



**Department of
Children & Youth**

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION

Determining an EI Parent: Step by Step Process

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Overview

OAC 5123-10-01 (B)(11) states a "parent" means a biological or adoptive parent of a child, a guardian, a foster parent or person acting in place of a biological parent or adoptive parent with whom the child lives, or an appointed surrogate parent, consistent with 34 C.F.R. 303.27. After receiving a referral, it is the responsibility of the Early Intervention Service Coordinator (EISC) to identify the parent for Early Intervention (EI) purposes. EISCs determine who meets the definition of EI parent by first reviewing the referral information.

Step 1: Determine if the child resides with a biological or adoptive parent

- A. Does the child reside with someone other than the biological or adoptive parent?
1. If yes, proceed to **Step 2**.
 2. If no, obtain consent from the biological or adoptive parent.
 - If unable to contact the biological or adoptive parent despite at least two attempts using more than one medium (phone, email, fax, text, mail) when available, the EISC will proceed to exit the child. The EISC will ensure that *Prior Written Notice of Exiting* is provided (EI-10) and will complete the *Professional Referral Follow-up* (EI-14), if applicable.

Step 2: Determine if there is a judicial order

- A. Is there a judicial order?
1. If yes, the EISC will request the judicial order from the PCSA or caregiver with whom the child resides, review the order, and identify who has legal custody.
 - The EISC will contact the legal custodian to determine who will provide consent for EI services.
 - If the EISC has made at least two attempts using more than one medium (phone, email, fax, text, mail), when available, to contact the legal custodian, and has not heard back within 14 days, proceed to **Step 3**.
 2. If no, proceed to **Step 3**.

Step 3: Determine the child's caregiver

- A. Who is the caregiver with whom the child lives acting in place of the parent?
1. The identified caregiver will act as the EI parent.
 - The EISC will obtain all written consents from the identified parent for EI purposes.
 - If unable to contact the EI parent, despite at least two attempts using more than one medium (phone, email, fax, text, mail) when available, the EISC will exit the child. The EISC will ensure that *Prior Written Notice of Exiting* is provided (EI-10) and will complete the *Professional Referral Follow-up* (EI-14), if applicable.

Additional Guidance

- The EISC must document all conversations, contact attempts, and activities in case notes related to identifying and locating the EI parent.
- The EISC should continue to make and document attempts to connect with the PCSA. If unable to connect with caseworker, the EISC should reach out to the caseworker's supervisor.
- Early intervention program – procedural safeguards rule 5123-10-01:
<https://codes.ohio.gov/ohio-administrative-code/rule-5123-10-01>