



**Department of
Children & Youth**

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION

Determining Eligibility: Step by Step Process

Prepared by

Early Intervention Program Consultants
Early Intervention Data and Monitoring Team
August 2024
Ohio Department of Children and Youth
246 N. High St
Columbus, Ohio 43215

www.ohioearlyintervention.org



**Department of
Children & Youth**
Help Me Grow Early Intervention

Overview

There are multiple ways a child can be determined eligible for EI services in Ohio. It is the responsibility of the Early Intervention Service Coordinator (EISC) to coordinate eligibility for all children referred to EI. Below is a step-by-step guide that should be followed for every child when determining eligibility.

Step 1: Determine if the child may have a diagnosed condition that could result in delay.

The EISC should review the referral information and discuss any potential diagnoses with the parent

- A. Was the child previously determined eligible in Ohio as listed in EIDS under Eligibility or on a physical IFSP ([EI-04](#))? If so, the child is eligible until the age of 3.
 1. If yes, proceed to **Step 6**.
 2. If child was not previously determined eligible, proceed to **Step 1B**.
- B. Is there [appropriate documentation](#) of a diagnosis on the list already in EIDS (under Referrals, Contact Log, or Manage Documents)?
 1. Did the referral come from ODH (*State Health Department*) for a diagnosis of **Elevated Blood Lead Levels (EBLL)**, **Neonatal Abstinence Syndrome (NAS)**, or **Hearing Loss**? If so, the referral in EIDS is documentation of a diagnosed condition on the list.
 - If yes, confirm the diagnosis with the parent, complete the top sections and last page of “Prior Written Notice of Eligibility Determination” ([EI-03](#)), and proceed to **Step 6**.
 2. Did the referral come from a *Hospital Based Child Find* program for a confirmed diagnosis on the list? If a diagnosis on the list is confirmed in EIDS on the slider in the Contact Log, the referral in EIDS is documentation of a diagnosed condition on the list.
 - If yes, confirm the diagnosis with the parent, complete the top sections and last page of “Prior Written Notice of Eligibility Determination” ([EI-03](#)), and proceed to **Step 6**.
 3. Is there documentation of a diagnosed condition on the list in EIDS under Manage Documents, such as a discharge summary or medical record?
 - If yes, confirm the diagnosis with the parent, complete the top sections and last page of “Prior Written Notice of Eligibility Determination” ([EI-03](#)), and proceed to **Step 6**.
 4. If there is no documentation of a diagnosed condition on the list in EIDS, proceed to **Step 1C**.
- C. Did the referral source or parent indicate that the child has a diagnosed condition (on [Appendix C](#) or not on Appendix C) or is there information referencing a diagnosis in EIDS (e.g., Manage Documents, Referrals, or Contact Log)?
 1. If yes, proceed to **Step 2** to obtain documentation.
 2. If no, proceed to **Step 4** to coordinate evaluation.

Step 2: Request documentation of the diagnosed condition.

The EISC should confirm whether the diagnosed condition is on the list in [Appendix C](#).

- A. If the diagnosed condition is on the list:
1. Ask the parent if they have documentation of the diagnosed condition (e.g., discharge summary, MyChart records, etc.).
 - If yes and the documentation is obtained, complete the top sections and last page of “Prior Written Notice of Eligibility Determination” ([EI-03](#)) and proceed to **Step 6**.
 - If no, obtain “Consent for Release or Exchange of Information” ([EI-06](#)) and/or hospital release of information from parent and request documentation from the qualified medical professional and proceed to **Step 3**.
- B. If the diagnosed condition is **NOT** on the list:
1. Obtain “Consent for Release or Exchange of Information” ([EI-06](#)) from the parent and send “Documentation of Diagnosed Condition” ([EI-12](#)) to the qualified medical professional for completion (or have parent send/take EI-12 to medical professional, if convenient) and proceed to **Step 3**.
- C. If the EISC isn’t sure if a diagnosis falls under a condition in Appendix C, they can reach out to their program consultant for clarification.

Step 3: Confirm diagnosed condition and receipt of documentation.

The EISC should follow up with the medical professional to obtain documentation of the diagnosis early enough in the timeline to complete all components within 45 days from referral. The eligibility date is the date documentation of the diagnosed condition was obtained.

- A. If the EISC has received documentation of the diagnosed condition:
1. Confirm that documentation is complete.
 - Documentation of a diagnosis listed in Appendix C includes the diagnosis and medical professional’s signature/authorization.
 - “Documentation of Diagnosed Condition” ([EI-12](#)) includes the specific diagnosis, at least one box checked for potential area of delay, and medical professional information, including signature.
 2. Complete the top sections and last page of form “Prior Written Notice of Eligibility Determination” ([EI-03](#)) and proceed to **Step 6**.
- B. If the EISC has **NOT** received acceptable documentation in a timely manner:
1. Document all attempts to obtain documentation in case notes and proceed to **Step 4** to coordinate an evaluation (note that any documentation received after this point should still be entered in EIDS and recorded in the child’s record).

Step 4: Qualified personnel conduct evaluation in all five domains using the Bayley or Battelle Developmental Inventory (with parent consent).

- A. If the tool shows a delay of 1.5 SD or more in any area, the child is eligible.
 1. The evaluators need to complete “Prior Written Notice of Eligibility Determination” ([EI-03](#)), documenting areas of delay, completion dates, a summary of the evaluation findings, and team details.
 2. Complete top sections and last page of form [EI-03](#) and proceed to **Step 6**.
- B. If the tool does NOT show a delay of 1.5 SD or more in any area, proceed to **Step 5**.

Step 5: Determine potential eligibility using Informed Clinical Opinion (ICO).

If the evaluation tool did not indicate a delay of at least 1.5 SD in at least one of the five domains, the evaluation team may determine eligibility using informed clinical opinion (ICO) based on their professional expertise and considering additional information such as observation, parent report, and additional sources of information.

- A. After considering ICO, evaluators complete “Prior Written Notice of Eligibility Determination” ([EI-03](#)), documenting completion dates, the eligibility determination process and results (including any areas of delay identified via ICO), and team details.
 1. If the child is eligible via ICO, complete top sections and last page of Form [EI-03](#) and proceed to **Step 6**
 2. If the child is **NOT** eligible via ICO:
 - Explain eligibility results to the family.
 - Determine current family needs and make any appropriate referrals.
 - Complete top sections and last page of “Prior Written Notice of Eligibility Determination” ([EI-03](#)) and thoroughly document all activities and conversations in detail.
 - Provide “Prior Written Notice of Exiting” ([EI-10](#)) and enter the exit information in EIDS within one business day of the exit.

Step 6: After determining that a child is eligible, explain eligibility results to the parents, provide Form [EI-03](#), and move on to the child and family assessment process.

- A. Explain eligibility results and inform the family that the child is eligible until age 3.
- B. Complete the assessment process:
 1. Provide prior written notice & obtain consent on [EI-02](#) for child assessment and FDA.
 2. Complete the child assessment and FDA (if consent is obtained).

Additional Considerations

When is screening appropriate?

- Screening should be limited to children for whom there are not developmental concerns or who do not have a diagnosed condition likely to result in a delay.
- If a screening is conducted, the ASQ & ASQ:SE must both be used.
- The parent always has the right to request an evaluation (as explained in parent rights).

What is the date of eligibility determination?

- The EISC provides Form [EI-03](#) to the parent within five calendar days of eligibility determination. This will look different, depending on how the child's eligibility was determined:
 - **Diagnosis on the list:** If a child is eligible via a diagnosis on the list in Appendix C, the date of eligibility determination is:
 - The date the EISC confirmed a diagnosis received via an applicable HBCF or ODH referral with the family; **or**
 - The date the EISC received confirmation of the diagnosis from a medical professional.
 - **Form EI-12:** If the child is eligible via a medical diagnosis not listed on [Appendix C](#), the date of eligibility determination is the date the service coordinator received Form EI-12 completed by a health professional.
 - **Evaluation:** If an evaluation is completed, the date of eligibility determination is the date on which the team determined whether the child is eligible, after all steps within the eligibility process are complete.
 - If the child is eligible via scores on the evaluation tool, the date of eligibility is the date the evaluation was finished and scored.
 - If the child's eligibility was determined using informed clinical opinion, the date of eligibility is the date the team used ICO.
 - **Not eligible:** If a child is determined not eligible for EI after ICO has been considered, the date of eligibility determination is the date the team considered ICO.

Resources

1. IFSP Guidance Document: <https://ohioearlyintervention.org/forms/ei-04>
2. EI Program eligibility and services Rule 5123-10-02: <https://codes.ohio.gov/ohio-administrative-code/rule-5123-10-02>
3. Verification Standards: <https://ohioearlyintervention.org/monitoring>
4. Informed Clinical Opinion (ICO) guidance document: <https://ectacenter.org/~pdfs/pubs/nnotes28.pdf>
5. EIDS Data Entry Guide: <https://ohioearlyintervention.org/data-system>