

Appendix 1: Completing the Eligibility Process during the COVID-19 Emergency

If your Early Intervention program receives a new referral or needs to re-determine eligibility for a child, the following process should be followed as long as the state of emergency is in effect. Be reminded that programs can offer a new family a screening using the Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire: Social Emotional (ASQ:SE) to determine if they want to move on to an evaluation.

Step 1: Determine if the family wants to complete the eligibility process or wait

IF...	THEN
Parent wants to proceed	Document conversation with family
	Move to Step 2
Parent wants to wait	Determine how often EISC will follow up with family (at least every 14 days unless parent requests otherwise)
	Determine if family has any resource needs and make any appropriate referrals
	Confirm child's age; if within 90 days of third birthday, provide local LEA contact information
	Document conversation
	Create reminder to follow up with parent as agreed upon

Step 2: Determine if the child has a diagnosed condition

IF...	THEN
Yes – child has diagnosis on the list	Get documentation of diagnosis, as per rule
	Move to Step 3
Yes – child has diagnosis NOT on the list (i.e., on the form)	Get documentation of diagnosis on EI-12, as per rule
	Move to Step 3
No – parent has developmental concern	Move to Step 3

Step 3: Determine if the family has access to technology with visual capability (phone, tablet, webcam, etc.)

IF...	and technology with visual	THEN
Child has documented dx (on the list or EI-12)	Yes	Proceed to assessment process using observation
	No	Develop an interim IFSP
Child needs an evaluation	Yes	Coordinate evaluation (determine team, potential days/times, if family has items to use as test materials, etc.) and move to Step 4
		Explain to the parent that an accurate evaluation requires observation and discuss potential options (e.g., submitting video)
		Identify family priorities and needs through conversation
		Offer to provide service coordination to assist the family in accessing resources until an evaluation is feasible
		Follow up with the family as needed

Step 4: Complete evaluation in all five domains using a qualified evaluation team

IF...	THEN
Child is eligible by 1.5 SD delay in either Social-Emotional or Adaptive	Proceed to assessment process (EIDS: select actual range for S-E and Adaptive; enter highest range for other domains)
	Child is eligible until age 3
Child is NOT eligible by 1.5 SD delay in either Social-Emotional or Adaptive	Move to Step 5 (EIDS: select actual range for S-E and Adaptive; enter highest range for other domains)

Step 5: Complete further evaluation using parent report, observation, and, as needed, an additional assessment tool in communication, cognition, and motor domains to support Informed Clinical Opinion (ICO)

IF...	THEN
Child is eligible via ICO	Proceed to assessment process
	Eligibility will need to be redetermined prior to the annual IFSP
Child is NOT eligible via ICO	Have a conversation with the family to discuss any additional information that could result in eligibility
	Offer to follow up with the family for an in-person evaluation when feasible
	Determine current family needs and make any appropriate referrals
	Complete EI-9 and EI-10, document all activities and conversations in detail, and exit after the 10 days prior written notice