

FORM EI-02: PRIOR WRITTEN NOTICE AND CONSENT FOR DEVELOPMENTAL EVALUATIONS AND ASSESSMENTS

GUIDANCE RESOURCE

Form Overview

The purpose of this form is to provide prior written notice and to obtain informed consent for a developmental evaluation (if applicable) and assessments. This form can be mailed, emailed, or physically handed to the parent. The date it is sent via mail, email, and/or physically handed to the parent is the date that is recorded in the “Today’s Date” box.

The 10-day required advance notice begins the day that the parent is given or sent the form.

The EISC reviews the form and related EI activities with the parent (in-person or virtually) and provides the parent with a blank copy. The EISC explains the purpose of the form and assists the parent(s) to understand the information. This form is used for developmental evaluations and assessments, including the family-directed assessment (FDA).

In the “We propose to (check all that apply)” section, the EISC checks one or more boxes and explains what is being proposed to the parent(s). Only the applicable boxes should be checked. The parent initials the activities to which they consent, prints their name, and signs and dates the bottom of the form. The EISC must ensure that all proposed activities are checked on the form and explained to the parent prior to obtaining consent.

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.

For the child to be served in EI, eligibility must be determined, and the child assessment completed. Rule requires offering the family directed assessment; however, the parent may decline the family-directed assessment and still receive EI services. Thus, the parent’s decision about the family-directed assessment does not impact the child’s eligibility to receive EI services. It is important that EISCs explain the scope of what is gathered during the family-directed assessment process and how the information is used, so that parents can make an informed decision about consenting to the FDA.

If the parent does not give consent for one or more of the proposed activities, the parent is made aware of how the decision impacts access to early intervention services.

The “Waiver of Timeline” box (optional) is found to the right of the proposed activities. Parents have the right to 10-day prior written notice of a proposed activity; however, if the evaluation team is available to conduct the evaluation and/or assessment before the 10-day notice has elapsed, and the parent would like the developmental evaluation and/or

FORM EI-02: PRIOR WRITTEN NOTICE AND CONSENT FOR DEVELOPMENTAL EVALUATIONS AND ASSESSMENTS

GUIDANCE RESOURCE

assessment to occur sooner than after 10 days, the EISC explains the optional waiver of timeline.

If the parent chooses to waive the PWN, the parent initials and dates in the waiver of timeline box. If the parent does not waive the PWN, the developmental evaluation and/or assessment and FDA may occur after 10 calendar days have elapsed.

All conversations with the parent(s) and activities related to this form must be documented in the early intervention service coordinator's case notes.

EISC Explanation of Form to Parents

"In order for your child to be served in EI, eligibility must be determined, and a child assessment completed.

The developmental evaluation, which is conducted by one or more qualified professionals on the EI team, is used to determine your child's eligibility for EI services when there is no confirmed diagnosis or qualifying medical condition. The assessment of your child helps the EI team understand your child's participation within your family's daily activities and routines. The evaluation and assessment may include observation, a review of relevant records (such as medical records you consent to share with the team), input from you and those close to your child, and the use of evaluation/assessment tools that will offer information about your child's vision, hearing, nutrition, communication, adaptive/self-care, social-emotional, gross and fine motor, and cognitive/thinking/problem-solving development.

The family-directed assessment, which is not required to receive EI services, is a discussion in which you have the opportunity to share information about your family's concerns, priorities and resources, and what types of assistance/support you want from the EI team.

If your child is determined eligible, all of the information from the evaluation and assessments will be used to develop your child's Individualized Family Service Plan, or IFSP. Because the child assessment is required for your child to participate in EI, as well as an evaluation when there is no confirmed diagnosis or qualifying medical condition, should you choose not to consent to either activity, you will be provided with prior written notice of exit and your child will be exited from the EI system after 10 days have elapsed. You may re-refer your child any time prior to his/her 3rd birthday."

**FORM EI-02: PRIOR WRITTEN NOTICE AND CONSENT FOR DEVELOPMENTAL
EVALUATIONS AND ASSESSMENTS
GUIDANCE RESOURCE**

Rule References

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

OAC 5123-10-01 (D)

OAC 5123-10-02 (G)(3)

OAC 5123-01-02(O)