

## ***Exiting from EI and ECSE Eligibility***

When a team is questioning whether a child continues to be eligible for EI or ECSE services follow the process below:

### 1. Evaluation Planning Meeting

- Notice of Team Meeting
  - Send notice of meeting to parents and other IFSP team members
- Evaluation Planning Meeting
  - Team develops an evaluation plan. All existing information should be reviewed in this meeting
  - The plan should identify what additional data are needed to determine continuing eligibility or non-eligibility
    - Program policy requires **updated standardized testing** (results no more than 9 months old) anytime continued eligibility is to be considered
- Prior Notice About Evaluation
  - Obtain Prior Consent for Evaluation from the parents at the evaluation planning meeting (consent is always needed, even when only current information will be reviewed)
    - Consent should include all additional evaluation procedures (standardized tests, updated AEPS, additional observation) recommended as well as existing program information or information from outside sources (e.g., evaluations from private providers) that will be used to review eligibility.
      - The names and dates of current and outside information used in the eligibility decision should be specified on the consent (optional comments section)
    - Descriptions of each test or procedure must be included.

2. Complete evaluation and summarize the results using the appropriate ecWeb Evaluation Report form (EI, ECSE or ECSE Speech Evaluation Report).

3. Once the evaluation is completed, if it has been more than 9 months since the most recent evaluation, service coordinator completes the billing form on ecWeb and sends a notification of evaluation billing to census email (do not wait until the eligibility meeting to complete the billing form and send the email).

4. The eligibility team meets to determine whether the child continues to qualify for services.

- The team completes the appropriate eligibility statement
- Signatures of team members are obtained

5. The service coordinator completes Prior Notice of EI/ECSE Action in which eligibility determination is clearly explained.

6. The service coordinator prepares paperwork for distribution. The parent receives copies of: Notice of Team Meeting, Prior Notice About Evaluation, Eligibility Statement, Evaluation Results Report and Prior Notice of EI/ECSE Action.