**STAFF INTERVIEW**

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| **Name of Early Intervention Program** |  |
| **Date of Verification** |  |
| **Chairperson** |  |

**PS-2: Does the infant toddler and preschool Early Intervention program ensure staff are able to describe the parent’s procedural safeguards?**

*Ask staff to describe their familiarity with the provision of procedural safeguards and how to explain them to parents.*

* When are procedural safeguards explained to families? (Ensure the staff person describes or identify the events below:)
* Upon initial contact with the Early Intervention program or upon parent
* request for evaluation
* Whenever there is a change in Early Intervention services or placement
* If a parent files a complaint or any time the parent requests a copy
* Offered annually to the parents of children receiving preschool Early

Intervention services.

* What resources or materials are available to explain a family’s procedural safeguards?
* If I was a parent, how would you describe my procedural safeguards?

* Who would a parent call if they had a concern about their early intervention services?

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| **Date of Staff Interviews** |  |
| **Name of Staff Interviewed** |  |
| **Title of Staff Interviewed** |  |

**EE-2: Does the infant toddler and preschool EI program have an efficient and effective process in place to determine initial and continued eligibility?**

 *Ask the evaluator the following questions:*

* How were you trained on the evaluation tool that you use for determining eligibility?
* How do you maintain your skills in the evaluation of children?
* If you have utilized Informed Clinical Opinion (ICO) in the past, can you discuss how the evaluation team came to this eligibility determination and did you feel confident in using that method to determine eligibility? (INFANT TODDLER ONLY)
* As an evaluator, what type of feedback do you receive about conducting evaluations, developing evaluation reports, and determining eligibility?
* Who provides the feedback and how often is it provided?