

Inclusion Protocol

REFERENCES

- (a) Department of Defense Instruction 6060.02, Child Development Programs (CDPs)
- (b) Department of Defense Instruction 6060.4, Youth Programs (YPs)
- (c) MCO 1710.30, Child and Youth Programs (CYP)
- (d) *Caring for Our Children: National Health and Safety Performance Standards, 3rd Edition*

1. **PURPOSE.** To provide practices, requirements, and guidance for Child and Youth Programs (CYP) on inclusion of children and youth with special needs, and ensure CYP inclusion processes comply with all applicable laws and directives.
2. **DEFINITION.** Children with special needs are children who may need accommodations to make child care accessible or may otherwise require more than routine and basic care; including children with or at risk of disabilities, chronic illnesses and physical, developmental, behavioral, or emotional conditions that require health and related services of a type or amount beyond that required by children in general.
3. **POLICY**
 - a. Department of Defense Directive (DoDD) 1020.1, Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense, implements Section 504 of the Rehabilitation Act of 1973, and establishes the requirement for supporting reasonable accommodations of individuals with a disability in CYP. Reference (a) also provides guidance on reviewing and making reasonable accommodations for children with special needs. In addition to supporting the children, we must also ensure that the parents who may also have special needs are appropriately supported.
 - b. CYP is prohibited from discriminating based on special needs in programs and activities receiving federal financial assistance disbursed by the Department of Defense (DoD) and in programs and activities conducted by the DoD including Marine Corps Morale Welfare Recreational (MWR) programs. CYP cannot:
 - (1) Exclude or deny authorized children and youth with disabilities an equal opportunity to participate in or benefit from CYP services
 - (2) Provide a child/youth with a disability an opportunity to participate in CYP that is not equal to the opportunity of others
 - (3) Provide different or separate programs to participants with disabilities unless such action is necessary to provide services that are as effective as those provided to others
 - (4) Otherwise limit a participant with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other participants in CYP
 - c. Prohibitions against discrimination apply to CYP service availability, accessibility, delivery, and CYP administrative activities and responsibilities.

- d. CYP is not required to produce the same level of achievement for participants with and without disabilities. However, CYP provides participants with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the participant's needs
- e. CYP embraces inclusion as an attitude and philosophy that welcomes and supports the participation of all children and youth, and executes respectful accommodations to ensure all participants can be successful. No otherwise eligible participant or parent/guardian of such participant, with a disability, receiving or seeking CYP services is subjected to discrimination. This is accomplished by making reasonable accommodations to policies, practices, and procedures to support participation.
- f. YP has policies and procedures in place to provide services as they apply to participants with special needs, which include the following:
 - (1) A multidisciplinary CYP Inclusion Action Team (IAT) that supports families of participants with special needs
 - (2) Procedures for reviewing and making reasonable accommodations for participants with special needs that do not fundamentally alter the nature of the program
 - (3) Consideration of the needs of the participant, the disability, and the environment of group care in CYP facilities or home-based care, staffing needs and training requirements, and the resources of the program
- g. Generally, where a requested, necessary accommodation would impose an undue hardship on the operation of the program, or put others at risk of injury, CYP contacts the supporting Marine Corps Community Services (MCCS) Counsel prior to any communication that the accommodation will be denied.

4. INTAKE PROCESS. The CYP Administrator (CYPA), or other personnel designated with installation CYP oversight responsibilities, is responsible for assembling an IAT.

a. Screening Group

- (1) An IAT Screening Group, made up of at least the installation CYPA (or designee(s)), the CYP Nurse and the Family Care Branch (FCB) Behavioral Specialist, conduct an initial IAT screening by reviewing the Health Screening Tool for Inclusion Action Team (IAT) (NAVMC 1750/4) and other relevant documentation. This initial screening determines, based on the severity of the participant's needs, which direction to take in the IAT intake process. Based on this determination, a formal IAT meeting may or may not be needed. The parent may request to have a formal meeting, even if the Screening Group determines it is not necessary. When a formal meeting is held, documentation of meeting minutes is maintained by the program/activity.
- (2) When special dietary accommodations are needed for religious reasons, NAVMC 1750/4 is not required. The IAT Screening Group reviews the USMC Child and Youth Programs (CYP) Special Diet Accommodation - Religious Exemption Form (NAVMC 1750/8) and other relevant documentation. A formal meeting is not necessary for religious exemptions unless requested by the parent.

b. IAT

- (1) The following perspectives, if available, are represented on the IAT:
 - (a) CYPA (or designee)
 - (b) CDC Director and/or CDC Training and Curriculum Specialist
 - (c) Resource and Referral Specialist
 - (d) CYP Nurse
 - (e) FCB Behavioral Specialist
 - (f) EFMP Manager (or designee)
 - (g) Parent/Guardian
- (2) Additional members may be:
 - (a) School related representative (as needed) such as Installation School Liaisons, and general or special educators.
 - (b) CYP Professionals who have objectively observed the participant and can provide pertinent information about the participant's needs (may be the participant's caregiver, youth leader, or other relevant professionals).
 - (c) Military and/or civilian healthcare providers (as needed).
 - (d) Family support services representative (as needed) such as a Community Counseling Center (CCP) counselor, Military Family Life Consultant (MFLC), school counselor, or other licensed professional.
 - (e) Therapeutic specialist (as needed) could include an occupational therapist, speech therapist, physical therapist, certified therapeutic recreation specialist, behavioral therapist or board certified behavior analyst.
 - (f) KIT inclusion specialist (as needed) if he/she has been working with CYP to develop supports and accommodations for the child/youth. KIT inclusion specialists will participate via phone.

c. Support and Accommodations.

- (1) Regardless of a formal IAT meeting occurring, the IAT works with the family to gather information on the types of environments that work well for the participant in order to identify an appropriate placement. A participant with a disability is NOT automatically placed in FCC. FCC placement is only appropriate after examining the needs of the participant, the preferences of the family, and the resources and supports available to the installation CYP. In order to support CYP in accommodating the needs of participants, the IAT has the following responsibilities:

- (a) Identify the needs of the participant within CYP.
 - (b) Recognize areas where accommodations and individualized supports are necessary.
 - (c) Determine placement in the most inclusive setting appropriate to the participant's needs.
 - (d) Contribute to the design of individualized accommodations and supports.
 - (e) Review emergency action plans and health management plans.
 - (f) Develop Inclusion Support Plans (ISPs), to include behavior plans, for each participant-specific case.
 - (g) Discuss inclusion-related issues (i.e. physical access, community collaboration, and staff training).
 - (h) Recommend other USMC support where appropriate.
 - (i) Assist CYP Professionals and parents in identifying local resources and services.
 - (j) Facilitate a method for ongoing communication between CYP and the family.
- (2) The ISP includes the following:
- (a) Participant's needs
 - (b) Medication or procedures required during care
 - (c) Special dietary needs
 - (d) Transportation needs
 - (e) Possible problems, special precautions
 - (f) Healthcare professional's name
 - (g) Emergency plans and procedures specific to the participant (including who to contact)
- (3) Documentation that all members of the IAT concur with the ISP developed for the participant is maintained by CYP.