# Key Contacts for Special Education

You can use this customizable contact form to keep track of key contacts in the developmental disability services field

| Title | Service | Contact Person | Phone Number | Email | Special Notes |
| --- | --- | --- | --- | --- | --- |
| Care Coordinator | Managed care insurance coordinator |  |  |  | Name of MCO/Plan: |
| Child FIND Contact | Coordinates services from age 2-5 |  |  |  |  |
| DARS Case Manager | Coordinates and funds transition to work services |  |  |  | Active or on waiting list:  Waiting list category: |
| Early Intervention Case Manager | Coordinates early intervention services for CSB |  |  |  |  |
| Employment Transition Rep (ETR) | School employee who helps develop transition plan |  |  |  |  |
| Occupational Therapist | Supports fine motor skill development |  |  |  |  |
| Pediatrician | Medical Care and oversight |  |  |  |  |
| Physical Therapist | Supports gross motor skill development |  |  |  |  |
| Personal Care Agency | Provides staff for Waiver hours |  |  |  | Services used: |
| Personal Care Attendant | Consumer Directed Waiver staff |  |  |  |  |
| Recreation Programs | Physical and social activities |  |  |  |  |
| Service Facilitator | Coordinates consumer directed Waiver services |  |  |  | Agency: |
| Special Education Advocate/ Attorney | Privately hired advocate to help with IEP and school issues |  |  |  |  |
| Special Needs Trust | Fund for saving for future needs |  |  |  |  |
| Speech Therapist | Supports speech and communication development |  |  |  |  |
| Support Coordinator | Arranges active DD Waiver Services |  |  |  | CSB or private:   Type of Waiver: |
| Teacher | Provides day to day instruction at school |  |  |  |  |
| Waiting List Support Coordinator | Point of contact for Waiver waiting list at the CSB |  |  |  | Priority Tier for Waiting List:   Date of last contact: |
|  |  |  |  |  |  |
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