

# Eligibility Determination Process

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The multidisciplinary team considers the multidisciplinary evaluation of the child and the subsequent recommendations, family situation, parent recommendations, observational information, and Informed Clinical Opinion to determine whether the child meets the criteria for Developmental Delay or Established Condition.

An eligibility determination for the child must include:

- Review of pertinent records related to the child's health status and medical history.
- An evaluation of the level of functioning, as needed, in cognitive development, physical development including vision and hearing, communication development, social/emotional development, and adaptive development.
- An assessment of the child's unique needs in terms of developmental areas and identification of services appropriate to meet those needs.
- A summary of the family's information regarding the child.

An evaluation report completed for eligibility should be in the child's permanent record. The report must include, but is not limited to, the following components:

- Eligibility comments,
- Summary of findings, and
- Recommendations for treatment.

## Service Coordinator

The Service Coordinator performs the following related to a child's eligibility determination:

- If the child is found eligible:
  - Discusses scheduling of an Individualized Family Service Plan (IFSP) meeting and options for services and Outcomes that the family would like to see for their child.
  - Provides appropriate notice to the family.
    - Provides a Prior Written Notice to identify the child's eligibility using the Prior Written Notice form, to the parent/guardian of a child who was determined eligible for early intervention services.
    - Reviews Parent Rights and provide a copy of the Idaho Infant Toddler Program Child and Family Safeguards brochure, which offers a complete description of procedural safeguards to the family.
    - Ensures there is documentation of the Prior Written Notice and that Parent Rights were reviewed with the family.
  - Continues the process to develop the IFSP and implement services.

- If the child is found ineligible:
  - Explains the reason(s) for the ineligibility and other options available for services in the community through a personal contact.
  - Ensures there is documentation in the child's permanent record about dates and types of evaluations used and whether the family was referred to monitoring, other services, or informed about re-evaluations.
  - Provides appropriate notice to the family.
    - Provides a Prior Written Notice of the refusal of eligibility using the Prior Written Notice form, to the parent/guardian of a child who was determined ineligible for early intervention services.
    - Reviews Parent Rights and provide a copy of the Idaho Infant Toddler Program Child and Family Safeguards brochure, which offers a complete description of procedural safeguards to the family.
    - Ensures there is documentation of the Prior Written Notice and that Parent Rights were reviewed with the family.

Recommended practice suggests a need for more than a Prior Written Notice form and a need for a personal communication to inform the parent/guardian that their child is ineligible for direct services. Internal procedures for refusal to initiate identification, placement, or provision of early intervention services should be conducted under close supervision of the local supervisor and program manager.