



**NYC EARLY INTERVENTION PROGRAM
REASON FOR DELAY OF EVALUATION COMPLETION/ MDE SUBMISSION FORM**

Child's Name:	DOB:
EI Number:	Date of Referral to EI:

Section I: To be filled out by the Initial Service Coordinator (if needed) and submitted to the Evaluation Agency with the other required paperwork as outlined in the Initial Service Coordination Responsibilities Policy. Surrogacy-related delays should be indicated under "B".

Parents originally chose: _____
(Evaluation Site Name) (Provider #)

which was not able to complete the child's evaluation within thirty (30) days of the date of referral to the NYC Early Intervention Program due to the following reason (s):

- A. 1. Child ill 2. Parent ill 3. Delay Signing Consent 4. Delay in Choosing Evaluation Site
5. Evaluation Site selected with a known waiting list AND other evaluation agencies were offered 6. Other family reasons: _____

- B. 1. Waiting List 2. Evaluator backlog/delay 3. Other evaluation site reason (s): _____

The child is now scheduled for an evaluation on (date): _____ at _____

(Evaluation Site Name) (Provider #)

Initial Service Coordinator Signature: _____

Date: ___ / ___ / ___ Agency: _____ Phone number: _____

Parent Acknowledgement

I understand that my child is entitled to an evaluation and to the convening of an IFSP meeting within forty-five (45) days of the date of referral to the New York City Early Intervention Program (EIP). I understand that the evaluation site I have selected will not be able to complete the evaluation and send the required report to me and the NYC EIP so that this timeline can be met.

Parent signature: _____ Date: ___ / ___ / ___

Date this form was sent to Evaluation Agency: _____

Section II: To be filled out by the Evaluation Agency (if needed) and submitted to the Regional Office and Service Coordinator with the Evaluation Packet in the 'Developmental Assessment' tab in the EI-Hub.

Name of Evaluation Agency _____

Please indicate the reason(s) for delayed submission of MDE:

- A. 1. Child ill 2. Parent ill 3. Delay Signing Consent for Evaluation 4. Delay in obtaining prescription for needed MDE component 5. Family missed evaluation appointment 6. Parental scheduling delay
7. Other family reasons: _____

- B. 1. Delayed referral from SC to Evaluation Agency 2. Other provider reasons: _____

Signature of Evaluation Representative: _____ Date: ___ / ___ / ___

Signature of Parent: _____ Date: ___ / ___ / ___

Parents must never be asked to sign this form before any delays occur.



**NYC EARLY INTERVENTION PROGRAM
REASON FOR DELAY OF EVALUATION COMPLETION/ MDE SUBMISSION FORM
INSTRUCTIONS FOR COMPLETION**

This form should only be completed if delays occur

Under NYS regulations 10NYCRR69-4.8), provider agencies are required to submit the complete Multidisciplinary Evaluation (MDE) to the Regional Office (RO) within thirty (30) days of the date the child was referred to the Program. The Initial Service Coordinator is responsible for monitoring the completion of the evaluation and assisting the evaluation site and/or parent in the timely completion/submission of all evaluations.

Section I: The Initial Service Coordinator must clearly document the reason for any delay in **selecting an Evaluation Provider** or if the selected Evaluation Provider has indicated that it will be unable to complete the evaluation in a timely fashion.

1. **Complete “A”** if the evaluation site was not selected in a timely fashion due to family reasons.
2. **Complete “B”** if the parent chooses an evaluation site that was unable to complete the evaluation within thirty days of the referral to the Early Intervention Program.
 - a. It is the responsibility of both the evaluation site and the initial service coordinator to clearly explain to the parent that, by choosing an evaluation site that is unable to complete and submit an evaluation within 30 days of referral, an IFSP meeting will not be held within 45 days of referral.

The service coordinator should indicate:

- a. The name of the evaluation site initially chosen by the parent;
- b. The agency reason(s) for the delay of evaluation submission;
- c. The date that the evaluation is now scheduled; and
- d. If the parent chooses another evaluation site, the name of that agency.

NOTE: If the delay in evaluation completion was due to a delay in obtaining surrogacy, indicate such in “B” under 3. Other evaluation site reasons(s).

The Initial Service Coordinator must sign the form and obtain the parent’s signature.

Section II: The Evaluation Provider Agency must clearly document the reason for any delay in completing or submitting the Multidisciplinary Evaluation (MDE).

1. **Complete “A”** if the MDE was not completed or submitted in a timely fashion due to family reasons.
2. **Complete “B”** if the MDE was not completed or submitted in a timely fashion due to agency reasons.

The Evaluation Representative must sign the form and obtain the parent’s signature.

Parents must never be asked to sign this form before any delays occur.