



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

Date: March 19, 2019
To: Local Lead Agencies, Part C Providers, School Districts
From: Laurie Thomas, Early Support for Infants and Toddlers (ESIT) Administrator
Re: Evaluation, Assessment, and Ongoing Eligibility Guidance Update

This memo serves to provide updated guidance regarding:

- Exiting a child as “no longer eligible for Part C”
- When re-evaluation should be completed for a child who was previously evaluated but did not enroll in services

This guidance will eventually be incorporated into ESIT practice guides, which are being revised.

Exiting a child as “no longer eligible for Part C”

Previous Guidance: An evaluation must take place to determine ongoing eligibility and it must be agreed to by the parent. The parent can decline this evaluation, in which case you could not exit the child as no longer eligible.

Updated Guidance: An evaluation is not required to determine ongoing eligibility. However, it is highly recommended to complete an evaluation in line with ESIT policies and procedures. If the parent declines to provide written consent for re-evaluation, the team may use information about current functioning, progress, outcome achievement, and other factors to determine the need for continued services.

Recommended Process: After discussing the re-evaluation with the family, the program must give prior written notice (PWN) to the family. It is highly recommended that the PWN clearly states that the Individualized Family Service Plan (IFSP) team would like to do a re-evaluation. Include the procedural safeguards notice so parents know their rights regarding next steps, due process, mediation, etc.

The family may decline the evaluation described in the PWN. In this case, the provider team will determine the need for continued services based on the factors described above. If the parent doesn't agree then they can file a formal dispute resolution request.

This information will be included in a revised version of the ESIT practice guide regarding ongoing eligibility. Refer to the “Data Management System (DMS) Transition (Exit) Reason Definitions and Examples” guidance document found on the ESIT website for more information.

When to conduct a re-evaluation for a child who was previously evaluated but did not enroll in services at that time.

Previously Eligible: If the child is 12 months or younger and the previous evaluation was conducted more than three months ago, conduct a new comprehensive assessment in accordance with ESIT policies and procedures in order to update the child's present levels of development.

If the child is older than 12 months and the previous evaluation was conducted more than six months ago, conduct a new comprehensive assessment in accordance with ESIT policies and procedures in order to update the child's present levels of development.

Previously Not Eligible: If a child previously received a full evaluation but was not found eligible and is later referred again, conduct a new eligibility evaluation in accordance with ESIT policies and procedures if more than three months have passed since the first evaluation. Remember, procedural safeguards allow for the caregiver to dispute the results of an evaluation at any time.

Note: Some evaluation tools require a certain amount of time to pass before re-administration. You may use a different tool for the eligibility re-evaluation in order to gather information about the child's current development.

This information will be included in a revised version of the ESIT practice guide regarding evaluation, assessment, eligibility, and the initial IFSP.

If you have questions or need further assistance, please call your regional Program Consultant.

Laurie Thomas
Department of Children, Youth, and Families
ESIT Program Administrator
360-725-3516
laurie.thomas@dcyf.wa.gov