



Nov 2019 Update:
Frequently Asked Questions

This document contains questions about the new EI rules that were received after the last FAQ document was published.

FORMS

EI-01 PWN and Consent for Developmental Screening

Q: If the parent decides to have the waive the 10 days and the screening occurs, do we need to have these forms as carbon copy so we can give them a copy right there or can we email or mail it after the visit?

A: A copy must be provided to the parent prior to the activity. If a parent waives the PWN, a copy of the PWN/Consent form can be sent to the family after the visit. If the parent does not waive PWN, a copy of the PWN form should be left at that time with the parent.

EI-06 Consent for Release of Records and Exchange of Information

Q: Will you clarify whether the Early Head Start record release is sufficient to release an IFSP to Early Head Start or must the parent complete EI-06.

A: The parent must complete EI-06.

EI-07 Consents for Transition

Q: Can the sections be completed at different times?

A: Yes. Top portion is for discussions and sharing information- started second birthday. Bottom section is TPC inviting LEA; Two different conversations; unless child comes in within two years 3 months or 90 days prior to the third birthday this would be completed same time; Two different activities to support families around transition; 1. Informing/planning; 2. Permission to hold the TPC and if applicable invite LEA.

EI-11 Prior Written Notice of Proposed Change to IFSP

Q: IFSP review-if not changing services-do we still need PWN EI-11?

A: See IFSP Guidance document.

Q: I am contacting you in order to obtain clarification on Form EI-11. Is this form only to be used by EI providers regarding periodic IFSP's where services would be added, altered, or deleted?? My understanding of this form is that it is replacing the previously used Prior Written Notice HEA 8022; and if that is the case, we were only utilizing this document when the team proposed to make changes to the plan and typically it was during a periodic review. I just want to make sure we have a clear understanding of when and how to use this document correctly. For instance, are we using this form for all IFSP's including initial, periodic and annual?? So, if the child is determined eligible for the program, and the family agrees to access services; we are to hand them the Form EI-11 prior to meeting in order to write the IFSP??

A: Reference the PWN Crosswalk on the EI website.

Q: What happens if they lose the form after mailed and we do not get it back?

A: The responsibility is on the EI personnel to provide PWN and DOCUMENT that PWN is provided. The parent does not send the PWN form back to the SC. Obviously, the parent consent must still be obtained in writing, but this may be done later.

Q: What if you wait until the visit to have the family sign the waiver of timeline. Do you need a carbon copy, could you have them sign 2 forms and you keep one or could you take a picture? How do you keep for the file?

A: You may give the parent a blank copy of some PWN forms (EI-01, 02, and 03). Others will be completed (for example EI-10 and 11) and a copy given to the parent.

EI-15 Determination of Parent Ability to Pay for Early Intervention Services

Q: Is parent signature needed in both areas (private and public insurance) even if they do not have that particular insurance?

A: Yes. Check the correct box, sign and date in both sections.

Q: Currently POLR providers ask for policy numbers and card holders name and DOB. Is this the SC's responsibility or the POLR providers responsibility to obtain?

A: Part of the SC's responsibility is to coordinate funding for EI services. This may include facilitating the transfer of insurance information to a provider.

Q: One of the SC's ran into an issue, she clicked the wrong box on I believe it was the SOP form, she checked no instead of yes, and it wouldn't let her

unclick that box? Is there anything that can be done differently in that situation?

A: If a single check box and clicked no, the correct box should unclick.

IFSP FORM (EI-04) and PWN of Determination of Ineligibility (EI-09)

See the [IFSP Guidance Document](#) for more information.

General IFSP Questions

Q: Will DODD translate documents other than the IFSP?

A: No. The IFSP is sent to Shakila Dixon.

Q. Mom speaks English but dad does not. Do we need an interpreter?

A: No, because we have an English-speaking parent.

Q: We have a current family on the old IFSP, we need to update a consent release form to their new doctor. Do we use the old release form or the new release form? So, for families if releases need updated before the IFSP is due to be updated are we to use the old forms or use the new release forms?

A: New forms are being used as of July 1.

Q: How does a family sign if they don't read or write?

A: An illiterate parent can sign with a mark and there needs to be one witness that signs below the mark with the witness' signature and the witness' address. The witness can be the EISC and the address can be where the EISC works.

Section 3B

Q: We are a little confused about how to complete the annual IFSP review. The question is, for an annual the child is getting a HELP assessment, new RBI and review of outcomes. We understand they get a whole new IFSP, but do we fill out section 3B, the evaluation summary page or just the 3c and write N/A on the 3b?

A: See IFSP Guidance Document

Section 3E

Q: When rating a child "Completely" for a COS rating, is it acceptable to put N/A in the Needs box on Section 3E?

A: This could be possible if the child is solid in one area; sometimes, the skills overlap.

EI-09

Q: If a SC does a screen and close does the SC have to do an EI-09. If we have been using a different report format to summarize the evaluation results, etc., are we able to document “see attached report” on EI-09 (PWN of Determination of Ineligibility) (attached) or should we replace what we are producing with this form filled out as is?

A: EI-09 would not be needed because no evaluation was done in this situation. The EISC would complete EI-10, the first box on the left-hand side. If the EISC needs to attach additional materials, they may do so.

Procedural Safeguards

Prior Written Notice

Q: If the parent chooses NOT to waive for each individual activity, evaluation, FDA, IFSP, and we are beyond the 45-day timeline- will that be an acceptable NCR?

A: The 45-day timeline applies even if the parent does not waive PWN and exceeding the 45-day timeline in this situation is not an acceptable non-compliance reason. The 45-day timeline and PWN requirements have not changed from the earlier rules.

Q: Will EIDS have a tickler system to alert a SC that you are exiting prior to 10 days or a waiver is needed?

A: Not at this time.

Service Coordination, Maintenance of Records and Exit **5123:10-02 (N)-(P)**

Service Coordination

Q: Does it say in rule how often and how long supervision should be? If it does, I can't find it!!!

A: Please reference 5123-10-04(B)13.

Screening, Eligibility and Assessment

Screening

Q: The tool is the ASQ for screening, correct?

A: Both the ASQ and ASQ SE are required to conduct a developmental screening for children referred to EI.

Eligibility

Q: If after evaluation/assessment is completed with a child, and “the IFSP team, including the family have determined there are no outcomes to address at this time” what new form(s) should be completed for our records and mailed to the family. In addition, on Form EI-10, there doesn’t seem to be an option to check for that.

A: The EISC must complete as much of EI-04 as possible with information obtained. EI-10 must be completed with the box, “You determined that your family has no need for Individualized Family Service Plan (IFSP) outcomes at this time” checked.

TRANSITION

TPC

Q: Does the biological family’s school district need to be invited to the TPC? Who needs to be at this meeting? If yes, who gets invited? The bio child’s district or the district where the child was removed?

A: See [IFSP Guidance document](#) page 7.