies in accordance with part C of IDEIA.

III Definition(s):

Early Intervention (EI) Program:

Early Intervention program refers to the local program or provider contracted with the Baby Watch Early Intervention Program (BWEIP) to provide services for of infants and toddlers with disabilities and their families.

Individuals with Disabilities Education Improvement Act (IDEIA):

The Individuals with Disabilities Education Improvement Act is the federal law set forth by the United States that governs how states and public agencies provide early intervention special education and related services to children with disabilities.

Infant or Toddler with a Disability (Child):

A child under three (3) years of age who needs EI services because s/he is experiencing a developmental delay in one or more of the following areas:

- Cognitive development;
- Physical development, including vision and hearing;
- Communication development;
- Social or emotional development;
- Adaptive development; or
- Is diagnosed with a physical or mental condition that has a high probability of resulting in a developmental delay.

Interagency Coordinating Council (ICC):

The ICC is designed to advise and assist the Utah Baby Watch Early Intervention Program (BWEIP) in performing the responsibilities set out in part C of the IDEIA. As required by statute, the ICC is comprised of a body of people appointed by the governor representing families, EI providers, agencies and representatives from the community.

Office of Special Education Programs (OSEP):

The Office of Special Education Programs (OSEP) is the federal program dedicated to improving results for infants, toddlers, children, and youth with disabilities ages birth to twenty-two (22) by providing leadership and financial support to assist states and local districts, to include part C.

IV Principles and Procedures:

A. Public Participation:

1. Prior to submission to the Office of Special Education Programs, each application for funds including any policies, procedures, descriptions, methods, certifications, budget, assurances, and other information required in the application shall be published in a manner that will ensure circulation throughout the State for a period not less than sixty (60) days.
 - a. The application and referenced policies and documents shall be made available at:
 - 1) The BWEIP website; www.utahbabywatch.org within the "For EI Providers" under the "What's New" section;
 - 2) BWEIP Office at:
44 North Mario Capecchi Drive
Salt Lake City, Utah 84113;
 - 3) Each contracted EI program in the state, and
 - 4) The Utah Parent Center.
 - b. Within the sixty (60) days, the general public shall have the opportunity to provide written, oral, or electronic comment on the application materials for a period not less than thirty (30) days.
 - 1) General public shall include, but not limited to:
 - a) Individuals with disabilities;
 - b) Parents of infants and toddlers with disabilities;
 - c) EI Providers; and
 - d) Members of the ICC.
2. Each application shall include a description of the policies and procedures used by the State to ensure that, before adopting any new policy or procedure (including any revision to an existing policy or procedure) needed to comply with part C of IDEIA, the BWEIP shall:
 - a. Hold public hearings on the new policy or procedure (including any revision to an existing policy or procedure);
 - b. Provide notice of the hearings at least thirty (30) days prior to the scheduled hearings to enable public participation;
 - c. Provide an opportunity for the general public to comment for at least thirty (30) days on the new policy or procedure, (including any revision to an existing policy or procedure) needed to comply with part C of IDEIA; and
 - d. Comments from the public will be considered by the BWEIP and may result in modifications to the final application.

V Authority:

34 CFR § 303.208 [Public participation policies and procedures](#)

VI: Related Directive(s):

None

VII Revision Log:

January, 2013: New policy.

		<i>7-01-13</i>
Susan Ord, BWEIP Program Manager		Date