

480-000-XXX Instructions for Completing Form EI-2, “Notice and Consent for Early Intervention Initial Multidisciplinary Evaluation and Child Assessment”

Use:

Following consultation with the school district, services coordinators use Form EI-2 to give notice and secure parental consent for Early Intervention Initial Multidisciplinary Evaluation and Child Assessment.

Completion:

In collaboration with the school district, the services coordinator enters the reason the school district proposes to evaluate a child or not according to the following directives:

- **Proposal to Conduct Multidisciplinary Evaluation and Child Assessment**
Written notice must be provided to parents of a child with disabilities within a reasonable time before the school district proposes or refuses to initiate the initial multidisciplinary evaluation and child assessment. The school district shall inform the parents of the estimated amount of time (not to exceed 45 days from date of referral) for completing the multidisciplinary evaluation and making the verification decision, as well as the child assessment (if the child is determined eligible for early intervention). If the activity takes longer than the amount of time estimated by the district, the district must communicate to the parents the progress being made at that stage of the process. The school district must include a description of the action proposed or refused by the school district, an explanation of why the district proposes or refuses to evaluate, and any options considered by the district prior to the multidisciplinary evaluation request, and the reasons why those options were rejected by the district. In effect, the school district must describe what they are planning to do, why they are planning to do it, and the options they contemplated and rejected.

In collaboration with the school district, the services coordinator writes a description of each multidisciplinary evaluation procedure, test, record, or report the school district plans to use within the proposed initial multidisciplinary evaluation. Multidisciplinary evaluation descriptions may include, but not be limited to, information from the following:

1. Self-Help/Adaptive Development – The assessment of performance in basic self-help and/or adaptive skills.
2. Cognitive Development – The assessment of development of general intellectual functioning and potential, including learning style, alertness, ability to relate to objects and events, etc.
3. Physical Development (including Vision and Hearing) – The assessment of coordination of senses with large and small muscles, such as using eye-hand coordination, dexterity, strength, body coordination, balance; also includes vision and hearing.
4. Social and Emotional Development – The assessment of social development, such as capacity for trust, self-image, view of the world, sensitivity to persons and situations, development of personal independence, coping with social situations, etc.
5. Speech and Language (Communication) Development – The assessment of development and performance in speech and language, such as production of sounds, etc.

6. Other – For example, health, etc.

In obtaining consent for the initial multidisciplinary evaluation, if the school district plans to give a particular test to a child, the parents must be fully informed about the test. In situations where the actual tests to be given to a child are not known prior to the testing situation, the school district must give parents a description of the general kinds of tests that will be employed.

In obtaining consent for the child assessment, the services coordinator must explain if the child is determined eligible for early intervention services based upon the evaluation administered, the school district must conduct a child assessment to identify the child's unique strengths and needs in all developmental areas and the early intervention services appropriate to meet those needs. The parents must be fully informed about the child assessment procedures which include:

1. Review of the results of the evaluation;
2. Observations of the child; and
3. The identification of the child's needs in each of the developmental areas within the context of the family's routines and activities.

Explanation of Procedural Safeguard

Parents shall receive a copy and explanation of the procedural safeguards available to them. This, at a minimum, must include copies of the Complaint Procedures section of 480 NAC 3; the Mediation, Complaints, and Due Process Complaint sections of 92 NAC 52; 92 NAC 55; the IDEA Part C Procedural Safeguards Manual for Parents; and applicable state statute requirements. These documents are to be given to families in either hard copy or via a web link, per the parent/guardian's choice. The NDE Special Education Office has available a sample complaint form that includes a procedures checklist to assist complainants with filing a complaint, <http://www.education.ne.gov/sped/monitoring/StateComplaintForm.pdf>.

Parental Understanding of Content of Notice and Consent

As previously outlined, both notice and consent are required for initial multidisciplinary evaluation and child assessment. For purposes of the initial multidisciplinary evaluation and child assessment, notice refers to information provided to the parents of an infant/toddler referred to EDN before the district proposes to conduct the initial multidisciplinary evaluation and child assessment, while consent means the parents of an infant/toddler referred to EDN have been fully informed of all information relevant to the activity for which consent is being sought and the parents understand and agree in writing to the proposed activity.

Distribution:

To document that information was provided to parents (notice) and the parents understand and agree in writing to the activity (consent), this document utilizes parental signatures. This form must be signed by the parents and a copy maintained in the early intervention services coordination record, a copy provided to the parent/guardian, and the original maintained by the school district.

Retention:

Form EI-2 is retained in the services coordination early intervention record for six years after the completion of the activities for which early intervention funds were used.