FORM EI-12: DOCUMENTATION OF DIAGNOSED CONDITION
GUIDANCE RESOURCE

Form Guidance

This form is used to establish eligibility for early intervention (EI) when a child has a diagnosis likely to result in a developmental delay[1] and the diagnosis is **not** listed in Appendix C of the Ohio Administrative Code 5180-10-02[2].

Conversations with families about any existing diagnoses related to their child should take place as soon as possible after a referral to support timely coordination of the eligibility process. When the early intervention service coordinator (EISC) becomes aware of a child's diagnosis that is not listed in the Appendix C **but is likely to result in a developmental delay**, the EISC must explain the eligibility process to the parent(s). The EISC must also explain to the parent(s) that written consent is needed to receive information about the child's diagnosis from a licensed medical professional[3]. Consent to receive information specific to the child's diagnosis and its impact on development is built into this form. **This consent must be obtained on Form EI-12 to have this form completed by the licensed medical professional.** If the parent agrees to send the form to the medical professional, they sign and date the consent box at the top of the form.

The EISC must ensure that the top portion of the form is complete with the child's name, date of birth, parent's name(s), and child's ETID number. The EISC must also ensure that their contact information is accurate at the bottom of the form so that the licensed medical professional can return the completed form. The EISC then sends the form to the licensed medical professional.

Upon receipt, the EISC must review the form in its entirety to ensure all required information has been recorded. For this form to determine eligibility, it must state a specific diagnosis, indicate at least one developmental area of concern, and be signed by a medical professional licensed to diagnose and treat mental or physical conditions. Eligibility established on Form EI-12 is valid until the child's third birthday. If the EISC receives an EI-12 with the second box checked, stating the medical condition will not result in a developmental delay, then the EISC must proceed with coordinating an evaluation (with consent). The EISC must document the date the EI-12 was received at the bottom of the form. If the EISC has additional questions after receiving an EI-12, please contact the assigned regional program consultant.

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[1] OAC 5180-10-02(D)(1)(b)
[2] OAC 5180-10-02 Appendix C

[3] OAC 5180-10-01(C)(1)(e)

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Help Me Grow Early Intervention

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Form EI-12 must be sent to the licensed medical professional early enough to allow sufficient time for the completed form to be returned to the EISC, assessments to be completed, and the IFSP to be developed within the required 45-day timeline. If the form is returned without the required information, is not returned timely, or the parent does not consent to send the form to the medical professional, the EISC must coordinate a developmental evaluation (with consent) to determine EI eligibility within the 45-day timeline. If the EI-12 is returned after the 45-day timeline or after the evaluation is completed, please contact the assigned regional program consultant.

All conversations with the parents about this form and the associated EI activity must be documented in early intervention case notes[4].

Relationships with local physicians and office staff help establish reliable contacts to follow up on referrals (with consent). The established contacts can also assist with the timely completion and return of Form EI-12. It is recommended that the EI service coordination agency provides continued education on the importance of completing this form in its entirety and the effects of a prompt return to the EISC/EISC Agency.

EISC Explanation of Form to Parents – Example Script

"One way that your child may be eligible for Early Intervention (EI) is by providing medical records that show your child has a diagnosis that is likely to cause a developmental delay. Does your child have any medical or physical conditions that you think might affect their development? This could include anything that affects how your child sees, hears, moves, communicates, learns, interacts with others, or does everyday activities. Some medical conditions automatically qualify a child for EI if there is documentation confirming the diagnosis. For other conditions, a licensed medical professional can complete this form confirming the diagnosis and that it is likely to affect your child's development.

Would you like us to send the form to your child's doctor? If so, written consent is needed on the form in order to receive information about your child's diagnosis. Would you like to consent to the sharing of information with the licensed medical professional? If we cannot get documentation of your child's diagnosis or if you do not wish to consent to the form, you can still choose to have a full developmental evaluation to determine whether your child is eligible for EI."

[4] OAC 5180-10-02 (O)(1)(c)