

	POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM
No: NJEIS-19	Subject: Conducting Annual Evaluation and Eligibility/IFSP Review
Effective Date: September 8, 2016	Responsible Party: Part C Coordinator

I. Purpose

To ensure that, according to federal and state requirements, an annual evaluation is completed, continued eligibility is determined, and an annual IFSP is developed, for a child who continues to be eligible, using all relevant developmental and family information.

II. Policy

- A. The Service Coordination Unit (SCU) and the Targeted Evaluation team (TET) share responsibility to ensure that an annual evaluation/assessment, including the administration of the BDI-2, is completed prior to the annual IFSP meeting, to inform determination of continuing eligibility and, if necessary, the development of the annual IFSP.
- B. Prior written notice must be provided and informed written consent obtained in accordance with federal and state requirements.
- C. Annual IFSP Meeting arrangements must be made with, and written notice provided to, the family, the Early Intervention Program (EIP) and the other participants early enough before the meeting date to ensure that they will be able to attend.
- D. The annual evaluation/assessment of the child must be conducted in the language normally used by the child, if determined developmentally appropriate for the child by qualified personnel conducting the evaluation.
- E. Annual IFSP meetings must be conducted in settings and at times that are convenient for the family; and in the primary language of the family or other mode of communication, unless it is clearly not feasible to do so.
- F. The results of any current evaluations and other information available from assessments of the child and family must be used in determining continuing eligibility and the early intervention services that are needed.
- G. The contents of the IFSP must be fully explained to the parents and informed written consent must be obtained prior to the provision of early intervention services in the IFSP.

III. Procedures

A. Preparation for Evaluation/Assessment and Annual IFSP Meeting

1. The SCU is responsible for accessing the upcoming annual and exiting evaluation report(s) through the NJEIS Report server to assist in identifying the children in need of an annual IFSP. The report includes contact information and is available at least 60 days prior to the end date of the IFSP period.
2. Preparation includes gathering updated family information (Family Cost Participation; concerns, priorities resources), conducting developmental evaluation/assessment and determination of continued eligibility. The Service Coordinator must:
 - (a) Arrange with the family to update necessary family information prior to or at the beginning of the IFSP meeting;
 - (b) Notify the TET responsible for conducting the BDI-2 evaluation and any additional assessments identified as needed for the child in preparation for the Annual IFSP meeting; and
 - (c) Provide prior written notice to the parent using the NJEIS Form-006, Notice and Consent for Subsequent Evaluation.
3. The Service Coordinator is responsible to ensure:
 - (a) The parent wants to remain with NJEIS if continued eligibility is determined;
 - (b) The parent understands that a BDI-2 evaluation is required as part of the determination of continued eligibility for NJEIS;
 - (c) The family contact information provided to the TET is accurate; and
 - (d) The BDI-2 developmental evaluation and any other developmental assessments identified as needed are administered and the results available at least 5 days prior to the scheduled annual IFSP meeting.

B. Conducting the BDI-2

1. One member of the TET is responsible to administer the BDI-2 and ensuring informed written consent is obtained from the parent prior to administering the BDI.
2. The TET is responsible for accessing the child's initial BDI-2 scores from the BDI Data Manager prior to administering all age-appropriate sub-domains for the annual BDI-2.
3. The TET is responsible for completing the NJEIS BDI-2 Evaluation Summary that includes the initial and current scores on the BDI-2, and providing this summary to the parent at the conclusion of the BDI-2 administration.
4. After the BDI-2 has been administered, the TET is responsible to:
 - (a) Send the completed BDI Comprehensive Report to the parent prior to the scheduled IFSP meeting. The report can be sent by facsimile, email or regular mail;

- (b) Upload the BDI-2 results to the appropriate County classroom on the BDI Data Manager Website within two (2) days of the evaluation; and
 - (c) Notify the Service Coordinator prior to the IFSP meeting if the results of the BDI-2 raise any question of continuing eligibility and discuss the possibility of attending the IFSP meeting.
5. The Service Coordinator is responsible for accessing the BDI Comprehensive Report from the BDI-2 Data Manager Website prior to the IFSP meeting.

C. The Annual IFSP Meeting: Preparation for the Meeting

1. The Service Coordinator must schedule the annual IFSP meeting at least 60 days prior to the required annual IFSP meeting so the meeting can occur at least 2 weeks prior to the end of the current IFSP.
2. If the annual review deadline is approaching and the practitioner has not received any communication from the Service Coordinator about scheduling the IFSP meeting, the EIP provider agency administrator must contact the SCU Coordinator in writing, to provide notification that the annual IFSP meeting has not been scheduled or discussed.
3. The Service Coordinator is responsible to ensure that IFSP meeting arrangements are made with, and written notice provided to, the family and other participants early enough before the IFSP meeting to ensure they will be able to attend.
4. Each practitioner providing services to the child/family must prepare NJEIS Form-025, Practitioner IFSP Review Summary with the parent or share a copy of the form with the parent and Service Coordinator prior to the IFSP review.
5. EIP provider agencies are responsible to bring on-going assessment, session notes and a completed NJEIS Form-025, Practitioner IFSP Review Summary to the annual IFSP meeting.
6. The Service Coordinator is responsible to bring the BDI Comprehensive Report and any updated family information to the IFSP meeting.

D. The Annual IFSP Meeting: Team Review and Determination of Continuing Eligibility

1. The Service Coordinator is responsible for facilitating the completion of the NJEIS Form-014, IFSP Annual Team Review & and Continued Eligibility Discussion and Decision.
2. The IFSP team determines if the child continues to be eligible for early intervention in accordance with the NJEIS eligibility criteria taking into account the following information:
 - (a) Updated Family Information;
 - (b) The results from the most recent BDI-2;
 - (c) Information from on-going assessment and progress reports;
 - (d) Pertinent records related to the child's current health status and medical history from sources outside the NJEIS; and
 - (e) Informed clinical opinion.

3. Use of informed clinical opinion by the IFSP team to confirm continuing eligibility requires consideration of and documentation of the following information on NJEIS Form-014, IFSP Annual Team Review & Continued Eligibility Discussion & Decision:
 - (a) Qualitative concerns and how the atypical behavior or developmental patterns affect the child's functioning in the context of the child's daily routines; and/or
 - (b) Clinical observations that indicate subsequent development will likely be affected without intervention.
4. The Service Coordinator is responsible for providing prior written notice to the parent related to the continuing eligibility decision as follows:
 - (a) If the child continues to be eligible, the Service Coordinator completes and provides the parent prior written notice of that decision and the team proceeds to complete the annual IFSP.
 - (b) If the child no longer meets eligibility for NJEIS:
 - (i) The Service Coordinator completes and provides the parent prior written notice of that decision including informing the parent of their right to request dispute resolution if they do not agree with the eligibility decision; and
 - (ii) Unless the parent files a request for dispute resolution, the current IFSP continues to be implemented until the end of the authorization period.

E. The Annual IFSP Meeting: Development of the IFSP

1. If the child continues to be eligible for NJEIS, the IFSP team develops a new IFSP which becomes effective the day after the parent consents to the IFSP, thereby ending the existing IFSP and service authorizations.
2. The development of the annual IFSP must consider all the evaluation, assessment (including the BDI-2) and updated family information.
3. The IFSP Team must include all required components on the NJEIS Form-019, NJEIS IFSP.

IV. Related Policies and Forms

- NJEIS-02 Eligibility
- NJEIS-07 Initial Evaluation and Assessment
- NJEIS Form-006 Notice and Consent for Subsequent Evaluation
- NJEIS Form-014 IFSP Annual Team Review & Continued Eligibility Discussion & Decision
- NJEIS Form-019, NJEIS Individualized Family Service Plan
- NJEIS Form-025 Practitioner IFSP Review Summary
- System of Payments and Family Cost Participation Handbook