



**State of Florida  
Department of Children and Families**

**Rick Scott**  
Governor

**David E. Wilkins**  
Secretary

---

**DATE:** March 11, 2011

**TO:** Regional Directors

**THROUGH:** Pete Digre, <sup>*Pete Digre, for Peter Deane*</sup> Assistant Secretary for Operations

**FROM:** Jamie Self, <sup>*J Self*</sup> Ed.D., Director of Family Safety

**SUBJECT:** Child Abuse Prevention and Treatment Act - Early Steps Referrals  
**ACTION REQUIRED:** Notification to Lead Agencies and Sheriff Grantees  
**DUE DATE:** Effective Upon Receipt

---

**PURPOSE:** This memorandum provides information on the revisions to the Early Steps Referral form.

**BACKGROUND:** The Child Abuse Prevention and Treatment Act (CAPTA) requires states to have in place referral procedures to early intervention services for children under the age of three who are involved in substantiated cases of child abuse or neglect to (Part C of the IDEA [42 U.S.C. 5106a, Sec. 106 (b)(2)(A)(xxi)]). Florida has defined "substantiated" as any case with verified findings of child abuse or neglect.

The Infants and Toddlers with Disabilities Program (Part C of IDEA) is a federal grant program that assists states in fulfilling the federal requirement to implement a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, from birth up to 36 months of age, and their families. Florida's Early Steps is the lead agency for this federal program.

Both the Department (DCF) and the Department of Health entered into an Interagency Agreement in 2008 as part of the state's plan to meet federal provisions. Section VI of the Interagency Agreement (IA) defines agency responsibility (See attached IA). Please note Section VI (2) requires the reason for referral must be included on the referral form.

In order to adhere to Florida's CAPTA plan for Part C, the Early Steps referral form (CF FSP- 5322) has been revised. The form now captures demographic information on the parent/caregiver and guides staff in identifying the conditions or specific area of concern that may make an age appropriate infant or toddler involved in a verified finding of abuse or neglect eligible for Early Steps. The form (CF FSP- 5322) is available on the Department's Intranet through the *DCF Forms* link or at:  
<http://dnp1.dcf.state.fl.us/DCFForms/Search/DCFFormSearch.aspx>

---

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**ACTION REQUIRED:** Please notify the CBC Lead Agencies of this revised form for referral to Early Steps for early intervention services and implement the use of the revised form upon receipt.

**CONTACT INFORMATION:** If you have any questions regarding this information, please contact Johana Hatcher at (850) 488-1929 or [johana\\_hatcher@dcf.state.fl.us](mailto:johana_hatcher@dcf.state.fl.us).

Attachments

cc: DCF Contract Managers



## EARLY STEPS REFERRAL CHECKLIST

**Instructions:** If a child has any condition or concern that has a *high probability of being associated with a developmental delay or poor behavioral outcome* the child should be referred for early intervention services, Early Steps. This checklist identifies condition(s) or specific area of concern(s) that may make an **infant or toddler, birth to 36 months of age**, eligible for early intervention services. **Please check all applicable items.**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

<b>CERTIFIED CONDITION</b>	<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Visual Impairment/blind <input type="checkbox"/> Chromosome anomaly ( <i>such as Down's Syndrome</i> ) <input type="checkbox"/> Neurological condition ( <i>such as Cerebral Palsy</i> ) <input type="checkbox"/> Seizure Disorder ( <i>such as epilepsy</i> ) <input type="checkbox"/> Physical abnormality/abnormal movement <input type="checkbox"/> _____
<b>DEVELOPMENTAL DELAYS</b>	<input type="checkbox"/> 3 months and child does not watch moving objects or respond to sounds <input type="checkbox"/> 6 months and unable to roll over <input type="checkbox"/> 9 months and unable to sit alone <input type="checkbox"/> 12 months and unable to crawl ( <i>or crawls with great difficulty</i> ) <input type="checkbox"/> 15 months unable to stand alone <input type="checkbox"/> 15 months and unable to hold a cup <input type="checkbox"/> 18 months and has no speech or only babbles <input type="checkbox"/> 18 months and unable to walk <input type="checkbox"/> 24 months and unable to use objects like crayons or spoons <input type="checkbox"/> 24 months and does not engage in play or social interaction <input type="checkbox"/> _____
<b>OTHER CONCERNS</b>	<input type="checkbox"/> Feeding/Eating difficulty <input type="checkbox"/> Shaken baby/head injury <input type="checkbox"/> Chronic illness <input type="checkbox"/> Child in hospital or recent hospitalization <input type="checkbox"/> Child extremely underweight or appears malnourished <input type="checkbox"/> Lack of eye contact or lack of interest in interaction with parent/caregiver <input type="checkbox"/> Substance abuse exposure or withdrawal symptoms (prenatal drug exposure or Fetal Alcohol Syndrome) <input type="checkbox"/> _____



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**David E. Wilkins**  
*Secretary*

---

**DATE:** March 11, 2011  
**TO:** Regional Directors  
**FROM:** Jamie Self, Ed.D., Director of Family Safety  
**SUBJECT:** Bi-Weekly Conference Call

---

**PURPOSE:** The purpose of this memo is to more efficiently provide Community-Based Care Agencies, Sheriff's Offices and Department of Children and Families Regional Directors operating procedures, general information, and other information and materials on a bi-weekly basis.

Memos listed below are attached electronically and can also be found on the document repository website - <http://eww.dcf.state.fl.us/fsp/>

**Guidance Memos**

1. A11-003168 – Memo on Transfer of Conserved Master Trust Funds
2. A11-003146 – Memo on Child Abuse Prevention and Treatment Act - Early Steps Referrals

**ACTION REQUIRED:** Please review the information and distribute to appropriate staff. Additionally, a bi-weekly conference call is scheduled to discuss the above information. Attendance on the call is encouraged but strictly voluntary. Please feel free to designate or include other staff members to participate. Information regarding the conference call is as follows:

**When:** Friday, March 18, 2011  
**Time:** 2:00 - 3:00 pm  
**Dial-in Number:** (888) 808-6959  
**Conference Code:** 9228606

**CONTACT INFORMATION:** For additional information, the Family Safety contact person for this ongoing event is Jane McElroy who can be reached at (850) 921-2917 or [Jane\\_McElroy@dcf.state.fl.us](mailto:Jane_McElroy@dcf.state.fl.us).

cc: Pete Digre, Assistant Secretary for Operations  
Debra Ervin, Office of Programs  
Florida Coalition for Children

---

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

---

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



Marsha Dunn Klein, MEd, OTR/L

PO Box 35432, Tucson AZ 85740 • marshadunnklein@comcast.net • 520-297-8886 • FAX 520-797-9171

February 10, 2011

Dear Colleague:

Enclosed please find a flier on a workshop entitled "The Get Permission Approach to Sensory Mealtimе Challenges" presented by Marsha Dunn Klein Med., OTR/L in Jacksonville, Florida on April 15 and 16, 2011. Please share with interested colleagues or check out our website at [www.mealtimеnotions.com](http://www.mealtimеnotions.com) where you will also find a flier that can be emailed to friends.

Additionally, please note that parents of children with these feeding issues are invited for half price. There will also be a free two hour parent meeting on the evening before the workshop, April 14 from 7-9pm at the same auditorium on the topic of Tube Feeding Transitions. Please invite interested parents.

We look forward to seeing you all at the workshop for an excellent exchange of ideas!

Very sincerely,

*Marsha Dunn Klein*

Marsha Dunn Klein MEd., OTR/L

## Get Permission Approach to Sensory Mealtime Challenges

### Learner Outcomes

- Define the Get Permission *Trust* Approach.
- List parent and child influences on mealtimes.
- List four principles of a successful mealtime.
- List the 3 stages of infant bonding and attachment which relate to trust in the feeding relationship.
- Define trust in each of the infant and parent roles in feeding, from infancy through three years of age.
- List anatomical and physiological, and gastrointestinal factors which have influence on mealtime permission.
- Describe relationship between GI issues and appetite.
- List five common GI diagnostic procedures, advantages/disadvantages of each, and how to work with physicians to get the most out of the studies.
- Define health, appetite, neurological and growth influences on mealtimes.
- Define eating as a learned behavior.
- Define the importance of non-judgmental therapeutic vocabulary in parent support.
- Describe the importance of hunger/appetite in internal motivation to eat.
- Define oral cautiousness vs oral aversion.

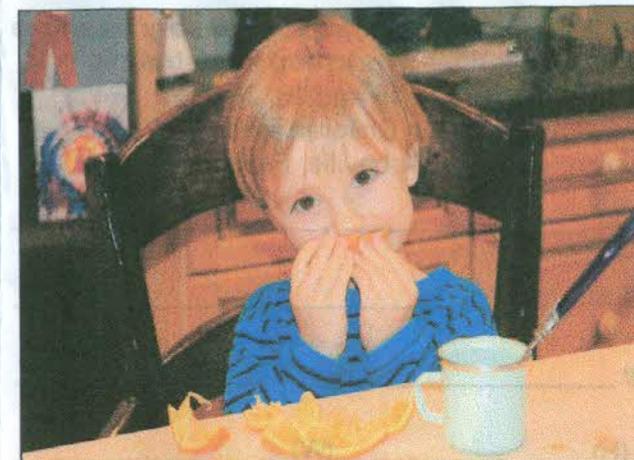


Additional location information, will be sent with registration acknowledgment letter. Look online at [wolfsonchildrens.org](http://wolfsonchildrens.org)

### Additional Learner Outcomes

- Describe the "Get Permission Approach" as it relates to sensory challenges for children and families
- List the sensory channels in the sensory continuum and at least four treatment strategies for each.
- Describe the "Get Permission Approach" as it relates to support for tube fed children and their families.
- Describe 5 ways to make tubes feedings into mealtimes.
- List the transitions plateaus for children and adults characteristic of tube feeding transitions.
- Define exploratory and calorie reduction appetite challenges and give three examples of each.
- Describe the "Get Permission Approach" as it relates to support of children who have visual impairments and their families.
- Describe ways "Get Permission Approach" can support children on the autism spectrum and their families.
- Create and practice setting goals and specific "Get Permission" treatment activities.
- List six ways to support families who have children with sensory mealtime challenges.

**Jacksonville, Florida**  
**April 15 & 16, 2011**  
**Wolfson Children's Hospital**  
**DuPont Auditorium**  
**800 Prudential Drive**  
**Jacksonville, FL 32207**



## The Get Permission Approach to Sensory Mealtime Challenges

Presented by  
**Marsha Dunn Klein**  
MEd, OTR/L

This approach to mealtimes and feeding treatment is based on a foundation of trust in a feeding relationship. "Get Permission" supports children who have sensory mealtime challenges to move forward towards mealtime goals with trust, enjoyment and confidence. It follows the child's lead with creative and sensitive mealtime treatment strategies.



Mealtimes Notions, LLC  
PO Box 35432, Tucson AZ 85740  
Or FAX to 520-829-9636.  
[www.mealtimenotions.com](http://www.mealtimenotions.com)

**Get Permission Approach to Sensory Mealtime Challenges Workshop Registration**

April 15 and 16, 2011  
Wolfson Children's Hospital  
Jacksonville, Florida

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Ph (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_

(May we email you? \_\_\_\_\_)

Your Specialty \_\_\_\_\_

Prof. Affiliation \_\_\_\_\_

Prof. Registration fee:

\$395 if paid by March 16

\$425 if paid after March 16

Groups of five paid together: \$25 each discount

Parent of Tube Fed Child: \$200

Payment **by Card**:  Visa  MC EXP DATE \_\_\_\_\_

Card Number \_\_\_\_\_

Print name as shown on card \_\_\_\_\_

**Important:** Please provide credit card billing address if not same as that of registrant, with street number and zipcode!

**OR by Check:** payable to Mealtime Notions, LLC

*Please tear off/copy & return completed form with payment to:*

**Mealtime Notions, LLC**  
PO Box 35432, Tucson AZ 85740  
Or FAX to 520-829-9636.

See [www.mealtimenotions.com](http://www.mealtimenotions.com) for printable copies of this flyer

**We accept Purchase Orders by FAX or mail.**  
(Request our W-9 if needed.)

**The purpose of this workshop** is to look at mealtimes based on relationships. It focuses on children who have complicated sensory challenges, including those who are very worried about the sensory aspects of feeding, children who are inexperienced or who have had scary oral sensory experiences, those who are fed by tube, those who have visual impairments or those who are on the autism spectrum. This workshop provides extensive strategies for an approach of getting oral sensory permission as a foundation to oral motor treatment.

**Marsha Dunn Klein, MEd., OTR/L** the workshop speaker, is a pediatric occupational therapist who specializes in feeding with infants and young children. Marsha has co-authored several books, including Feeding and Nutrition for the Child with Special Needs, with Tracy Delaney, and Homemade Blended Formula Handbook, Prefeeding Skills, Prefeeding Skills, Second Edition, and Mealtime Participation Guide with Suzanne Evans Morris. Marsha is the founder of *Mealtime Notions, LLC*, which provides consultative support for families, professionals and feeding teams, as well as mealtime education videos, books and other products including the Duo♥Spoon™.

**Continuing Education**

This workshop offers 13 contact hours.

**OCCUPATIONAL THERAPISTS:** We are an AOTA Approved Provider. Upon completion of this workshop, participants are eligible for 1.3 CEUs. AOTA does not endorse specific course content, products or clinical procedures.

This course is offered for 1.3 ASHA CEU's (Intermediate level, Professional area).



The Arizona Speech-Language-Hearing Association is approved by the Continuing Education Board of the American Speech-Language-Hearing Association (ASHA) to provide continuing education activities in speech-language pathology and audiology. See course information for number of ASHA CEUs, instructional level and content area. ASHA CE Provider approval does not imply endorsement of course content, specific products or clinical procedures.

Please share this flyer with your colleagues in:

- Occupational Therapy
- Speech Pathology
- Early Intervention
- Dietetics
- Nursing



Mealtime Notions, LLC,  
PO Box 35432, Tucson, AZ 85740  
FAX 520-829-9636

[www.mealtimenotions.com](http://www.mealtimenotions.com)

Leave questions on our voice mail: 520-829-9635

Recommended Reading:

Prefeeding Skills, Second Edition, (2000)

By Suzanne Evans Morris and Marsha Dunn Klein.

And:

Homemade Blended Formula Handbook, (2007)

By Marsha Dunn Klein and Suzanne Evans Morris



Both are available at  
[www.mealtimenotions.com](http://www.mealtimenotions.com)  
and at the workshop

**Schedule:** Site registration will take place at 8 am on the first day of the workshop. Workshop will begin at 9 am on day one and will end at 5:00 pm. The second day will begin at 8:30 am and end at 4:30 pm. There will be an hour break for lunch [on your own], and 15 minute breaks in mornings and afternoons with refreshments included.

More site location information will be sent with registration acknowledgement letter.

Cost is \$395 for professionals, for registration received at least 30 days before each workshop. This includes course materials and breaks. Registration received less than 30 days before the workshop will be \$425. If you must cancel your registration, please notify us at least 7 days before the workshop; we will issue a refund minus a \$35 administrative fee. *No-shows or cancellations received less than 7 days prior to the course are ineligible for refund.*



## Florida's Early Learning and Developmental Standards are now available online!

**Florida's Early Learning and Developmental Standards are easier to use than ever!**

The Agency for Workforce Innovation is proud to announce that for the first time the Standards are available to everyone online. The Standards are an integral part of Florida's quality early learning system. These Standards describe an age appropriate understanding to the way young children think, create, and engage in the early learning process. They aid in creating a common vision for children in the State of Florida. The online format allows users easy access to this important information anytime!



### Website Highlights

- Easy access.
- Search by age or domain or both!
- Find useful tips for the classroom and home.
- Print the Standards for customized classroom use.

### How to Use the Standards Website

- Visit [www.flbt5.com](http://www.flbt5.com) to get started.
- There is an optional survey, if you do not wish to take the survey you may skip this and proceed to view the Standards.
- Choose how you would like to view the Standards: by age, by domain, or you can specify by age and domain.
- Click on each individual Standard to view it in full detail.
- Print the entire book of Standards in an easy to use format.



[www.flbt5.com](http://www.flbt5.com)