

FORM EI-03: PRIOR WRITTEN NOTICE OF ELIGIBILITY DETERMINATION GUIDANCE RESOURCE

Form Overview

The purpose of this form is to provide prior written notice (PWN) to a parent regarding their child's early intervention eligibility determination.

The early intervention service coordinator (EISC) ensures this form is completed and is responsible for providing a copy of the completed form to the parent within five calendar days of eligibility determination.

Child eligible for Ohio Early Intervention (EI) due to a diagnosed physical or mental condition with a high likelihood of resulting in a developmental delay:

- If a child is eligible via diagnosed condition, the EISC completes this form in its entirety through the first checked box in *Eligibility Status* section.
 - The *Diagnosed Condition* box must contain a diagnosis listed on either Appendix C or an EI-12.
 - For *documentation used to confirm diagnosis*, list what documentation was used to confirm diagnosis.
- 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.
- If the child is eligible via a medical diagnosis not listed on Appendix C, the date of eligibility determination is the date the EISC received Form EI-12 completed by a health professional.
- Prior to sending the form to the family, the EISC ensures the contact information is accurate and complete in the *If your child is eligible for Ohio Early Intervention* section.

Child eligible for Ohio Early Intervention (EI) due to developmental delay, as determined by the EI evaluation team:

- If a child is eligible via developmental delay, the EISC or qualified personnel may complete information up to the *Eligibility Status* section.
- The qualified personnel that conducted the evaluation ensures that the information gathered from the evaluation process (child's history, present levels of development based upon administration of a tool and/or observation, interview, vision and hearing checklists, and record review) is summarized on this form from the *Eligibility Status* section (developmental delay checked box) through completion of the *Multidisciplinary Evaluation Team Members* section.

FORM EI-03: PRIOR WRITTEN NOTICE OF ELIGIBILITY DETERMINATION GUIDANCE RESOURCE

- 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 (ICO), the date of eligibility is the date the team used ICO (date of team conversation)
- Within the *Summary of Evaluation Findings* section, the E/A team clearly describes the setting of the evaluation, who was present, and any adaptations that were made to the tool or environment (interpreters, sign language, adaptive equipment, etc.). It should also include any additional concerns shared by the family that were not included with the referral and any hearing and vision recommendations. Additionally, this summary should describe what the team learned during the evaluation about the child's unique strengths and needs and how they participated in family routines and activities that led to the eligibility determination.
- Prior to sending the form to the family, the EISC ensures contact information is accurate and complete in the *If your child is eligible for Ohio Early Intervention* section.

Child not eligible for Ohio Early Intervention (EI):

- If the child is not eligible via developmental delay, the EISC or qualified personnel may complete information up to the *Eligibility Status* section.
- The qualified personnel that conducted the evaluation ensures that the information gathered from the evaluation process (child's history, present levels of development based upon administration of a tool and/or observation, interview, vision and hearing checklists, and record review) is summarized on this form from the *Eligibility Status* section (not eligible checked box) through completion of the *Multidisciplinary Evaluation Team Members* section.
- Qualified Personnel must complete all steps within the eligibility process and analyze all applicable information to move forward with determining a child 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.
- Within the *Summary of Evaluation Findings* section, the E/A team clearly describes the setting of the evaluation, who was present, and any adaptations that were made to the tool or environment (interpreters, sign language, adaptive equipment, etc.). It should also include any additional concerns shared by the family that were not included with the referral and any hearing and vision recommendations. Additionally, this summary should describe what the team learned during the evaluation about the child's unique strengths and needs and how they participated in family routines and activities that led to the eligibility determination.

FORM EI-03: PRIOR WRITTEN NOTICE OF ELIGIBILITY DETERMINATION GUIDANCE RESOURCE

- The qualified personnel that conducted the evaluation ensures that the following sections are completed: *community supports and resources* and *ideas and suggestions for promoting your child's development*.
- Prior to sending the form to the family, the EISC ensures the contact information is accurate and complete in the *If your child is NOT eligible for Ohio Early Intervention* section.

Additional Guidance:

- Adjusted age is the child's age adjusted for prematurity. Adjust a child's age by the number of weeks premature they were (<37 weeks) until they are 18 months old. List adjusted age on Form EI-03 regardless of whether it was used to calculate scores on an evaluation tool.
- The dates for the *Methods Used to Determine Eligibility Status* section will be the day each of those activities are finished. If any activity is conducted over multiple days, only the date of completion is documented on EI-03. Therefore, each line will only have one date listed. In the instance an activity was not completed (such as “other”), N/A may be listed.
- If an EI-03 requires translation, the EISC will submit the EI-03 to DCY within five calendar days of eligibility determination to be translated. The EISC then needs to provide a copy of the translated EI-03 to the family within five calendar days of receipt of the translated EI-03.
- If a child is found eligible but the family chooses not to proceed to development of an IFSP, an EI-03 must be provided to the family within five calendar days of eligibility determination, along with an EI-10.

Helpful Resources:

- [Determining Eligibility Guidance](#)

EISC Explanation of Form to Parents

For children eligible with a diagnosis:

“This form is used to summarize the results of the Ohio EI System’s eligibility process for your child. Your child is eligible based on a diagnosis of _____. The date we confirmed your child’s diagnosis is documented on EI-03. Our next step will be to schedule _____ if you are interested in participating in EI services. Here is a copy of the Ohio Early Intervention Parent Rights brochure that I explained to you. If you have questions or disagree with the results of the

FORM EI-03: PRIOR WRITTEN NOTICE OF ELIGIBILITY DETERMINATION GUIDANCE RESOURCE

eligibility determination, I can assist you with understanding your options and next steps. What questions do you have about the information I just shared with you?”

For children eligible due to developmental delay as determined by the EI Evaluation Team:

“This form is used to summarize the results of the Ohio EI System’s eligibility process for your child. The form includes information about your child’s present levels of development gained from the evaluation process, using the Ohio approved evaluation tools. The results indicate your child is eligible for Ohio Early Intervention, based upon delays in _____. Our next step will be to schedule _____ if you are interested in participating in EI services. Here is a copy of the Ohio Early Intervention Parent Rights brochure that I explained to you. If you have questions or disagree with the results of the eligibility determination, I can assist you with understanding your options and next steps. What questions do you have about the information I just shared with you?”

For children not eligible:

“This form is used to summarize the results of the Ohio EI System’s eligibility process for your child. Based upon evaluation results, your child is not eligible for early intervention at this time. The evaluation team listed additional information for promoting your child’s development on the form. Here is a copy of the Ohio Early Intervention Parent Rights brochure that I explained to you. If you have questions or disagree with the results of the eligibility determination, I can assist you with understanding your options and next steps. What questions do you have about the information I just shared with you?”

Rule References

5123-10-02 (D)(4)