Thank you to everyone from the programs that took time to discuss these suggestions for competing eligibility determinations remotely. We fully expect more guidance from the ECTA Center, ECPC and OSEP in the coming weeks.

Evaluations and assessments are billable services during the PHE as describe in the Interim Remote EI procedure. Details about how to enter them into SPIDER will be available no later than March 30,, 2020.

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| **What’s needed:** | **How:** |
| Written Prior Notice, Parental Consent, FCP,  Insurance forms, etc | * Emailed securely (without PII information) or Mailed to family * Family mails signed forms back to program |
| Family understanding process, family interview | * Phone call or video conference (HIPPA compliant) to explain what the remote evaluation process will look like, do family interview of concerns, priorities, and resources, possibly begin interview questions for evaluation tool that is being used. * Discuss some items that the family might want to have available (if they have them) for the testing session (pretend play items, doll, pretend food, crayons, paper…) * Help them to understand the importance of their right to privacy and the steps needed to assure it. |
| Determining Eligibility over the phone | * Please refer to the Interim Remote EI procedure for guidance drafted jointly with DSS. |
| Child Eligibility Testing | * HIPPA compliant video conferencing * Can have two evaluators on at same time or can use 1 evaluator to do one part of the evaluation and another do other parts * Help the family to administer items as possible * If family has a video that they would like to share with you that addresses some information needed for the evaluation, you can have them send it to you as long as they use a secure email service or file sharing app. If the family wants to send it to you anyway you must ensure that they know that it may be accessible publically and that you cannot ensure security. (How can we record their understanding without recording the conversation or creating another form?) * Start testing the primary area(s) of concern and determine eligibility in at least one area if you can. Other areas of development can be addressed as time allows as part of an Interim IFSP. |
| Meeting eligibility criteria | * Use standardized tools as in the past but adapt as needed. (This may be waived in the future but until then it is in statute.) * If a standardized tool cannot be completed to determine eligibility and it is apparent that the child meets our eligibility criteria, use clinical opinion. * Use of curriculums embedded assessments to inform clinical opinion would be beneficial * If clinical opinion is used, eligibility will have to be re-determined after the public health emergency is over * Some tools more appropriate for by parent interview – REEL, Vineland… |
| Results of Eval to Family | * If time is needed to score the tool, take a break and reconnect. Just as we want families to get results before we left the house, the same is true remotely. * Mail or securely email a statement of eligibility within 4 days * Written report stating how eligibility was determined, even if it does not include all areas of development initially |
| Report writing | * The report format should not be different but the dates of the evaluation will likely be extended until all areas of development are completed. |

We will continue to update this with your suggestions and suggestions from other states and TA centers.