



# Evaluations and Eligibility

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This guide covers how to enter Evaluations and Eligibility Determinations in ACORN/EI Hub.

**Disclaimer:** This training aims to enhance the knowledge, skills, and proficiency in using ACORN as it relates to Early Support Services and should not substitute required programmatic training. The information presented in this content reflects the system build at the time of training.



# Topics Covered

1. [Overview](#)
2. [Viewing and Entering Evaluations](#)
3. [Creating a Service Authorization for an Evaluation](#)
4. [Assigning an Evaluator](#)
5. [Viewing and Adding Entering Screening Information](#)
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# Overview

Evaluations + Eligibility

# Evaluations

## Job Aid

### How To

Move a Child Forward in the Evaluation Process in ACORN

### About Evaluations (Initial Evaluation)

- By the time a Child is ready for an evaluation, the assigned Family Resource Coordinator (FRC) has met with the Child's family, and Referral and Intake information has been entered into the Child's ACORN record (i.e., Child Info, Family Info).
- The FRC works with the family and program staff to coordinate an evaluation team and create and submit an Evaluation Service Authorization in ACORN.
- Once the Evaluation Service is made "Active" and submitted, the Evaluation assignment routes to the assigned Agency/Evaluating Service Providers' **Children Assigned to the Caseload** dashboard and **Evaluations** dashboard.
- Agencies/Service Providers should routinely check both the **Children Assigned to Caseload** and **Evaluations** dashboard/ **New Evaluation Assignment** filter to track Evaluations in need of completion.

The screenshot displays the ACORN system interface. On the left is a navigation menu with various filters, including 'Children Assigned to Caseload' which is highlighted. The main area shows a table titled 'Children with an Agency Missing a Practitioner'. The table has columns for Child Reference ID, Child's Last Name, Child's First Name, Date of Birth, IFSP Start Date, IFSP Type, IFSP Status, Service Start Date, Service Type, and Company Assigned. There are three rows of data, each with an 'Edit' button. Below the table is a pagination control showing 'of 3 entries' and 'Prev 1 Next'.

Child Reference ID	Child's Last Name	Child's First Name	Date of Birth	IFSP Start Date	IFSP Type	IFSP Status	Service Start Date	Service Type	Company Assigned	
142	ArrdidYdMe	LLPcWWWJ	07/01/2022					Audiology	WAEI Provider one	Edit
156	waperfA00001	waperfA00001	01/01/2021	08/08/2023	Initial	Draft		Audiology	Test WA Provider	Edit
156	waperfA00001	waperfA00001	01/01/2021	08/08/2023	Initial	Draft	08/18/2023	Basic Group Developmental	Test WA Provider	Edit



# Evaluations

## Job Aid

### How To

Move a Child Forward in the Evaluation Process in ACORN

### About Evaluations (Initial MDE Specific)

- If an Evaluation Service Provider assignment is pending, this pending item displays on the **Children with an Agency Missing a Practitioner** dashboard awaiting an Evaluating Service Provider to be assigned.
- After an Evaluating Service Provider is assigned, the Evaluation process begins.
- Once the Evaluation is conducted, Evaluation results can be entered.

The screenshot shows the ACORN dashboard interface. On the left is a navigation menu with the following items: Home, Children Assigned to Caseload, Children with 3-9 Months before their 3rd Birthday, Children with an Agency Missing a Practitioner (highlighted), Children with an IFSP with Services Missing an Agency, Transfer Alerts, Referrals, Evaluations, Missing Child Outcome Survey, IFSP Alerts, Timely Services, Transitions, Children Needing Family Resources Coordinator, Child Case Close Alerts, and Death of Child Alert. The main content area is titled 'Children with an Agency Missing a Practitioner' and features a table with the following columns: Child Reference ID, Child's Last Name, Child's First Name, Date of Birth, IFSP Start Date, IFSP Type, IFSP Status, Service Start Date, Service Type, and Company Assigned. There are three rows of data, each with an 'Edit' button. Below the table, it indicates 'of 3 entries' and includes pagination controls for 'Prev', '1', and 'Next'.

Child Reference ID	Child's Last Name	Child's First Name	Date of Birth	IFSP Start Date	IFSP Type	IFSP Status	Service Start Date	Service Type	Company Assigned	
142	ArrrdldfYdMe	LLPcWWWJ	07/01/2022					Audiology	WAEI Provider one	Edit
156	waperfA00001	waperfA00001	01/01/2021	08/08/2023	Initial	Draft		Audiology	Test WA Provider	Edit
156	waperfA00001	waperfA00001	01/01/2021	08/08/2023	Initial	Draft	08/18/2023	Basic Group Developmental	Test WA Provider	Edit

# Evaluations

## Job Aid



### How To

Move a Child Forward in the Evaluation Process in EI-Hub



### About Evaluations (Initial MDE Specific)

- Next, the FRC or other designated data-entry parties enters other pertinent information, such as the Child's Medical History and Medical Diagnostic Codes, etc., into the remaining panels of the **Eval Info** tab.
- Once all information has been entered, EI-Hub auto-generates a **MDE Summary Report (MDE Summary Report** panel) which pulls together results for all evaluations and screenings into a concise, grid format.
- Once the Child's Evaluation is submitted and medical records entered, the FRC's/Agency's Data-Entry staff submits the Child's eligibility determination based on the evaluation results into the **Eligibility** tab.
- Once the 'Eligibility Determination' is entered, the Child may move forward to the next step, the **Individualized Family Service Plan (IFSP)**, if eligible.



# Viewing and Entering Evaluations

Evaluations + Eligibility Job Aid

# Evaluations

## Evaluation Information

### How To

View and Enter Evaluation Information



### Notes

- The **Evaluation Information** panel is where an Evaluation service or evaluation service authorization is created.

### Step / Action

- After searching, selecting, and opening a Child's record, locate and select the **Eval Info** tab within the Child's record.
- The **Evaluation Information** panel/screen displays housing the **Evaluation Information** grid.
- To edit an **existing** evaluation service authorization, select the **Edit** button from the **Evaluation Information** grid.
- To **create** a new evaluation service authorization, select the **Add Evaluation Information** button from the **Evaluation Information** grid.

Authorization Status	EVAL Meeting Date	Start Date	End Date	Assessment Date	Raw Test Score	Developmental Status	Method	Diagnosis Code	Waiver Review Needed	Action
Active		06/19/2023	06/19/2023	06/15/2023	.6	1.0 SD or more below the mean (ongoing eligibility only)	Test, Tool or Other Evaluation Method			Edit Delete





# Creating a Service Authorization for an Evaluation

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# Evaluations

## Evaluation Information - Authorization

### How To

Create a Service Authorization for an Evaluation

### Notes

- An asterisk (\*) indicates a required field.
- The Pay Source pre-populates with the name of the funding source. The term 'program' refers to the service type and method.
- We do understand that the State of Washington has previously collected funding sources (pay source) by service. In response, EI-Hub provides several options for pay sources; pay sources include Part C of IDEA, State 0-3 SpEd, State ELTA, Medicaid, Private Insurance, Tri-Care, and DDA.
- The funding sources that are currently in the ESIT database per service would 'not' migrate from the legacy system as the pay sources by service. For *migration*, the pay source for all services and evaluations will migrate as **WA DCYF**.
- The programs for **all** services will migrate as **four** service types, General Evaluations – Individual, General Evaluations – Group, General Services – Individual and General Services – Group.
- Please note, the IFSP fields are **not** applicable when creating an Initial MDE.

Evaluation Information

Evaluator Assignment

\*Pay Source  
Part C of IDEA

\*Program  
Evaluations - Individual

\*Service Type  
Early Identification, Screening and Assessment Services

IFSP Type

IFSP Status

IFSP Start Date

IFSP End Date

Dates of Evaluation From  
08/10/2023

Dates of Evaluation To  
08/10/2023

Select Program

Program  
Evaluations - Individual  
Evaluations - Group  
Evaluations - Individual



# Evaluations

## Evaluation Information - Authorization

### How To

Create a Service Authorization for an Evaluation

### Notes

- An asterisk (\*) indicates a required field.
- Please note, the IFSP fields are **not** applicable when creating an Initial MDE.
- **IMPORTANT CHANGE:** We understand that WA ESIT is accustomed to selecting funding sources by service. ACORN captures funding sources **by child**. The most common funding sources selected for each service type will remain available for selection from within the Pay Source drop-down.

### Step / Action

1. Enter the following into the **Evaluation Information** panel to create an evaluation service authorization:
  - **Pay Source:** To identify the pay source (funding source) from the drop-down (i.e., Part C of IDEA, State ELTA). Only **one** pay source can be selected per service.
  - **Program:** To add a program, select Binoculars to activate a drop-down search list and select the appropriate evaluation type (i.e., General Evaluation – Individual/Group)
  - **Service Type:** Select the appropriate service type from the Service Type drop-down.
  - **Dates of Evaluation (From/To):** Use the calendar picker (invoked by clicking this field) **or** manually enter the **start** date (“From”) and **end** date (“To”) for the Child’s evaluation.

The screenshot displays the ACORN system interface for creating an evaluation service authorization. The 'Evaluation Information' panel is active, showing fields for Pay Source, Program, Service Type, IFSP Type, IFSP Status, IFSP Start Date, IFSP End Date, and Dates of Evaluation (From/To). A red dashed arrow points from the Binoculars icon in the Program field to the 'Select Program' dialog box. The dialog box shows a list of programs, with 'Evaluations - Individual' selected.

Field	Value
*Pay Source	Part C of IDEA
*Program	Evaluations - Individual
*Service Type	Early Identification, Screening and Assessment Services
IFSP Type	
IFSP Status	
IFSP Start Date	
IFSP End Date	
Dates of Evaluation From	08/10/2023
Dates of Evaluation To	08/10/2023



# Evaluations

## Evaluation Information - Authorization

### How To

Create a Service Authorization for an Evaluation

### Notes

- An asterisk (\*) indicates a required field.
- After the Service Authorization is 'Active' and Evaluator assigned, the evaluation can be conducted, and results entered.

### Step / Action

2. Continue to enter information for the Evaluation Service Authorization from the **Evaluation information** panel :

- **Agency:** Use this drop-down to select the agency assigned to perform the evaluation.
- **Location Type:** Use this drop-down and select the appropriate location type (where the evaluation takes place) from the list.
- **Agency Provider Site:** Use this drop-down and select the appropriate agency provider site from the list.
- **Authorization Status:** Selective 'Active' to make the Evaluation Service 'Active'.
- **Referral Notes:** Enter any notes regarding the Child's Referral.

3. Select the **Submit** button to submit the authorization.

The screenshot shows a web form for creating a Service Authorization. It includes several fields: Agency (Children's Integrative Health Services), Location Type (Home), Agency Provider Sites (--- Select ---), Authorization Status (Active), Authorization Number, and Referral Notes. A purple Submit button is at the bottom right. Callout 2 points to the Authorization Status field, and callout 3 points to the Referral Notes text area.

Agency	Children's Integrative Health Services	✓
*Location Type	Home	▼
Agency Provider Sites	--- Select ---	▼
*Authorization Status	Active	▼
Authorization Number		
Referral Notes		

Submit

# Assigning an Evaluator

Evaluation + Eligibility Job Aid

# Evaluations

## Evaluator Assignment

### How To

Assign an Evaluator

#### Step / Action

1. The **Evaluation** tab populates.
2. Select the **Evaluator Assignment** panel.
3. Select **Binoculars** to lookup primary evaluator
4. Select a provider from the **Therapist** drop-down located on the **Primary Evaluator** pop-up window.
5. Select the **Save** button.
6. The Primary **Evaluator NPI** will prepopulate.
7. If a **Secondary Evaluator** is needed, follow the same process for selecting the Primary Evaluator.
8. Select the **Submit** button once all evaluators are selected.

The screenshot shows the 'Evaluation' tab selected in the top navigation bar. On the left, the 'Evaluator Assignment' panel is active. The main area contains fields for 'Primary Evaluator' and 'Secondary Evaluator'. Each field has a 'PrimaryTherapistName' and 'SecondaryTherapistName' input, followed by a 'Primary Evaluator NPI' and 'Secondary Evaluator NPI' input. A binoculars icon is next to each therapist name field. A 'Submit' button is at the bottom right. A pop-up window titled 'Select Primary Evaluator' is open, showing a 'Therapist' dropdown menu and 'Save' and 'Cancel' buttons. A red dashed arrow points from the binoculars icon in the main form to the pop-up window.



# Entering Screening Information

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# Evaluations

## Screenings

### How To

#### Enter Screening Information

### Notes

- To enter screening information, the screening must be identified as the 'Service Type' within the Evaluation Service Authorization (**Evaluation** tab). If the 'Service Type' is not identified as a 'Screening', users will be unable to enter screening results (an error message will populate).
- Chronological age will be prepopulated based on the **screening date** and the **Child's date of birth**. The screening date must be entered for either field to populate.
- Certain fields (i.e., the screening date) are **required** to complete subsequent fields (i.e., screening time). Users should select the date and time the screening occurs.
- Users cannot withdraw consent **after** the screening occurs.
- Individuals Present at Screening should include **all** present including evaluators, providers, parents, siblings, etc.

Evaluation Screening Development Assessment Supplemental Evaluation

Evaluation Information  
Evaluator Assignment  
Waiver

\*Pay Source  
Part C of IDEA

\*Program  
Screening Evaluation

\*Service Type  
Screening Evaluation

Error: You cannot enter 'Developmental Assessment Information' when the service type is 'Screening Evaluation'.

Home / Child / Ward, Eric / Evaluation

Evaluation Edit

Evaluation Screening Development Assessment Supplemental Evaluation

Screening Information  
Screening Results  
Screening Recommendations

If the evaluator determines that they will conduct a screening, prior to a screening being conducted, the evaluator must provide notice to the parent/legal guardian of the intent to conduct a screening. This notice must also inform the parent/legal guardian that parental consent is required to conduct a screening and that the parent/legal guardian has the right to request a multidisciplinary evaluation at any time during the screening process (10 NYCRR §69-4.8(b)(1)(i)).

Notification of Intent to Conduct a Screening given to parent

Parent/Legal Guardian Consented to Screening

Parent/Legal Guardian withdrew screening consent

Notification Intent Date

Date Parent/Legal Guardian Consented to Screening

Date Parent/Legal Guardian withdrew screening consent

Screening Date

Screening Time (ignored until Screening Date is entered)

Parent/Legal Guardian Consented to Share Information with Primary Care Physician

If applicable, parent's/guardian's written designation of an alternate family member to be present during the screening has been uploaded

Chronological Age at Date of Screening

NA

Individuals Present at Screening

Location of Screening

Adjusted Age at Date of Screening

5 months 15 days

Submit



# Evaluations

## Screenings

### How To

Enter Screening Information

### Notes

Asterisks (\*) indicate required fields

Please carefully review the notes on the previous slide when completing this panel.

### Step / Action

1. Once the appropriate Service Type (Screening Evaluation) has been approved and selected as a part of the Evaluation Service Authorization, Select the **Screening** tab to add screening information.
2. Select the **Screening Information** panel.
3. Complete fields, including all individuals present at the screening.
4. Select the **Submit** button.

Home / Child / Eric / Evaluation

Evaluation Edit

Evaluation Screening Development Assessment Supplemental Evaluation

Screening Information

Screening Results

Screening Recommendations

Notification of Intent to Conduct a Screening given to parent

Parent/Legal Guardian Consented to Screening

Parent/Legal Guardian withdrew screening consent

Screening Date

Screening Time (ignored until Screening Date is entered)

Parent/Legal Guardian Consented to Share Information with Primary Care Physician

If applicable, parent's/guardian's written designation of an alternate family member to be present during the screening has been uploaded

Chronological Age at Date of Screening

NA

Notification Intent Date

Date Parent/Legal Guardian Consented to Screening

Date Parent/Legal Guardian withdrew screening consent

Individuals Present at Screening

Location of Screening

Adjusted Age at Date of Screening

5 months 15 days

Submit



# Evaluations

## Screenings

### How To

Enter Screening Results

### Notes

By checking the 'Parent/Legal Guardian: Was Child's Behavior Optimal/Typical?' checkbox, you are indicating that "Yes" the Child's behavior was optimal/typical. If this checkbox is **not** checked, you will be expected to enter comments as to why the Child's behavior is atypical.

### Step / Action

1. Select the **Screening Results** panel.
2. The  **Screener Name** ,  **Screener's Credentials** , and  **Screener's Agency** fields may be selected based on the Agency and Evaluator identified in the Evaluation Service Authorization (**Evaluation** tab.)
3. Enter the Screening results and any other observations and notes pertaining to the screening results into the remaining fields.
4. Select the **Submit** button to submit the screening results.

Evaluation | **Screening** | Development Assessment | Supplemental Evaluation

Screening Information | **Screening Results** | Screening Recommendations

Screener Name - Individual (rendering provider)  
--- Select ---

Screener's Agency

Screener's credentials

Screener (if not listed above)

Screening Tool | If Other, please specify

Summary of Observation of Child's Behavior

Adaptive to Adaptive Raw Score (if applicable)

Communication Raw Score (if applicable)

Social-Emotional Raw Score (if applicable)

Cognitive Raw Score (if applicable)

Physical Raw Score (if applicable)

Parent/Legal Guardian: Was Child's Behavior Optimal/Typical?

Comments

**Submit**



# Evaluations

## Screenings

### How To

Enter Screening Recommendations (Evaluator)

### Notes

• Asterisks (\*) indicate required fields.

#### Step / Action

1. After entering Screening Results, select the **Screening Recommendations** panel.
2. Select **Yes/No** from the 'Parent/Legal Guardian Requested MDE' drop-down field to indicate whether the parent has requested an MDE.
3. Proceed to enter comments pertaining to the Parent's MDE decision.
4. If applicable, select the checkbox and enter comments if 'No Further Evaluations(s) [are] Required at this Time' or if an 'MDE is Recommended'.

The screenshot shows the 'Evaluation Edit' form with the 'Screening' tab selected. The form is divided into several sections:

- Screening Information:** Contains a dropdown menu for '\*Parent/Legal Guardian Requested Multi-Disciplinary Evaluation (MDE)' with the value '--- Select ---'. A callout '2' points to this dropdown.
- Comments:** A text area for general comments. A callout '3' points to this area.
- Recommendations by Screener:** Contains a checked checkbox for 'No Further Evaluation(s) Required at this Time' and a text area for 'Comments'. A callout '4' points to this section.
- (MDE) Recommended?:** Contains an unchecked checkbox and a text area for 'Comments'.

Callout '1' points to the 'Screening Recommendations' panel in the left sidebar. A dashed yellow line highlights the 'Recommendations by Screener' section.

# Evaluations

## Screenings

### How To

Upload and Submit Screening Documentation (if needed)

### Notes

- Asterisks (\*) indicate required fields.
- Acceptable upload file types include image, PDF, Spreadsheet, Text, and Word.

### Step / Action

1. Continue entering any additional recommendations within the remaining fields (i.e., Suggestions for parents/caregivers to foster further development, Suggested Activities and Developmental Milestones)
2. Select the **Upload Screening Documentation** button to upload any pertinent screening documentation.
3. The **Upload Screening Documentation** dialogue box will appear. Select the appropriate **Document Type** from the 'Document Type' drop-down menu.
4. Select the **Choose File** button to upload and select a file from your computer hard-drive.
5. Select the **Submit** button to submit the screening recommendations.

Suggestions for parents/caregivers to foster further development

If in the future you have concerns about your child's development, please contact

Upload Screening Documentation

Submit

Callout 1 points to the first text area. Callout 2 points to the 'Upload Screening Documentation' button.

Upload Screening Documentation

Document Area : Evaluation

\*Document Type

--- Select ---

--- Select ---

Consent for Initial Evaluation

Consent for Ongoing Assessment

Consent for Screening

Choose File No file chosen

Notes

Upload Cancel

Callout 3 points to the dialog title. Callout 4 points to the 'Choose File' button. Callout 5 points to the 'Upload' button.



# Entering a Developmental Assessment (MDE)

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# Evaluations

## Developmental Assessment

### How To

Enter Developmental Assessment Information (MDE)

### Notes

Asterisks (\*) indicate required fields.

#### Step / Action

1. Select the **Development Assessment** tab.
2. Select the **Developmental Assessment - Information** panel.
3. Select the required 'Parent/Legal Guardian Consented to Evaluation' checkbox.
4. Enter information in the remaining panel fields, as appropriate.
5. The 'Chronological and Adjusted Age' fields auto-populate.
6. Use the **Upload Development Assessment Document** button to upload any documentation related to the Developmental Assessment.
7. Select the **Submit** button to submit the Developmental Assessment Information.

Home / Child / Ward, Eric / Evaluation

Evaluation Edit

Evaluation Screening Development Assessment Supplemental Evaluation

Developmental Assessment - Information

Evaluation Assessment

\*Parent/Legal Guardian Consented to Evaluation

Date Parent/Legal Guardian Consented to Evaluation

04/01/2022

Individuals Present at Evaluation

If applicable, parent's/guardian's written designation of an alternate family member to be present during the evaluation has been uploaded

Location of Evaluation

Date From Date To

Chronological Age at Date of Evaluation

6 months 11 days

Adjusted Age at Date of Evaluation

4 months 15 days

Bilingual Evaluation Performed

Language

--- Select ---

Other Language

French

Upload Development Assessment Document

Submit

# Evaluations

## Development Assessment

### How To

Access the Developmental Assessment Information (MDE)

### Notes

- Asterisks (\*) indicate required fields.
- Users may enter information for any of the 5 domains; however, each domain assessed in a supplemental evaluation must be entered as a separate item in this panel.

### Step / Action

1. Select the **Development Assessment** tab.
2. Select the **Evaluation Assessment** panel, which houses the **Evaluation Assessment** grid.
3. To **edit** an **existing** MDE, select the **Edit** button from the **Evaluation Assessment** grid.
4. To **add** an MDE, select the **Add Evaluation Assessment** button from the **Evaluation Assessment** grid.
5. Upon clicking, the **Add Evaluation Assessment** button, the **Evaluation** tab populates housing the **Evaluation Assessment** panel/screen.

1

2

3

4

Evaluation Assessment

-Default Report-

Add Evaluation Assessment

Excel

Search...

Rows per page 10

Domain Category	Assessment Date	Raw Test Score	Developmental Status	Evaluation Method	Instrument	Action
Adaptive	12/05/2022	0	12 month or more delay	Criterion Referenced Test		Edit Delete

Showing 1 to 1 of 1 entries

Prev 1 Next

5

Evaluation Assessment

Evaluation Assessment Panel/Screen

\*Domain Category  
--- Select ---

\*Assessment Date

\*Assessment Evaluator  
--- Select ---

\*Raw Test Score

\*Developmental Status  
--- Select ---

\*Evaluation Method  
--- Select ---



# Evaluations

## Development Assessment

### How To

Enter Developmental Assessment Data (MDE)

### Notes

- Asterisks (\*) indicate required fields.
- There are 5 domains. The **Evaluation Assessment** panel must be completed for each domain.
- It may take more than one day to complete the **Evaluation Assessment**.
- ICD codes should be pulled from a Child's record based on the referral and medical information entered. Adding diagnosed conditions within this area helps to substantiate any scored outcomes, clinical opinions, and eligibility determinations.
- Only designated practitioners (i.e., Speech Language Pathologists or Nurse Practitioners) can assign an ICD code(s) most appropriate for a Child.
- Users can enter N/A if no raw score is available.

The screenshot shows a web-based form titled "Evaluation" with a sub-panel "Evaluation Assessment". The form contains several fields and sections:

- \*Domain Category**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Assessment Date**: A text input field with a calendar icon on the right.
- \*Assessment Evaluator**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Raw Test Score**: A text input field with a pencil icon on the right.
- \*Developmental Status**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Evaluation Method**: A dropdown menu with "-- Select --" and a downward arrow.
- Evaluation Instrument**: A dropdown menu with "-- Select --" and a downward arrow.
- If Other Instrument**: A text input field with a pencil icon on the right.
- Clinical Opinion**: A large text area with a pencil icon on the right.
- ICD 10 Code & Description Search**: A search input field with a magnifying glass icon on the right.
- Diagnosed Conditions**: A text input field with the placeholder text "Select Some Options".
- Was Child's Behavior Optimal/Typical?**: A checkbox.
- If No, Explain**: A text input field.
- Submit**: A blue button in the bottom right corner.



# Evaluations

## Development Assessment

### How To

Submit Developmental Assessment Data (MDE)

### Notes

- Asterisks (\*) indicate required fields.
- By checking 'the Was Child's Behavior Optimal/Typical?' checkbox, you are indicating that "Yes" the Child's behavior was optimal/typical.
- If this checkbox is **not** checked, you will be expected to enter comments as to why the Child's behavior is atypical.

### Step / Action

1. Complete all **required** fields housed within the **Evaluation Assessment** panel. **This screen needs to be completed for each domain.**
  - Select **Domain Category**
  - Enter **Assessment Date**
  - Select the **Assessment Evaluator** (which populates with the therapist from the agency assigned to complete the evaluation).
  - Enter **Raw Test Score**
  - Select **Developmental Status**
  - Select **Evaluation Method** (if multiple evaluation methods need to be reflected, this screen maybe completed again)
  - Enter **Evaluation Instrument** information
2. If applicable, enter a clinical opinion into the **Clinical Opinion** text-entry box.

The screenshot shows a web-based form titled "Evaluation Assessment" under a "Developmental Assessment" tab. The form contains several fields and sections:

- \*Domain Category**: A dropdown menu with "-- Select --".
- \*Assessment Date**: A text input field with a calendar icon.
- \*Assessment Evaluator**: A dropdown menu with "-- Select --".
- \*Raw Test Score**: A text input field with a pencil icon.
- \*Developmental Status**: A dropdown menu with "-- Select --".
- \*Evaluation Method**: A dropdown menu with "-- Select --".
- Evaluation Instrument**: A dropdown menu with "-- Select --".
- If Other Instrument**: A text input field.
- Clinical Opinion**: A large text area for entering a clinical opinion.
- ICD 10 Code & Description Search**: A search input field with a magnifying glass icon.
- Diagnosed Conditions**: A text input field with the placeholder "Select Some Options".
- Was Child's Behavior Optimal/Typical?**: A checkbox.
- If No, Explain**: A text input field for providing an explanation if the behavior was not optimal/typical.
- Submit**: A blue button at the bottom right.

Annotations on the screenshot include:

- A red dashed box around the "Evaluation Assessment" tab.
- A yellow dashed box around the required fields (\*Domain Category, \*Assessment Date, \*Assessment Evaluator, \*Raw Test Score, \*Developmental Status, \*Evaluation Method).
- A black circle with the number "1" pointing to the "Evaluation Assessment" tab.
- A black circle with the number "2" pointing to the "Clinical Opinion" text area.
- A green dashed box around the "ICD 10 Code & Description Search" and "Diagnosed Conditions" fields.

# Evaluations

## Development Assessment

### How To

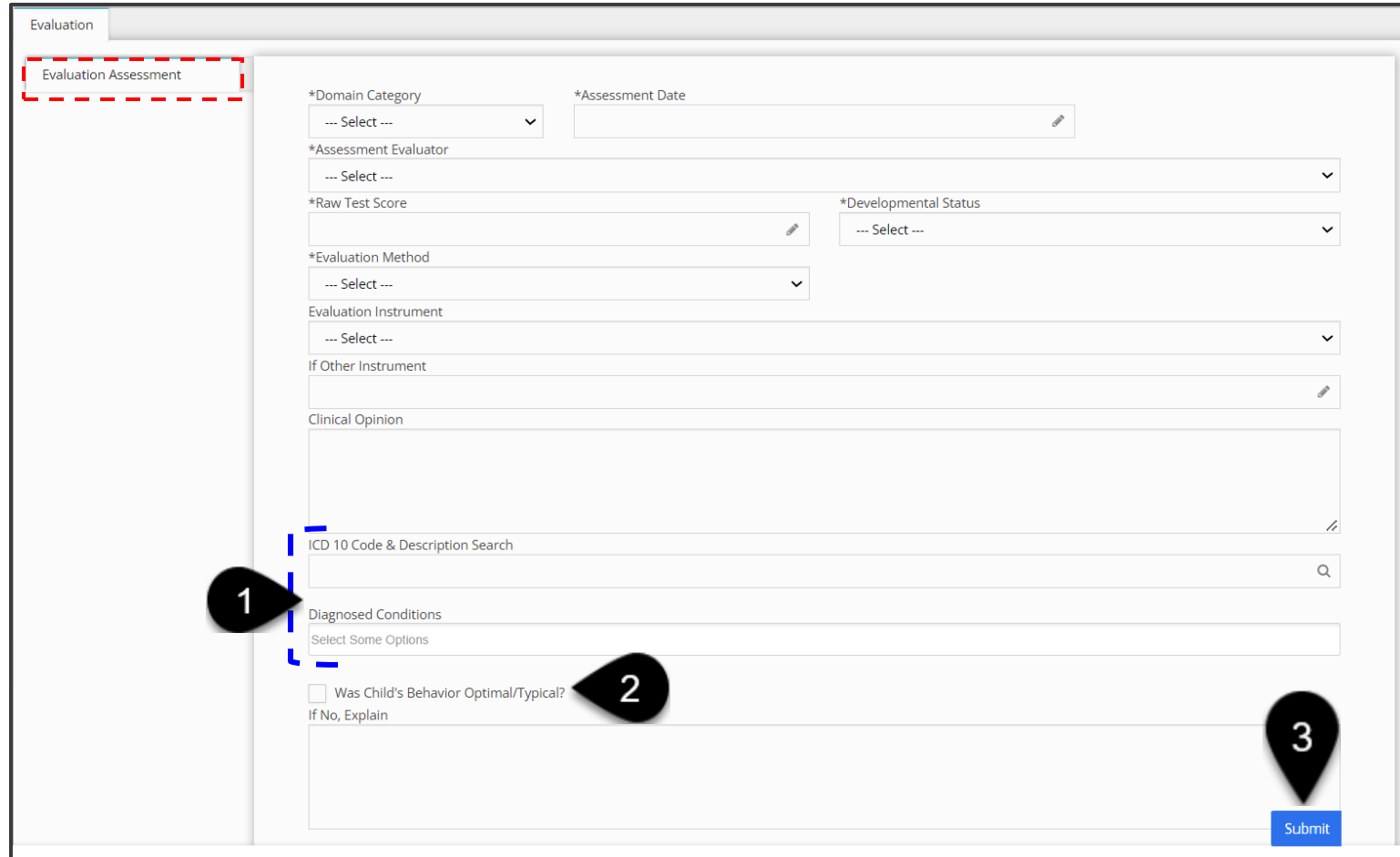
Submit Developmental Assessment Data (MDE)

### Notes

- Asterisks (\*) indicate required fields.
- By checking 'the Was Child's Behavior Optimal/Typical?' checkbox, you are indicating that "Yes" the Child's behavior was optimal/typical. **If this checkbox is not checked, you will be expected to enter comments as to why the Child's behavior is atypical.**

### Step / Action

1. Use the type-ahead to activate smart search and locate **ICD 10 Code(s) & Description(s)**. Select the appropriate code. Multiple Codes can be selected by clearing the search field, searching for and selecting the new code which will then populate in the 'Diagnosed Conditions' field.
2. Select the checkbox, if 'Child's Behavior was Optimal/Typical'
3. Select the **Submit** button to submit the domain entered.



The screenshot shows a web form titled "Evaluation Assessment" under the "Evaluation" tab. The form contains several fields:

- \*Domain Category**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Assessment Date**: A text input field with a calendar icon.
- \*Assessment Evaluator**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Raw Test Score**: A text input field with a pencil icon.
- \*Developmental Status**: A dropdown menu with "-- Select --" and a downward arrow.
- \*Evaluation Method**: A dropdown menu with "-- Select --" and a downward arrow.
- Evaluation Instrument**: A dropdown menu with "-- Select --" and a downward arrow.
- If Other Instrument**: A text input field with a pencil icon.
- Clinical Opinion**: A large text area with a pencil icon.
- ICD 10 Code & Description Search**: A search input field with a magnifying glass icon.
- Diagnosed Conditions**: A text area with the prompt "Select Some Options".
- Was Child's Behavior Optimal/Typical?**: A checkbox.
- If No, Explain**: A text area.
- Submit**: A blue button at the bottom right.

Numbered callouts are present:

- 1**: Points to the "ICD 10 Code & Description Search" field.
- 2**: Points to the "Was Child's Behavior Optimal/Typical?" checkbox.
- 3**: Points to the "Submit" button.

# Completing Additional Evaluation Panels

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# Evaluations

## Evaluation Information

### How To

#### Enter Child Medical Records

**Child Medical Records:** The ability to edit and view content is dependent upon user roles.

#### Step / Action

1. Select the **Child Medical Record** panel.
2. Select the **Add Child Medical Records** button to add **new** medical record information. Use the **Edit** or **Delete** buttons to edit or delete existing medical record information.
3. The **Child Medical Records** panel/screen populates.
4. Proceed to complete the following steps:
  - Select the 'Parent Consent on file' checkbox.
  - Select the Entry **Type** (Medical History/Assessment Info)
  - Select the appropriate facility from the **Source of History – Type of Facility** drop-down.
  - Enter the name of the **Non-EI Provider name**.
  - Select the **Provider Specialty** from the drop-down list.
  - Enter a description of the Child's medical history/results of the Child's assessment in the **History/Results of Assessment** field.
  - The **ICD10 Code Search** field is a type-ahead. Begin to type the **ICD10 code** or the first letters of a **Diagnosis's name** to activate the **ICD10 Code Search**
  - A list of diagnoses will populate within the **ICD10 Code Search** field.
  - Select the appropriate diagnosis from the list.
  - The diagnosis auto-populates in the **Diagnosis** field.
  - To add an additional diagnosis, delete the previous entry and proceed to conduct another search.
5. Upon completion, select the **Submit** button to save your entry.

Parental Consent on File?	Type	Date of History	Source of History - Type of Facility	Provider Name	Non-EI Provider Name	Provider Type	Description of History/Results of Assessment	Diagnosis	Action
False	History	06/14/2023	Specialist - Developmental Pediatrician	Bruce Abbotts			Sensory sensitivities or aversions, such as being over- or under-responsive to sounds, textures, or light.	000.01 - Abdominal pregnancy with intrauterine pregnancy, Z13.41 - Encounter for autism screening.	Edit Delete

Information obtained with parental consent on file

\*Type: History

\*Date: 09/06/2023

\*Source of History - Type of Facility: Specialist - Developmental Pediatrician

Non-EI Provider Name: Bruce Abbotts

Provider Specialty: Family Practice/IM & Pediat

\*Description of History/Results of Assessment: 10/22/22

ICD10 Code Search: Speech

Diagnosis (ICD10 Code Search Results): F84.5 - Asperger's syndrome

ICD10 Code	Description
F80.9	F80.9 - Developmental disorder of speech and language, unspecified
F80.89	F80.89 - Other developmental disorders of speech and language
F80.8	F80.8 - Other developmental disorders of speech and language



# Evaluations

## Evaluation Information

### How To

Enter Information for Medical Professional Involved with Child

**Current Medical Professionals Involved with Child:** This panel is **optional** in the system and captures the Child's current medical provider(s) (i.e., pediatrician and/or specialist). This panel allows users to search for current medical professionals by various criteria such as, provider's first name, last name, city, and state.

#### Step / Action

1. Search for a current practitioner using **any** of the following search criteria:
  - 10-digit NPI code
  - Doctor's First Name
  - Doctor's Last Name
  - City
  - State
2. Select the **Search** button to conduct a search based on the search criteria entered.
3. An **NPI Registry Lookup** dialogue box populates with a list of physicians that meet the search criteria entered.
4. To select a physician, hover over the physician's profile and a **Select** button appears. Click the **Select** button.

Child Doctor

Current Medical Professional Involved with Child

Entering the NPI will yield best results. Doctor Name and/or City/State may also be entered to produce results if NPI is unknown. Click the best match for the criteria entered.

NPI

Doctor's First Name

Doctor's Last Name

City

State

Search

\*Doctor Name

Date of Birth

Practice

NPI

License Number

NPI Registry Lookup

SMITH, BETH  
Select

NPI : 1235737115  
 Organization Name :  
 Taxonomy Code : 133V00000X  
 Location : 130 TEAL LN, EASTSOUND, WA  
 Mailing Address : PO BOX 1744, EASTSOUND, WA

SMITH, ELIZABETH  
 NPI : 1881168011  
 Organization Name :  
 Taxonomy Code : 224Z00000X  
 Location : 11436 SE 89TH PL, NEWCASTLE, WA  
 Mailing Address : 6965 CALIFORNIA AVE SW, SEATTLE, WA

# Evaluations

## Evaluation Information

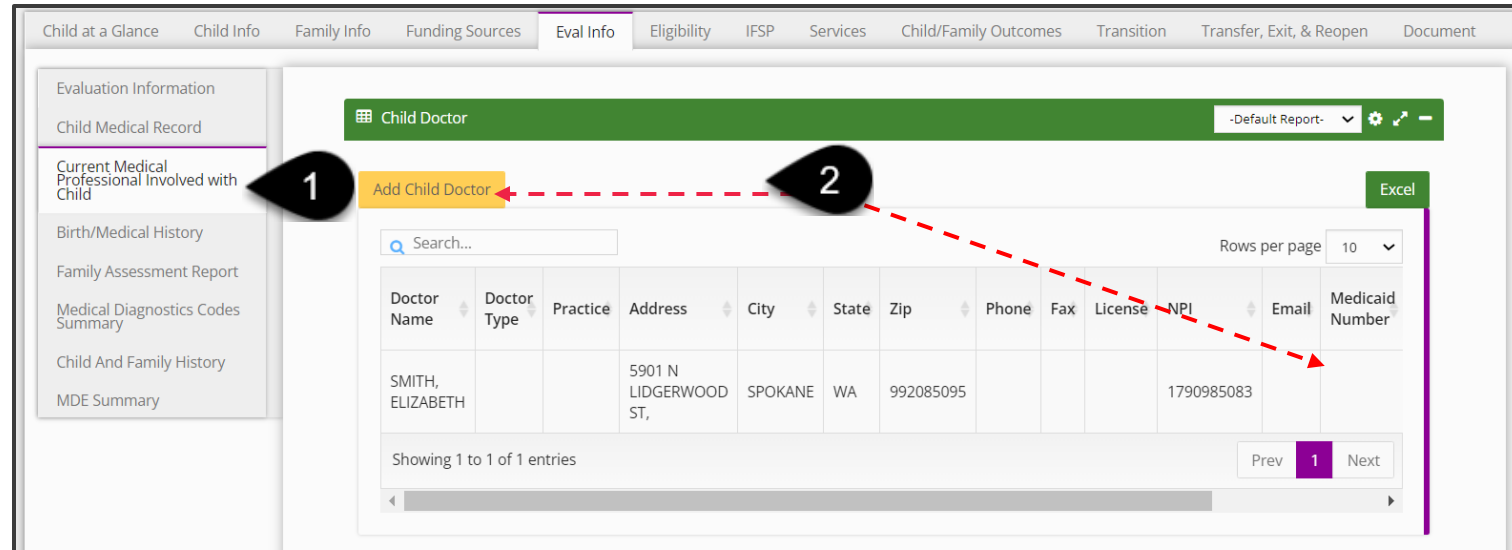
### How To

Enter Information for Current Medical Professionals Involved with Child

**Current Medical Professionals Involved with Child:** This panel is optional in the system and captures the Child's current medical provider(s) (i.e., pediatrician and/or specialist). This panel houses an NPI lookup allowing users to search for and locate a Child's current medical provider.

#### Step / Action

1. Select the **Current Medical Professionals Involved with Child** panel. The **Child Doctor** grid/table populates.
2. Select the **Add Child Doctor** button to add a new Practitioner. Use the **Edit** or **Delete** buttons to edit or delete an existing practitioner.
3. The **Current Medical Professionals Involved with Child** panel/screen populates.



Child at a Glance Child Info Family Info Funding Sources **Eval Info** Eligibility IFSP Services Child/Family Outcomes Transition Transfer, Exit, & Reopen Document

Evaluation Information  
Child Medical Record  
**Current Medical Professional Involved with Child**  
Birth/Medical History  
Family Assessment Report  
Medical Diagnostics Codes Summary  
Child And Family History  
MDE Summary

Child Doctor -Default Report- [Settings] [Refresh] [Close]

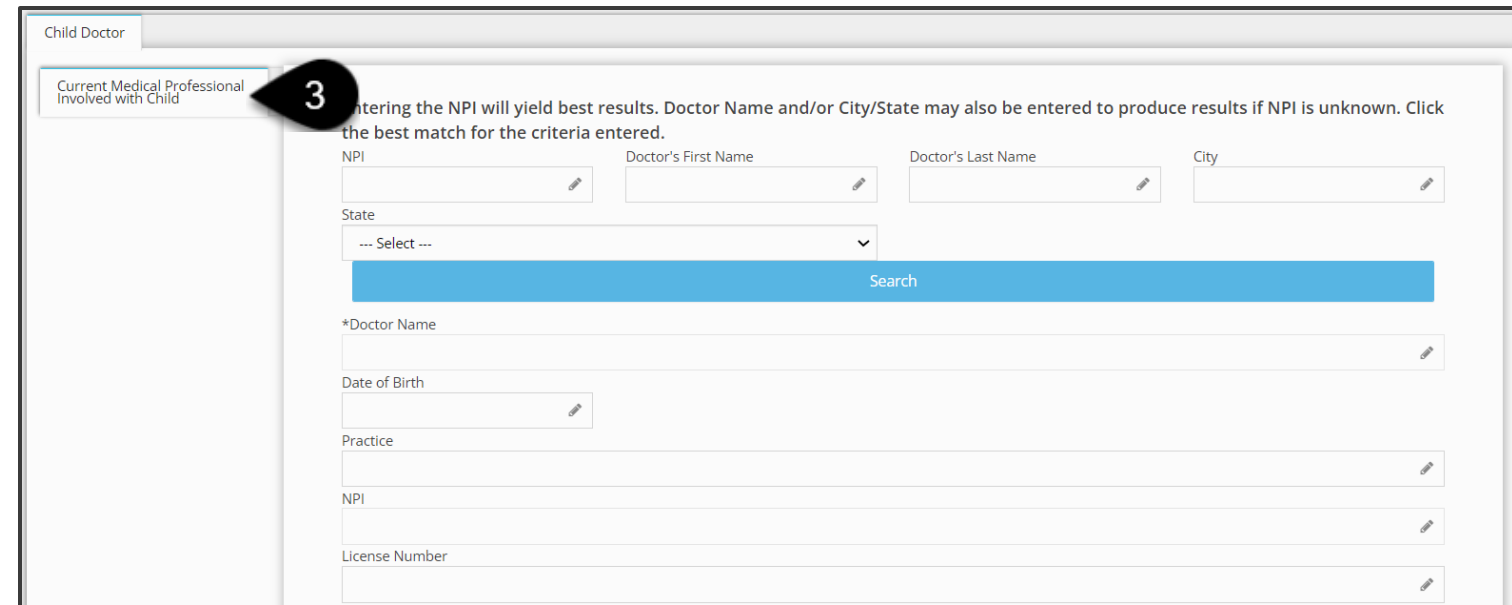
Add Child Doctor [Excel]

Search...

Rows per page 10

Doctor Name	Doctor Type	Practice	Address	City	State	Zip	Phone	Fax	License	NPI	Email	Medicaid Number
SMITH, ELIZABETH			5901 N LIDGERWOOD ST,	SPOKANE	WA	992085095				1790985083		

Showing 1 to 1 of 1 entries Prev 1 Next



Child Doctor

Current Medical Professional Involved with Child

Entering the NPI will yield best results. Doctor Name and/or City/State may also be entered to produce results if NPI is unknown. Click the best match for the criteria entered.

NPI  Doctor's First Name  Doctor's Last Name  City

State   
 --- Select ---

\*Doctor Name

Date of Birth

Practice

NPI

License Number

# Evaluations

## Evaluation Information

### How To

Enter Information for Medical Professional Involved with Child

**Current Medical Professionals Involved with Child:** This panel is **optional** in the system and captures the Child's current medical provider(s) (i.e., pediatrician and/or specialist). This panel allows users to search for current medical professionals by various criteria such as, provider's first name, last name, city, and state. Users are encouraged to search for providers using the 10-digit NPI number as this feature yields the most accurate results.

#### Step / Action

1. The **Current Medical Professionals Involved with the Child** panel/screen populates with the selected physician's information.
2. After all information populates, select the **Submit** button.

1

\*Doctor Name

Date of Birth

Practice

NPI

License Number

Medicaid Number

\*Taxonomy Code

Address Line 1

City

State

Zip

Phone Number

Fax Number

Email

Enrolled In OPRA

2

# Evaluations

## Evaluation Information

### How To

#### Enter Birth and Medical History

**Birth/Medical History Panel:** This panel is **optional** in the system and captures the Child's birth history, prenatal care, premature birth complications, etc. The questions in this panel are very straightforward and answered through a series of drop-down and text-entry fields (allowing for additional info).

#### Step / Action

1. Select the **Birth/Medical History** panel and proceed to select/enter information for the following, including, **but not limited to:**
  - **If the Child was in the NICU?** If so, Select the checkbox.
  - Enter **days spent in NICU**, if applicable.
  - **If the mother had regular prenatal care?** If so, explain in the text-entry box.
  - Were there **illnesses/complications during pregnancy/delivery?** If so, explain in the text-entry box.
  - **Was specialist(s) seen due to complications? If so, enter who, where, why, when** in the text-entry box.
  - Were **Prescription medications used during pregnancy?** If so, list them in the text-entry box.
2. Upon completion, select the **Submit** button.

Child at a Glance Child Info Family Info Funding Sources Eval Info Eligibility IFSP Services Child/Family Outcomes Transition Transfer, Exit, & Reopen Document

Evaluation Information  
Child Medical Record  
Current Medical Professional Involved with Child  
**Birth/Medical History**  
Family Assessment Report  
Medical Diagnostics Codes Summary  
Child And Family History  
MDE Summary

Birth County (if in State) Adams State of Birth (if out of State) TN Country of Birth (if outside US)  
Child's Last Name at Birth (if different from current) Spencer-Test  
Plurality --- Select --- Birth Order --- Select --- Birth Weight  
Any complications while in hospital after birth? Explain. Premature  
Was the child in the NICU  If so, days spent in NICU 12  
Hospitalization Status at Time of Referral Discharged If Hospitalized, Facility Name Odessa Memorial Healthcare Center If Not Hospitalized, Discharge Date  
Did the mother have regular prenatal care?  Explain.  
Illnesses/complications during pregnancy/delivery? Explain.  
Was specialist(s) seen due to complications? If so, who, where, why, when. Allison Flaager, Neonatal-Pedestrian, June 20, 2021 for respiratory development  
Prescription medications used during pregnancy? If so, list. No, Prenatal vitamins  
Drug, alcohol, tobacco use during pregnancy? If so, explain. No  
Is there a family history of developmental delay, neurological disorders, hearing loss or other relevant condition? No  
If Yes, please explain  
Submit





# Evaluations

## Evaluation Information

### How To

#### Enter a Family Assessment

**Family Assessment Report Panel:** This is where you enter the family assessment to capture the family's priorities, resources, concerns, needs, and routines (e.g., Does the family need respite care? What is the family's routine?).

#### Step / Action

1. Select the **Family Assessment Report** panel. The Family Assessment grid/table populates.
2. Select the **Add Family Assessment** button to add a Family Assessment. Use the Edit or Delete buttons to edit or delete an exiting practitioner
3. The **Family Assessment** panel/screen populates.

Child at a Glance Child Info Family Info Funding Sources **Eval Info** Eligibility IFSP Services Child/Family Outcomes Transition Transfer, Exit, & Close Document

Evaluation Information  
Child Medical Record  
Current Medical Professional Involved with Child  
Birth/Medical History  
**Family Assessment Report**  
Medical Diagnostics Codes Summary  
Child And Family History  
MDE Summary

Family Assessments -Default Report- [Settings] [Print] [Excel]

Add Family Assessments [2]

Search...

Date Of Assessment	Evaluator	Profession	Action
09/07/2023	Malanado Williams	Service Coordinator,Audiologist,Licensed Clinical Social Worker (LCSW)	[Edit] [Delete]

Showing 1 to 1 of 1 entries [Prev] [1] [Next]

Family Assessment [3]

Family Assessment

\*Voluntary Family Assessment Offered and Refused  
No

\*Date of Assessment  
09/07/2023

Family Assessment Instrument Used  
--- Select ---

Family Member(s) Participating in Assessment  
Lidia Bartholomew

\*Evaluator Completing Assessment  
Malanado | Williams | | (121) 287-6230 | textbox921@gmail.com

Discipline  
Service Coordinator,Audiologist,Licensed Clinical Social Worker (LCSW)



# Evaluations

## Evaluation Information

### How To

#### Enter a Family Assessment

#### Step / Action

1. Enter/Select information for the following **required** fields:
  - **Voluntary Family Assessment Offered and Refused**
  - **Date of Assessment**
  - **Evaluator Completing Assessment**
2. Select (**Yes/No**) to the questions listed on the top portion of the Family Assessment screen. Questions on the top portion of the screen include, but are not limited to, **Do you (the family) need help with or need information about any of the following?:**
  - **Your Child's developmental needs**
  - **Information related to your Child's developmental disability**
  - **Housing, food, clothing**
3. Enter information into the bottom portion of the Family Assessment screen, the **Family-Directed Assessment (priorities, resources, and concerns) Family Routines** portion. Items to be addressed include, but are not limited to:
  - **Waking / Sleep Routines**
  - **Feeding / Mealtime Routines**
  - **Diapering / Dressing Routines**
4. Upon completion, select the **Submit** button.

The screenshot shows a web-based form titled "Family Assessment". It contains several input fields and dropdown menus. Callout 1 points to the "Voluntary Family Assessment Offered and Refused" dropdown (set to "No"), the "Date of Assessment" field (09/07/2023), and the "Evaluator Completing Assessment" dropdown (Malanado | Williams | | (121) 287-6230 | textbox921@gmail.com). Callout 2 points to the question "Do you need help with or need information about any of the following? (Check all that apply)" and the "Your child's developmental needs" dropdown. Callout 3 points to the "Family-Directed Assessment (priorities, resources, and concerns) Family Routines" section, which includes text areas for "Waking / Sleep Routines", "Feeding / Mealtime Routines", and "Diapering / Dressing Routines". Callout 4 points to the "Submit" button at the bottom right. The page number "34" is visible at the bottom left.

# Evaluations

## Evaluation Information

### How To

#### Enter Child and Family History

**Child and Family History Panel:** This panel houses multiple entries within its grid. The panel captures the Child's current living situation and medical history (from external providers) for both the Child and Family.

#### Step / Action

1. Select the **Child and Family History** panel.
2. To complete the form, check the required "Information obtain[ed] with parental consent on file checkbox".
3. Proceed to enter responses into the **Child and Family Information** text-entry box including, but **not limited to**:
  - **Has the Child received in the past or is currently receiving any services outside of the Early Intervention Program? If so, explain.**
  - **Where does the Child receive their healthcare?**
  - **List any medications the Child takes regularly**
  - **Any overnight hospital stays since birth? Explain**
  - **Has the Child had any surgeries? Explain.**
4. Select the **Submit** button at the bottom of the page upon completion.

Child at a Glance Child Info Family Funding Sources **Eval Info** Eligibility IFSP Services Child/Family Outcomes Transition Transfer, Exit, & Close Document

Evaluation Information  
Child Medical Record  
Current Medical Professional Involved with Child  
Birth/Medical History  
Family Assessment Report  
Medical Diagnostics Codes Summary  
**Child And Family History**  
MDE Summary

\*Information obtained with parental consent on file  
Has the child received in the past or is currently receiving any services outside of the Early Intervention Program? If so, explain.  
No, this child is not current nor has received services in the past.

Where does the child receive their healthcare?  
East Adams Rural Healthcare

When was the child last seen?  
03/06/2023

Has the child been diagnosed with a medical condition? Explain  
No.

Has the child lost any skills s/he once had?  
No

Submit



# Adding Ongoing Evaluation Information

Evaluations + Eligibility Job Aid

# Evaluations

## Ongoing Evaluations

### How To

Add Ongoing Evaluations

### Notes

Ongoing Evaluations occur post-IFSP. Fields located within the **Evaluation Information** panel that pertain to the IFSP (i.e., IFSP Status, IFSP Start Date, IFSP End Date) will pre-populate and align to the Active IFSP selected from the IFSP grid (p. 54)

### Step / Action

1. Select the **IFSP** tab from a Child's record. The **IFSP** panel opens, which houses the **IFSP** grid.
2. Locate any existing IFSP listed in the **IFSP** grid and select the **Edit** button to open the IFSP. The **IFSP** screen populates along with subsequent panels (i.e., IFSP Information, IFSP Team).
3. Select the **IFSP Ongoing Evaluations** panel, which houses the IFSP Ongoing Evaluations grid.
4. Select the **Add IFSP Ongoing Evaluations** button to add a new ongoing evaluation.



# Evaluations

## Ongoing Evaluations

### How To

#### Add Ongoing Evaluations

#### Step / Action

1. The **Evaluation Information** screen opens. Proceed to enter the Evaluation Information. Please reference this job aid beginning on p. 10 to review how to enter and submit an Evaluation Service Authorization.



# Determining Eligibility

Evaluations + Eligibility Job Aid

# Eligibility

## Determining Eligibility

### How To

#### Entering Eligibility Determinations

### Notes

- Once the Child's Evaluation is submitted and medical records entered, The Child's eligibility determination based on the evaluation results may be entered.
- Those whose responsibility it is to determine eligibility will want to make it a regular practice to check any children in need of an eligibility review.
- Use the 'Eligibility Determination Needed' filter on the **Evaluations** dashboard to generate a list of children in need of an eligibility determination.
- Review the evaluation results housed in the **Evaluation Info** tab and decide whether the child is eligible for the early intervention program. Once a determination has been made, the determination will be entered into the **Eligibility** tab of a child's record.

The screenshot shows the 'Evaluations Dashboard' interface. On the left is a navigation menu with options like Home, Child, Therapist, Provider, Attendance, Billing, and Help. The main content area has a header 'Evaluations Dashboard' with a '-Default Report-' dropdown. Below this is a 'Report Filters' section. A dropdown menu is open, showing several filter options: '--- Select ---', 'EIODEvaluationRejection', 'EligibilityDeterminationNeeded', 'EligibilityReviewNeeded' (highlighted in blue), 'EvaluationReportDue', 'EvaluationReviewNeeded', 'MedicalHistoryNeeded', and 'NewEvaluationAssignment'. Below the dropdown are fields for 'County Name (Equal To)' and 'EI Child ID (Contains)', both with '- Select Item -' dropdowns. A 'Search' button is at the bottom right.

The screenshot shows the 'Child Record' for Robert Spencer-Test (DOB: 6/16/2021). The 'Eligibility' tab is active, indicated by a circled '1'. The page has a breadcrumb 'Home / Child / Edit' and a navigation bar with tabs: Child at a Glance, Child Info, Family Info, Funding Sources, Eligibility, IFSP, Services, Child/Family Outcomes, Transition, Transfer, Exit, & Reopen, and Document. The 'Eligibility' tab content includes an 'Add Eligibility' button, a search bar, and a table. The table has columns: MDE Type, Eligibility Status, Determination Date, Eligibility Outcome, Eligibility Diagnosis, Comments, and Action. One entry is shown: MDE Type 'Initial', Eligibility Status is empty, Determination Date '06/15/2023', Eligibility Outcome 'Diagnosed Condition', Eligibility Diagnosis 'F84.0 - Autistic disorder', and Action buttons 'View' and 'Edit'. At the bottom, it says 'Showing 1 to 1 of 1 entries' with 'Prev', '1', and 'Next' navigation.

MDE Type	Eligibility Status	Determination Date	Eligibility Outcome	Eligibility Diagnosis	Comments	Action
Initial		06/15/2023	Diagnosed Condition	F84.0 - Autistic disorder		View Edit





# Eligibility

## Determining Eligibility

### How To

#### Entering Eligibility Determinations



### Notes

The FRC enters the determination into the **Eligibility** tab located within the Child's record.

1. The **Eligibility** tab houses the Eligibility grid. The Eligibility grid which allows for multiple eligibility entries
2. Using the eligibility grid, a child can also be reassessed for continued eligibility.
3. To **view** or **edit** an **existing** eligibility determination select the view or edit button.
4. To **add** a new eligibility determination, select the **Add Eligibility** button.

Home / Child / Edit

First Steps ID: 65 - Spencer-Test, Robert - DOB: 6/16/2021

Child at a Glance Child Info Family Info Funding Sources **Eligibility** IFSP Services Child/Family Outcomes Transition Transfer, Exit, & Reopen Document

Eligibility

Eligibility -Default Report-

Add Eligibility Excel

Search...

Rows per page 10

MDE Type	Eligibility Status	Determination Date	Eligibility Outcome	Eligibility Diagnosis	Comments	Action
Initial		06/15/2023	Diagnosed Condition	F84.0 - Autistic disorder		<a href="#">View</a> <a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Prev 1 Next



# Eligibility

## Determining Eligibility

### How To

#### Entering Eligibility Determinations



### Notes

The **Eligibility Determination** panel begins the creation of the eligibility record.

1. Select the **MDE Type** (Initial or Ongoing)
2. Set the **Eligibility Determination** to 'Active'.
3. Enter the **Eligibility Determination** date.
4. Select the **Eligibility Outcome**. A child can be eligible by meeting a delay threshold (i.e., such as 25% delay or 1.5 standard deviations below the mean), by informed clinical opinion, or by medical diagnosis. If the Child is **eligible due to a delay**, select the eligibility percentage or threshold.
5. If the child is eligible and has been **diagnosed**, the diagnosis and written justification for that diagnosed condition should be entered.
6. Enter the **Diagnosis Date** and any comments.
7. Select **Submit** to save the entry.

The screenshot shows a web form titled "Elig" with a sidebar menu containing "Eligibility Determination", "Eligibility Delay Detail", and "Delay in Communication". The main form fields are as follows:

- \*MDE Type**: A dropdown menu with "Initial" selected. Callout 1 points to this field.
- \*Eligibility Status**: A dropdown menu with "Active" selected. Callout 2 points to this field.
- \*Determination Date**: A date field with "06/15/2023" entered. Callout 3 points to this field.
- \*Eligibility Outcome**: A dropdown menu with "Diagnosed Condition" selected. Callout 4 points to this field.
- \*EI Eligibility Diagnosed Condition**: A text field with "F84.0 - Autistic disorder" entered and a green checkmark icon. Callout 5 points to this field.
- Other Eligibility Diagnosis**: An empty text field with a search icon.
- \*Diagnosis Date**: A date field with "06/15/2023" entered. Callout 6 points to this field.
- Comment**: An empty text area. Callout 6 points to this field.
- Submit**: A purple button at the bottom right. Callout 7 points to this button.



# Eligibility

## Determining Eligibility

### How To

#### Entering Eligibility Determinations



### Notes

The **Eligibility Delay Detail panel** provides details in support of the eligibility determination selections on the **Eligibility Determination panel**. For example, if there is a 33% delay in one domain; the domains and the delay percentage can be entered.

1. Select “Edit” for any of the **Level of Development Types** from the grid (i.e, Cognitive, Adaptive)
2. Upon selecting the edit button, the Edit Eligibility Delay Detail dialogue box populates.
3. Within the **Edit Eligibility Delay Detail** dialogue select
  - The **Delay Percentage**, if there is a delay,
  - The **Standard Deviation**
  - The **Month Delay** (is the child’s delay greater or less than 12 months)
  - The **Evaluation Instrument** used
  - Any notes related to the delay should be entered.
4. Save all information entered by clicking the **Submit** button and closing out of the dialogue box.

Level of Development Type	Delay Percentage	Standard Deviation	Month Delay	Evaluation Instrument	Delay Notes
Cognitive					
Adaptive	25%	1.5 SD below mean	Less than 12 month delay	Autism Diagnostic Observation Schedule	The child displays challenges in regulating emotions, often experiencing outbursts or meltdowns.
Social/Emotional	Less than 25%	1 SD below mean	Less than 12 month delay	Autism Diagnostic Observation Schedule	The child has difficulty using appropriate gestures, maintaining eye contact, and understanding and using nonverbal cues during communication.
Communication	25%	1.5 SD below mean	Less than 12 month delay	Autism Diagnostic Observation Schedule	Nonverbal communication skills, such as gestures and eye contact, appear to be limited or absent.
Physical Development	No Delay			Autism Diagnostic Observation Schedule	

3

4



# Eligibility

## Determining Eligibility

### How To

#### Entering Eligibility Determinations



### Notes

- Next, is the **Delay in Communication** panel. This panel is for a child with specific delays in communication. While completion of this panel is not required for every child, if the outcome from the first panel indicates the child is eligible due to a communication delay, this panel must be complete with information supporting that determination.
- Certain fields in this panel will generate based on if the child is over the age of 18 months versus if the child is under 18 months.
- When a child is over 18 months, there are fewer fields to complete. The child shown here is over 18 months. In this panel, any observations that support the child may have a communication delay are selected. For example, the child not speaking a single word by 18 months 'or' having a vocabulary of fewer than 30 words by 18 months.
- Enter information for any communication delay the child appears to be experiencing (i.e., Language Comprehension, Phonology).
- When all information is entered select **Submit** at the bottom of the screen.

Home / Child / Spencer-Test, Robert / Eligibility

Eligibility Edit

Elig

- Eligibility Determination
- Eligibility Delay Detail
- Delay in Communication

Child Age  
2 years 3 days

**Child is 18 months of age and over Section**  
For Children 18 months of age and older

No single word by 18 months of age  
--- Select ---  
Documented presence of predictors of continued language delay  
**No single word by 18 months of age**  
No two-word combination by 36 months of age  
Vocabulary of fewer than 30 words by 24 months of age

Language Comprehension

Phonology

Imitation



## Revision History

Version Number	Release Date	Author	Revision Summary
v.1	6.20.23	Courtney Pittman	First Draft Release for .v1
v. 1.2	9.7.23	Courtney Pittman	Second Draft Release for.v1

