RI Early Intervention Implementing EI Procedural Safeguards at a Glance



Intake

- Explain voluntary nature of Early Intervention (EI)
- Share & explain procedural safeguards
- Explain system of payment & obtain consent for use of Medicaid or private insurance
- Complete consent forms to release or obtain records from other sources
- Explain eligibility & evaluation/assessment process
- Explain and provide prior written notice and obtain consent for evaluation. (Note: Children with SEC do not require a multidisciplinary evaluation, however they do require a multidisciplinary assessment)



Multidiscipline Evaluation and Assessment

- If not completed during intake, or if date/time has changed, explain & provide written prior notice & obtain consent for evaluation
- Share & explain procedural safeguards



IFSP Eligibility Meeting

- · Provide prior written notice prior to IFSP eligibility meeting
- Share & explain procedural safeguards



IFSP Meeting (Development and Update)

- Provide prior written notice prior to IFSP meeting
- Develop/Update IFSP
- Explain & complete consent for El services (embedded in IFSP signature page
- Share & explain procedural_safeguards (embedded in IFSP)

IFSP: Review and Annual IFSP

- Provide prior written notice for IFSP meeting to review IFSP
- Review IFSP
- Determine if child continues to be eligible for Part C services
- If there is a question about the child's continued eligibility, explain & provide written prior notice & obtain consent for for a full multidisciplinary evaluation/assessment, including family directed assessment.
- If the IFSP team does not question the child's eligibility, ongoing assessment must be updated. Ongoing assessment does not require prior written notice or parental consent.
- If an additional discipline specific evaluation is needed, provide prior written notice for an IFSP meeting to add/change services on IFSP (if not already on IFSP)

Notification

 Provide LEA notification for children potentially eligible for Part B (no parental consent needed)



Transition Conference

· Provide prior written notice

Other Instances that Require El Provide the Parent with Procedural Safeguards

Parent declines participation in El

 Explain right to decline participation in Part C and inform parent of opportunity to contact El in future

Parent Declines Evaluation

 Explain that El cannot be provided with without an evaluation and how to contact El in future (not applicable for SEC)

When a Child is Found Not Eligible

- Share & explain procedural safeguards, including parents right to dispute the eligibility decision
- Explain how to contact EI in future

Parent Declines One or More El Service(s)

- Explain right to decline one or more El services, while others may remain
- Explain parent's right to accept service in future

Child No Longer Eligible or Parent Withdraws Child from El

 Share & explain procedural safeguards, including parents right to dispute the eligibility decision.