



NEW YORK CITY DEPARTMENT OF

HEALTH AND MENTAL HYGIENE

Oxiris Barbot, MD

Commissioner

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Bureau of Early Intervention
Division of Family and
Child Health

July 10, 2020

Dear Early Intervention Group Service Provider;

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As you are aware, on July 7, 2020, the New York City Board of Health voted to reopen child care programs beginning this Monday, July 13, 2020. Early Intervention group services in New York City remain on the Phase IV timeline for reopening as required by the New York State Department of Health, Bureau of Early Intervention.

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In preparation for phase IV, Early Intervention providers are required to develop and implement a reopening plan for their agency to resume face to face center-based group services. Your reopening plan should comply with the requirements laid out in the guidance below.

In order to resume the provision of Early Intervention services in group settings, Early Intervention providers of any group service (group developmental intervention, parent child group, support group), must submit the information outlined below to the NYC Bureau of Early Intervention Technical Assistance Unit, and receive notification via email that the plan has been accepted BEFORE the delivery of group Early Intervention services can resume.

The information in this document is separated into three sections.

- Early Intervention providers who are permitted by Article 47 of the Health Code must comply with Sections I, II, and III of this document.
- Early Intervention group service providers who are not permitted under Article 47 must comply with Sections II and III of this document. However, the Bureau of Early Intervention strongly encourages all group service providers to review the materials in Section I, as this offers invaluable information on the effective operation of group services during COVID-19.
- **Section III of this document specifies the information that each Early Intervention group service provider is required to submit for each location and each group type provided at that location. Submissions should be brief and limited to the information being requested. Please submit the information to eita@health.nyc.gov by Wednesday, July 15, 2020.**

Section I: New York City Department of Health and Mental Hygiene, Bureau of Child Care requirements for providers permitted under Article 47

1. **Read and affirm** the [Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency](#). A summary of this guidance can be found [here](#).
 - a. To affirm that you have reviewed and that you understand and will implement the State-issued guidelines, **complete and submit** the [affirmation form](#).
 - b. **Review** the [Reopening New York City: Checklist for Child Care Program Guidelines](#).
2. **Prepare** a reopening safety plan and post it conspicuously on-site.
 - a. NYS has created a [Business Reopening Safety Plan Template](#) to assist businesses in preparing a plan.
3. **Review** the NYC Health Department’s [Reopening NYC FAQ](#). Although not all questions are relevant to child care programs, it will help you implement new requirements.
4. You must also comply with all applicable requirements of [Article 47](#) of the Health Code.
5. Article 47 providers are **encouraged to review the application to request [funding from New York State](#) to help child care programs implement requirements for COVID-19**. The application must be submitted by July 15 at 5 p.m.
6. If you have any questions, please call or email your assigned representative, call your [borough office](#) or email childcareinfo@health.nyc.gov.

Section II: Requirements for all Early Intervention group service providers.

Provider plans must:

1. Comply with [NYC DOH Early Intervention Program’s Return to In-Person Services Action Plan During COVID-19 \(6/22/2020\)](#).
2. Ensure compliance with the maximum children per room as specified below.
3. Ensure compliance with the screening protocols to be implemented with families whose children are receiving EI services in group settings, required cleaning and health and safety measures, and the use of the [NYC Early Intervention Consent to Initiate or Resume In-person Services](#) form.
4. Comply with [Reopening New York City: Checklist for Child Care Program Guidelines](#) as appropriate based on type of group being provided.

Section III: Information that must be submitted to eita@health.nyc.gov by **Wednesday, July 15, 2020**. Please utilize this structure and answer this set of questions per location.

Agency Name:	Main Point of Contact:
Location:	
Types of Groups Provided: Group Developmental Intervention; Parent Child Group; Support Group	
Has agency decided to close this group location entirely? (If the answer to this question is yes, do not proceed with any of the questions below for this location)	
Has agency decided to close any of the groups at this location? If so, specify:	
If transportation is not available this summer, will the agency delay reopening any or all of the group types available at this location? (provide information by group type)	
If agency decides to delay the start of group services, what is the anticipated timeline to resume group service? (provide information by group type)	
Days and hours of operation at location	
Groups offered (provide the following information per group type):	

- a. Schedule for group with start and end times, and days per week
- b. Types of group service to be provided (parent-child or group developmental intervention (GDI))
- c. Focus of group (ABA, communication/socialization, general developmental delay, motor impaired, hearing impaired, etc.)
- d. How staffing, scheduling and enrollment upon reopening will adhere to the group size maximum of 15 children while maintaining required staffing ratios per room:
 - i. Per group, the maximum number of people to be present
 - how many staff (rendering provider, assistant teacher, 1:1 aide, push-in therapist, parent, group/teacher and teacher's aide)
 - how many children, including typically developing (based on the 15 maximum: under 12 months = max group size 8; 12 to 24 months = max group size 10; 2 years to 3 years = max group size 12; and 3 years to 5 years = max group size 15)
 - staff to child ratios: no greater than 1:4 for basic GDI, or 1:3 for enhanced GDI
 - ii. How agency will ensure consistent assignment of staff to specific children, to limit number of people children and staff are exposed to
 - iii. How agency will eliminate use of "floating" staff except to cover staff absences
- e. For providers of both group and individual facility-based services (ex: speech therapy, occupational therapy, physical therapy), indicate if push-in therapy is provided, and if so, how the agency will ensure that during push-in therapy, the caps above on number of children will not be exceeded, that consistent assignment of staff to specific children is maintained, and "floating" staff will be eliminated.

For additional resources refer to:

- a. The NYC Health Department's [COVID-19: RESTART Guidance for Businesses](#) Consult the section applicable to the NY Forward Phase IV.
- b. The NYSDOH's [Interim Advisory for In-Person Special Education Services and Instruction During the COVID-19 Public Health Emergency](#) (June 8, 2020)
- c. The NYSDOH's [Summary of Guidance for Child Care and Day Camp Programs](#)