

FORM EI-10: PRIOR WRITTEN NOTICE OF EXITING GUIDANCE RESOURCE

Form Guidance

This form must be completed by the early intervention service coordinator (EISC) prior to exiting a child from the EI system, unless the child is exiting because the child has turned three or is deceased.

This form does not include a section for parent consent. It does provide the parent the opportunity to contact the EISC if the parent believes the reason for exit is inaccurate or the parent wishes for their child to remain enrolled.

The written notice must be provided at least 10 calendar days before exiting the child. The EISC may not exit the child until 10 days have elapsed from the date form EI-10 was provided to the parent. The 10-day required advance notice begins the day the form is physically handed, emailed, or mailed to the parent. The relevant box indicating the reason for exit must be checked. The EISC needs to ensure the exit reason is accurate and the exit information entered into the Early Intervention Data System (EIDS) matches what is indicated on form EI-10.

The “Proposed Date of Exit” is 11 calendar days after the form is sent or provided to the parent.

The *EI Parent Rights* brochure is provided to the parent, along with the completed Form EI-10. If the form and brochure are provided in person, the EISC should explain the parent rights and procedural safeguards related to exiting early intervention, including that the parent may re-refer the child any time prior to his/her third birthday if they have additional concerns.

The EISC and, when relevant, the EI service provider must document all activities related to exiting a child in case notes, including unsuccessful attempts to contact parents.

EISC Explanation of Form to Parents

“Ohio EI is proposing to end EI services. As a parent, you have 10 days from the date this form is provided to contact me if you believe the reason for exit is inaccurate and/or you wish for your child to remain enrolled. A Parent Rights brochure is included with this form for your reference. You may re-refer your child any time prior to his/her third birthday if you have additional concerns. You can also monitor your child’s development by using the free ASQ screening tool that’s available via the link on the bottom of the form.”

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Rule References

OAC 5123-10-01(D)(2)(d)(iv)

OAC 5123-10-02 (P)

OAC 5123-10-02(O)(1)(b)