

Forms and/or Documentation Associated with Each Step in the EI Process



This list has been developed to help you organize and complete all documentation requirements for the early intervention process. This checklist is intended to be used as a companion tool after you have read the *Infant & Toddler Connection of Virginia Practice Manual*. Because the early intervention process is individualized for each child and family, there is some flexibility about when some of this documentation is completed. Please refer the *Practice Manual* for more detailed guidance.

Referral

- Begin early intervention record
- Optional Acknowledgement Letter to Referral Source sent to referral source stating that referral was received
- Notice of Child and Family Rights and Safeguards including Facts About Family Cost Share (as needed)
- Surrogate Parent Identification of Need (optional form)
- Declining Early Intervention Services form (if the family does not want to move forward)
- Contact notes to document all contact with and on behalf of the family

Intake

- Notice and Consent to Determine Eligibility
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Strengthening Partnerships: Guide to Family Safeguards in the Virginia Early Intervention System
- Eligibility Determination Form (if eligibility established by records)
- Developmental screening tool completed (e.g., ASQ)
- Virginia Part C vision and hearing screens (or these may be completed at time of the assessment for service planning if you know that the child will be moving to an assessment)
- Notice and Consent for Assessment for Service Planning (if eligible or combining eligibility determination and assessment for service planning)
- Releases of information
- Family Cost Share Agreement form (if the child has Medicaid or FAMIS)
- Local system/program paperwork
- Initial Early Intervention Service Coordination Plan (required for children with Medicaid or FAMIS; optional for all)
- Declining Early Intervention Services Form (if the family does not want to move forward)
- Contact notes to document all contact with and on behalf of the family

Eligibility Determination

- Eligibility Determination Form
- Parental Prior Notice

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- Early Intervention Services – Notice of Action letter (for Medicaid recipients if ineligible, and only if applicable)
- Declining Early Intervention Services (if the family does not want to move forward)
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Interim IFSP (as needed in exceptional circumstances to address immediate needs)
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

Assessment for Service Planning

- Notice and Consent for Assessment for Service Planning (if eligible)
- Physician referral/authorization if needed (e.g., TRICARE)
- Developmental assessment tool completed
- Virginia Part C vision and hearing screens (if not completed at intake)
- Family assessment tool questions
- Family Cost Share Agreement (if not completed earlier) or Temporary Family Cost Share Agreement (if family unable to provide income information)
- Parental Prior Notice
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Declining Early Intervention Services (if the family does not want to move forward)
- Early Intervention Services – Notice of Action letter (for Medicaid recipients if found ineligible)
- Confirmation of IFSP Schedule or Confirmation of Scheduled Meetings/Activities Form for families
- Confirmation of IFSP Schedule, Confirmation of Scheduled Meetings/Activities, or other written notification to other IFSP team members
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

Initial IFSP Meeting

- IFSP completed and signed by family and other team members
- Declining Early Intervention Services (if family not interested in one or all services offered)
- Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
- Physician signature completed for all services (as required by payment source) on one of the following:
 - The IFSP; or
 - Separate letter referencing the IFSP that is sent with the IFSP, like the Physician Certification Letter; or
 - The IFSP Summary Letter.

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- Health Status Indicator Questions letter sent to physician
- Parental Prior Notice Form
- Copies of IFSP sent to family, all providers of services specified on the child's IFSP; pediatrician/primary care physician, etc. (with signed release from parent)
- Family Cost Share Agreement (if not completed before) or Temporary Family Cost Share Agreement (if family unable to provide financial information)
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Individual Child Data Form (ICDF for data entry into ITOTS)
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family
- Documentation of observation of child by the Service Coordinator during month of IFSP (in order to bill DMAS for EI TCM)

IFSP Reviews (completed at least once every 6 months)

- Parental Prior Notice
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Confirmation of IFSP Schedule to family
- Confirmation of IFSP Schedule or other written notification to other IFSP team members
- IFSP Review Record signed by team
- Family Cost Share Agreement Form (as needed)
- Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
- Declining Early Intervention Services (if family not interested in one or more services offered)
- Physician signature completed for addition or changes to frequency/length of any services (as required by payment source) on one of the following:
 - The IFSP; or
 - Separate letter referencing the IFSP that is sent with the IFSP, like the Physician Certification Letter; or
 - The IFSP Summary Letter.
- Health Status Indicator Questions to Physician (must be sent every 6 months)
- Copies of IFSP changes sent to family, all providers of services specified on the child's IFSP; pediatrician/primary care physician, etc. (with signed release from parent)
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

Annual IFSP

- Eligibility Determination Form

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- Parental Prior Notice
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Confirmation of IFSP Schedule to family
- Confirmation of IFSP Schedule or other written notification to other IFSP team members
- New IFSP is written
- Documentation of observation of child by Service Coordinator during the month that IFSP meeting is held (required for children with Medicaid/FAMIS)
- Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
- Declining Early Intervention Services (If family not interested in one or more services offered)
- Releases of Information
- Physician Certification completed for all services (as required by payment source)
- Health Status Indicator Questions to Physician (must be sent every 6 months)
- Copies of IFSP sent to family, all providers of services specified on the child's IFSP; pediatrician/primary care physician, etc. (with signed release of information from parent)
- Family Cost Share Agreement or Temporary Family Cost Share Agreement (if family unable to provide financial information)
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

Transition

- IFSP transition section
- Notification to the LEA and Virginia Department of Education unless family indicates in section VII of the IFSP that they do not want information shared
- Parental Prior Notice (for Transition Conference)
- Parental Prior Notice (for IFSP Review if Transition Plan not developed during initial or annual IFSP)
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share (with Parental Prior Notice)
- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

Discharge

- Parental Prior Notice
- Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
- Early Intervention Services – Notice of Action letter (for Medicaid recipients if discharged because determined ineligible)
- Virginia Child Indicators Summary Form

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- Local system/program paperwork
- Contact notes to document all contact with and on behalf of the family

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