Verification Requirements: Evaluation for Eligibility

Indicator: Evaluation for Eligibility

Indicator Type: Program Management

Item EE-1: Does the preschool Early Intervention program have procedures for screening preschool children referred to the local program to ensure efficient eligibility determinations?

Preschool EI Criteria
There is evidence, as it relates to screening procedures, the preschool Early Intervention program is effective through: • The use of screenings for children who are suspected of having a developmental delay, and not children who meet one of the disability categories, • Ensuring that parental consent is obtained and that other procedural safeguards are followed, • Ensuring that the screening does not delay the evaluation, • Utilizing screenings conducted by other Early Intervention programs, health, education or social service agencies, • Strategies to use PELICAN and local data to review, evaluate and revise strategies as needed, • Strategies to supervise staff who are providing screenings, and • Strategies to ensure that screenings occur in a timely and fiscally responsible manner.

Regulatory Source

Preschool
IDEA 34 CFR §300.111; Title 22 Pa. Code § 14.152

Directions for Finding Evidence
1. Interview the program supervisor or program coordinator according to the ***Supervisor's Interview Protocol***. 2. Review other documents, if identified by the program supervisor or coordinator, which provide evidence of the ongoing review of screening procedures.

Standards for Performance Rating

Meets Requirements	Does Not Meet Requirements
• There is a process in place to manage local implementation. • The local program reviews data and process on an ongoing basis. • Process is updated as needed based on review of data. • The preschool screening process ensures timely eligibility determinations provided in a fiscally responsible manner.	One or more of the conditions under Meets Requirements are not met.

Indicator: Evaluation for Eligibility

Indicator Type: Program Management

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

Infant Toddler and Preschool EI Criteria
There is evidence, as it relates to determining initial and continued eligibility, that the infant toddler or preschool Early Intervention program is effective through: • Strategies to supervise evaluation teams and the determination of eligibility, • Strategies to ensure that evaluators have the skills and expertise needed to administer evaluation tools and to determine eligibility, • Strategies to use PELICAN and local data to review and evaluate eligibility determinations, • Strategies to ensure that children who are no longer eligible are exited from the program, and • Strategies to ensure that activities focused on the determination of eligibility occur in a fiscally responsible manner.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.321-322; §303.421 Title 55 Pa. Code §4226.61; §4226.62 and §4226.95 EI Announcements: EI – 12 #01; 13 - #08	IDEA 34 CFR §300.304; §300.305; and §300.503 Title 22 Pa. Code §14.153 EI Announcements: 13 - #08

Directions for Finding Evidence
1. Interview the program supervisor or program coordinator according to the ***Supervisor's Interview Protocol***. 2. Interview evaluation staff according to the protocol in the ***Staff Interview Protocol***. Interview at least 2 evaluation staff/providers. 3. Review other documents, if identified by the program supervisor or coordinator, which provide evidence of the ongoing review of policies and procedures related to initial and continued eligibility.

Standards for Performance Rating

Meets Requirements	Does Not Meet Requirements
• There is a process in place to manage local implementation. • The local program reviews data and process on an ongoing basis. • Process is updated as needed based on review of data. • The process ensures timely initial and continued eligibility determinations provided in a fiscally responsible manner.	One or more of the conditions under Meets Requirements are not met.

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-3: Does the infant toddler or preschool Early Intervention program have procedures in place for evaluation, re-evaluation and determination of eligibility that meet state and federal requirements?

Infant Toddler EI Criteria	Preschool EI Criteria
There is evidence procedures include the following: • Nondiscriminatory evaluation procedures, • Evaluations are conducted in the child's native language unless clearly not feasible, • Family assessment is conducted in the native language of the family unless clearly not feasible, • Initial evaluation conducted by personnel independent of the provision of service or a waiver in place, • Obtaining parental consent for the initial evaluation and annual evaluation, • Prior written notice is provided to the parent when the child is not eligible for Early Intervention services, • Evaluations, including the family assessment, are conducted by qualified personnel who were trained to utilize the evaluation methods and procedures, • Diagnostic instruments and standard tests are used for the purpose and population for which they are valid and reliable, • Gathering both family and child assessment information, • Family assessment is voluntary, • Review of current medical records, educational and other records, • Eligibility criteria as defined in Announcement: EI 13-08 • Timely evaluation and eligibility determinations, • Appropriate determination of eligibility.	There is evidence procedures include the following: • Nondiscriminatory evaluation procedures, • Evaluations are conducted in the child's native language unless clearly not feasible, • Obtaining parental consent for the initial evaluation and re-evaluation, • Prior written notice is provided to the parent when the child is not eligible for Early Intervention services, • Evaluations, including the family assessment, are conducted by qualified personnel who were trained to utilize the evaluation methods and procedures, • Diagnostic instruments and standard tests are used for the purpose and population for which they are valid and reliable, • Gathering both family and child assessment information, • Review of current medical records, educational and other records, • Eligibility criteria as defined in Announcement: EI 13-08 • Timely evaluation and eligibility determinations, • Appropriate determination of eligibility.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.321-322; §303.421 Title 55 Pa. Code §4226.61; §4226.62 and §4226.95 EI Announcements: EI – 12 #01 EI Announcements: EI – 13 #08	IDEA 34 CFR §300.15; §300.29; §300.300-301; §300.303-304; §300.305; and §300.503 Title 22 Pa. Code §14.153 EI Announcements: EI – 13 #08

Directions for Finding Evidence
Prior to the Verification, use the ***Evaluation for Eligibility Procedures Checklist*** to determine what criteria are present or absent.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
95-100% of criteria from the Evaluation for Eligibility Procedures Checklist are met.	94% or below of criteria from the Evaluation for Eligibility Procedures Checklist are met.

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-4: Does the infant toddler Early Intervention program have procedures for screening an infant or toddler who is suspected of having a developmental delay?

Infant Toddler EI Criteria (Not Applicable for Preschool)
There is evidence procedures include the following: • Screening for children who are suspected of having a developmental delay and not for children with a previously diagnosed physical or mental condition, • Utilizing screenings conducted by health, education or social service agencies, • Obtaining parental consent for screening, including assurances that the parent can request an evaluation at any time, • Administering screening tools by qualified personnel who are trained to administer the tool, • Utilizing the Ages and Stages Questionnaire (ASQ) unless the needs of the child indicate that a different screening tool should be used, • Providing written notice to parents notifying them of the results of the screening, and • Timely screening procedures that do not delay timeline requirements for evaluation, assessment, initial IFSP or service delivery. • A statement related to documenting exceptional family circumstances in the child's record if the parent is unavailable to complete the screening, the initial evaluation, the initial assessments of the infant or toddler and family, or the initial IFSP meeting.

Regulatory Source

Infant Toddler
IDEA 34 CFR §303.310 EI Announcements: EI – 12 #01

Directions for Finding Evidence
Prior to the Verification, use the ***Infant Toddler Screening Procedure Checklist*** to review screening policies and to determine what criteria are present or absent.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
95-100% of criteria from the Infant Toddler Screening Procedure Checklist are met.	94% or below of criteria from the Infant Toddler Screening Procedure Checklist are met.

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-5: Does the infant toddler or preschool Early Intervention program ensure the initial evaluation and annual evaluation/re-evaluation for children include all required participants?

Infant Toddler EI Criteria	Preschool EI Criteria

There is evidence the following personnel participated in:
• Initial Evaluation
  ○ Parent
  ○ Service Coordinator
  ○ Personnel independent of service provision.
• Annual Evaluation
  ○ Parent
  ○ Service Coordinator
  ○ At least one qualified professional
  ○ Anyone the family wants to invite.
	There is evidence the following personnel participated in:
	• Initial Evaluation and Re-Evaluation
	  ○ Parent
	  ○ Team of qualified professional.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.24 and §303.321 Title 55 Pa. Code §4226.61 EI Announcements: EI – 12 #01	IDEA 34 CFR §300.304 Title 22 Pa. Code §14.153

Directions for Finding Evidence
1. Review the records in PELICAN of 5% of the children who had an initial evaluation and 5% of children who had a re-evaluation using a **standard record sample**. At least 10 records should be reviewed at minimum but no more than 30 records. Look for documentation of personnel participating in the evaluation. AND 2. Conduct observation(s) of an evaluation/s according to the ***Verification Observation Tool***.

Standards for Performance Rating

Evidence #1 – Record Review

Meet Requirements	Does Not Meet Requirements
95-100% of the criteria from the child record review are met	94% or below of the criteria from the child record review are met

Evidence #2 – Observation #1

Meet Requirements	Does Not Meet Requirements

Evidence #3 – Observation #2

Meet Requirements	Does Not Meet Requirements

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-6: Does the infant toddler or preschool Early Intervention program complete annual evaluations/re-evaluations according to required timelines?

Infant Toddler EI Criteria	Preschool EI Criteria
There is evidence that an annual evaluation was conducted within 365 calendar days from the previous evaluation.	There is evidence that a re-evaluation is conducted: • At least every 2 years to assess continued eligibility, • A copy of the evaluation report was sent to the family no later than 60 calendar days after the preschool program received written parental consent.

Regulatory Source

Infant Toddler	Preschool
Title 55 Pa. Code §4226.61	IDEA 34 CFR §300.303 Title 22 Pa. Code §14.153

Directions for Finding Evidence
Review the records in PELICAN of 5% of the children who had annual or re-evaluation, using a **standard record sample**. At least 10 records should be reviewed at minimum but no more than 30 records. If the EI IT or EI PS program does not have at least 10 children who received annual evaluation or re-evaluation, review the records of all children who received an annual evaluation or re-evaluation. Look for documentation of dates of the annual evaluation or re-evaluation in the child record. **Preschool Programs only**, for calculating the 2-year timeline, use the date of the evaluation reports sent to the family to ensure it was within 2 years of each other.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
95-100% of the criteria from the child record review are met	94% or below of the criteria from the child record review are met

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-7: Does the infant toddler or preschool Early Intervention program ensure that parents receive the initial and annual/re-evaluation report within required timelines?

Infant Toddler EI Criteria	Preschool EI Criteria
There is evidence of the following: • Parents are provided the evaluation report within 30 calendar days of the MDE.	There is evidence of the following: • Parents received the evaluation report at least 10 **school days** (EI program days) prior to the IEP meeting, or • Parents signed a waiver that they do not require the evaluation report 10 or more days prior to the IEP meeting.

Regulatory Source

Infant Toddler	Preschool
Title 55 Pa. Code §4226.61	Title 22 Pa. Code § 14.123

Directions for Finding Evidence

Infant Toddler EI Criteria	Preschool EI Criteria
Review the records of 5% of children who had an initial evaluation or annual evaluation using a **standard record sample**. At least 10 records should be reviewed at minimum but no more than 30 records. Look for documentation of: • Parent are provided the evaluation report within 30 calendar days of the MDE.	Review the records of 5% of preschool children who had an initial evaluation or re-evaluation using a **standard record sample**. At least 10 records should be reviewed at minimum but no more than 30 records. Look for documentation of: • Parent received the ER at least 10 school days prior to the IEP meeting, or • Parent signed a waiver of their right to receive the ER 10 school days prior to the IEP.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
100% of the children met criteria	99% or below of the children met criteria

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-8: Does the infant toddler Early Intervention program review the level of care evaluation or re-evaluation determinations according to timelines for infants and toddlers who are eligible for the ITF waiver?

Infant Toddler EI Criteria (not required for preschool programs)
There is evidence of the following: • Determination of level of care was completed for infants and toddlers who are likely to be eligible for the ITF waiver. • Re-determination of level of care for was completed for infants and toddlers who are eligible on an annual basis. • The level of care for all children who may be eligible for the waiver has been appropriately determined.

Regulatory Source
Title 55 Pa. Code §4226.23 EI Announcements: EI – 08 #10

Directions for Finding Evidence
Review the records in PELICAN of 5% of the children from the **targeted** child record review for the evaluation item above. At least 5 records should be reviewed at minimum but no more than 10 records. Look for documentation of the level of care evaluation or re-evaluation determinations according to timelines.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
100% of the children met criteria	99% or below of the children met criteria

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-9: Does the infant toddler or preschool Early Intervention program ensure that eligibility for children have been appropriately determined?

Infant Toddler EI Criteria	Preschool EI Criteria
There is evidence of the following: • Diagnostic tools and/or standardized tests were used for the purpose and population for which they are valid and reliable, • No single procedure was used as the sole criterion for determining eligibility, • A review of existing data available for the child was conducted, which may include medical records, parent interview, assessment from a child care program, progress monitoring data as appropriate, etc. • Subdomain scores were not used in determining eligibility under the developmental delay definition, • Appropriate use of informed clinical opinion, • Documentation for the use of medical diagnosis that may result in a developmental delay, and • The infant or toddler is demonstrating a delay of 25% in one or more of the developmental areas or documentation by test performance of 1.5 standard deviations below the mean. • For the infant or toddler **found ineligible** for Early Intervention services, the evaluation report describes recommendations including non-Early Intervention supports/services that may assist the family in addressing their concerns.	There is evidence of the following: • Diagnostic tools and/or standardized tests were used for the purpose and population for which they are valid and reliable, • No single procedure was used as the sole criterion for determining eligibility, • A review of existing data available for the child was conducted, which may include medical records, parent interview, assessment from a child care program, progress monitoring data as appropriate, etc. • Subdomain scores were not used in determining eligibility under the developmental delay definition, • The child's score on an appropriate diagnostic instrument indicates that the child is demonstrating a delay of 25% of the child's chronological age or 1.5 standard deviations below the mean in one or more of the developmental areas or there is documentation that the child is identified as a child with a disability 34 CFR § 300.8, and • There is documentation that the preschool child is in need of special education and related services. • For the preschool child **found ineligible** for Early Intervention services, the evaluation report describes recommendations including non-Early Intervention supports/services that may assist the family in addressing their concerns.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.21; 303.321 Title 55 Pa. Code §4226.22; 4226.61 EI Announcements: EI – 13 #08	IDEA 34 CFR §300.8; 300.301-306 Title 22 Pa. Code §14.101; §14.153 EI Announcements: EI – 13 #08

Directions for Finding Evidence

1. Review the records in PELICAN of 5% of the children who were found eligible for Early Intervention services, using the **standard record sample for children who were found eligible for Early Intervention**. At least 10 records should be reviewed at minimum but no more than 30 records. Look for documentation of the criteria for eligibility determinations. AND
2. Review the records of 5% of the children who were **found ineligible** for Early Intervention services, using a **targeted record review.** At least 5 records should be reviewed at minimum but no more than 10 records. If the EI IT or EI PS program does not have at least 5 children who were found not eligible, review the records of all children. **Look for documentation of how the team made the eligibility determination. If the 2 team members do not agree on whether the child was ineligible, the record should be reviewed by the entire verification team.**

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
100% of the criteria from the total child records review are met	99% or below of the criteria from the total child records review are met

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-10: Does the infant toddler or preschool Early Intervention program ensure the evaluation report includes all required components?

Infant Toddler and Preschool EI Criteria

There is evidence that the evaluation report includes the following:
• A family directed assessment that identifies the family's current resources, priorities and concerns and the supports and services necessary to enhance the family's capacity to meet the developmental needs of the child,
• A review of the child's current health status and medical history.
• Documentation in each of the five developmental domains of cognitive, physical (including vision and hearing), communication, social and emotional, and adaptive on the following:
  ○ Strengths and needs of the child, and
  ○ Level of functioning of the child,
• Summary of Evaluation Results, including how the delay or disability affects the child's participation in appropriate activities,
• An accurate eligibility determination, and
• Recommendations to assist in the development of the IFSP.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.321 Title 55 Pa. Code §4226.61 EI Announcements: EI – 12 #01	IDEA 34 CFR §300.301-306; §300.320 Title 22 Pa. Code §14.153

Directions for Finding Evidence
1. Review the records of 5% of the children who had an initial or re-evaluation within the last 3 months using a **standard record sample.** At least 10 records should be reviewed at minimum but no more than 30 records. Look for evidence of the presence of all required evaluation components. AND 2. Conduct observation(s) of an evaluation/s according to the ***Verification Observation Tool***.

Standards for Performance Rating

Evidence #1

Meet Requirements	Does Not Meet Requirements
95-100% of the criteria from the child record review are met.	94% or below of the criteria from the child record review are met.

Evidence #2 – Observation #1

Meet Requirements	Does Not Meet Requirements

Evidence #3 – Observation #2

Meet Requirements	Does Not Meet Requirements

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-11: Does the infant toddler or preschool Early Intervention program ensure the recommendations in the evaluation report are linked to the results of the evaluation?

Infant Toddler and Preschool EI Criteria
There is documentation that the recommendations are linked to the following information in the evaluation report: The families' current resource, concerns and priorities, and The child's current strengths, needs, and level of functioning.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.321 Title 55 Pa. Code §4226.61 EI Announcements: EI – 12 #01	IDEA 34 CFR §300.301-306 Title 22 Pa. Code §14.153

Directions for Finding Evidence
Review the records in PELICAN of 5% of the children who had an initial or re-evaluation within the last 3 months using a **standard record sample**. At least 10 records should be reviewed at minimum but no more than 30 records. Look for documentation that the recommendations are related to families' resources, concerns and priorities and the child's strengths and needs in the evaluation report.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
95-100% of the criteria from the child record review are met.	94% or below of the criteria from the child record review are met.

Indicator: Evaluation for Eligibility

Indicator Type: Compliance

Item EE-12: Does the infant toddler or preschool Early Intervention program provide appropriate planning for children who **no longer meet eligibility criteria** and who will be exiting the Early Intervention program?

Infant Toddler EI Criteria	Preschool EI Criteria
There is evidence of the following: • The planning meeting occurred no later than fifteen calendar days after the determination has been made that the infant toddler is no longer eligible for Early Intervention services, • The planning meeting addressed concerns and issues the family may have related to child development and about linking the child and family to other community supports, • The service coordinator uses the transition plan form to document discussion from the planning meeting, follow-up activities, and dates for completion of such activities, as appropriate and • Parent was provided with the PRA and indicated their child no longer needs Early Intervention services.	There is evidence of the following: • Preschool child exited the Early Intervention when the child functioned within the range of normal development for 4 months, with an IEP, and as verified by the IEP team, • An evaluation was completed either prior to 4-month monitoring or after the 4-month monitoring (it could also be a review of child's record, progress monitoring data) to determine the child was no longer eligible, • The evaluation report documented that the child no longer met eligibility criteria, • The transition plan form was used to document discussion regarding exiting the program, follow-up activities, and dates for completion of such activities, as appropriate and, • Parent was provided with the NOREP and indicated their child no longer needs Early Intervention services.

Please note: The criteria do not apply to children who are transitioning from infant toddler to preschool services. It does not apply to children who are eligible for Early Intervention services but for whom the family chooses not to continue with EI services.

Regulatory Source

Infant Toddler	Preschool
IDEA 34 CFR §303.322 EI Announcements: EI – 13 #01	IDEA 34 CFR §300.305 (e) Title 22 Pa. Code §14.157

Directions for Finding Evidence
Review the records in PELICAN of 5% of the children who exited Early Intervention because they no longer met eligibility for Early Intervention using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 10 records. Look for documentation of the criteria in the child's transition plan. **Infant Toddler Programs:** Documentation should be on the transition plan. The transition meeting and discussion on the activities for a transition plan can be done over the phone. If the family does not want to complete the transition plan or participate in a transition meeting, documentation of conversations can be in the SC notes. The SC notes must be detailed enough to include that the family did not want a transition plan or meeting. If documentation is not found, they do not meet requirements.

Standards for Performance Rating

Meet Requirements	Does Not Meet Requirements
95-100% of the criteria from the child record review are met.	94% or below of the criteria from the child record review are met.