

# FORM EI-01: PRIOR WRITTEN NOTICE AND CONSENT FOR DEVELOPMENTAL SCREENING

## GUIDANCE RESOURCE

### Form Overview

The purpose of this form is to provide prior written notice and to obtain the parent's consent before conducting screening procedures. This form is completed when a developmental screening is proposed. Developmental screenings are **only** conducted when there is no suspected delay or disability **and** when the parent/family hasn't already requested an evaluation. Screenings cannot be used to determine eligibility for EI.

This form must be completed, signed, and dated by the parent at least 10 days prior to administering a developmental screening unless the parent waives their right to their 10-day notice by initialing and dating the waiver box.

This form is used primarily by early intervention service coordinators and central intake staff. The EISC or central intake staff member reviews the form with the parent (in-person or virtually) and provides the parent with a blank copy. The EISC or central intake staff member explains the purpose of the form and assists the parent(s) to understand the associated EI activity. The parent needs to understand that they can request an evaluation at any time, even if the screening does not identify any concerns.

All conversations with the parent about this form and the associated EI activity must be documented in the early intervention case notes. The developmental screening cannot be completed before the 11th day after prior written notice was given unless the parent waives their 10-day notice. This form can be mailed, emailed or physically handed to the parent. The date it is sent via mail, emailed, and or physically handed to the parent is the date that is recorded in the "Today's Date" space. The 10-day required advance notice begins when the parent has been given or sent the form.

If the parent and early intervention service coordinator (or central intake personnel) agree to conduct the developmental screening within the 10-day prior written notice period, the waiver of timeline box is initialed by the parent and dated.

The consent section also includes language regarding parent rights. The EISC is required to explain parent rights and provide the *Parent Rights in Early Intervention* brochure. The parent attests to having this brochure and may give consent or not give consent to the proposed activities.

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### EISC Explanation of Form to Parents

*“Based on our conversation thus far, it sounds like you have no concerns about your child’s development. Before conducting a full developmental evaluation (with your permission), we can complete a shorter developmental screening that will give us additional information to decide whether to move forward with the evaluation. The screening consists of answering a series of questions about your child’s present levels of development. The screening takes 10 to 15 minutes.*

*What questions do you have? Would you like to proceed with a screening or a full developmental evaluation? If you would like, you can take more time to think about this, or if you are sure you want to proceed with screening today, you can waive your right to 10-day prior written notice when you sign permission for the screening. If we move forward with the screening, you can still request an evaluation, regardless of the results of the screening.”*

### Rule References

OAC 5123-10-01(C)(1)(a)

OAC 5123-10-01(D)

OAC 5123-10-02 (F)

OAC 5123-10-02(O)