



# POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM

<b>Date: July 1, 2012</b>
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No.: <b style="text-align: center;">NJEIS-19</b>	Subject: <b style="text-align: center;">Annual Evaluation and Eligibility/IFSP Review</b>
Effective Date: <b style="text-align: center;">July 1, 2012</b>	Category: <b style="text-align: center;">Provider Agencies/Practitioners</b>
Review Date: <b style="text-align: center;">June 2015</b>	Responsible Party: <b style="text-align: center;">Part C Coordinator</b>

## I. Purpose

To ensure that annual evaluation is completed, continued eligibility is determined, and an annual IFSP is developed (if the child continues to be eligible) using all relevant developmental information.

## II. Policy

- A. An annual evaluation, including the administration of the BDI-2, must be 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 must be obtained prior to completing the annual evaluation.
- C. The BDI-2 must be administered by an evaluator trained through the NJ Department of Health (DOH) who is otherwise qualified in appropriate evaluation methods and procedures.
- D. The annual evaluation 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. An annual IFSP meeting must be conducted to determine if the child continues to be eligible and if so, to evaluate and revise, as appropriate, the IFSP.
- F. 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.

- G. 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.
- H. 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 the Administration of the BDI-2.**

- 1. DHSS will generate the Annual/Exit BDI Monthly Report to assist in identifying the children in need of an annual IFSP (including evaluation and determination of continued eligibility). The Report will include contact information and be available to both SCUs and TETs at least 2 months prior to the end date of the IFSP period.
- 2. The SCU must access the Annual/Exit BDI Monthly Report and schedule the annual IFSP meeting.
- 3. The SCU must identify and notify the TET responsible for conducting the BDI-2.
- 4. The SCU must provide prior written notice to the parent using the Notice and Consent for Subsequent Evaluation form.
- 5. The SCU is responsible to ensure:
  - (a) The parent wants to continue in 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 is administered and the results are 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. TET members who are a part of the child's intervention team may not be assigned to administer the BDI-2 for annual IFSP purposes.
- 2. The TET must obtain informed written consent from the parent prior to administering the BDI.
- 3. The TET is responsible for accessing the child's initial BDI-2 scores from the BDI Data Manager prior to administering the BDI-2.
- 4. The TET is responsible to administer all age-appropriate sub-domains for the annual BDI-2.
- 5. 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.
- 6. 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;
  - (c) Notify the SCU if the results of the BDI-2 raise any question of continuing eligibility. This notice may be by telephone or email prior to the scheduled IFSP meeting; and
  - (d) Attend the IFSP meeting if the results of the BDI-2 raise any question of continuing eligibility.
7. The SCU is responsible to access the BDI Comprehensive Report from the BDI-2 Data Manager Website prior to the IFSP meeting.

**C. The Annual IFSP Meeting**

**1. Preparation for the IFSP Meeting**

- (a) The SCU 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 that they will be able to attend.
- (b) EIP provider agencies are responsible to bring on-going assessment and progress notes to the annual IFSP meeting.
- (c) The SCU is responsible to bring the BDI Comprehensive Report and any updated family information to the IFSP meeting.

**D. The IFSP Meeting: Determination of Continuing Eligibility**

- 1. The IFSP team reviews all evaluation and assessment information, including the results of the BDI-2, and determines if the child continues to be eligible for early intervention in accordance with the NJEIS eligibility criteria.
- 2. All decisions regarding continuing eligibility must take into account the following information:
  - (a) The results from the most recent BDI-2,
  - (b) Information from on-going assessment and progress reports is documented on the NJEIS Documentation of Continuing Eligibility Discussion and Decision form.
  - (c) Pertinent records related to the child's current health status and medical history from sources outside the NJEIS, and
  - (d) Informed clinical opinion.
- 3. If the evaluation and assessment results do not meet the criteria for developmental delay and the child does not meet the high probability criteria, the team may use informed clinical opinion to determine continuing eligibility.
- 4. Use of informed clinical opinion by the IFSP team to confirm continuing eligibility requires consideration of and a written description of:

- (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.
5. The SCU is responsible for ensuring written documentation of the discussion and decision related to continuing eligibility on the NJEIS Documentation of Continuing Eligibility Discussion and Decision form. All members of the IFSP team must sign the completed form certifying their agreement with the eligibility decision.
  6. The SCU is responsible for providing prior written notice to the parent related to the continuing eligibility decision as follows:
    - (a) If the child is determined to continue to be eligible, the SCU completes and provides the parent prior written notice of that decision and the team proceeds to complete the annual IFSP.
    - (b) If the child is determined to no longer be eligible for early intervention:
      - (i) The SCU completes and provides the parent prior written notice of that decision including informing the parent of the 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 and a transition plan is developed with the parents.

**E. The IFSP Meeting: Development of the Annual IFSP**

1. If the child continues to be eligible for early intervention, the IFSP team develops a new IFSP which becomes effective the day after the parent consents to the IFSP.
2. The development of the annual IFSP must consider all the evaluation and assessment (including the BDI-2) information along with the family's resources, concerns and priorities.
3. The IFSP must include all required components on the NJEIS IFSP form.

**Related Policies**

NJEIS-02 Eligibility

NJEIS-07 Initial Evaluation and Assessment

System of Payments and Family Cost Participation Handbook

NJEIS Forms-006, 007, 011, 013, 014