This list has been developed to help you organize and complete all documentation requirements for the   
early intervention process. This checklist is intended to be used as a companion tool after you have read   
the *Infant & Toddler Connection of Virginia Practice Manual.* Because the early intervention process is individualized for each child and family, there is some flexibility about when some of this documentation   
is completed. Please refer the *Practice Manual* for more detailed guidance.

Referral

* Top of Form
* Begin early intervention record
* Bottom of Form
* Optional Acknowledgement Letter to ReferralSource sent to referral source stating that referral was received
* Notice of Child and Family Rights and Safeguards including Facts About Family Cost Share (as needed)
* Surrogate Parent Identification of Need (optional form)
* Declining Early Intervention Services form (if the family does not want to move forward)
* Contact notes to document all contact with and on behalf of the family

Intake

* Notice and Consent to Determine Eligibility
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Strengthening Partnerships: Guide to Family Safeguards in the Virginia Early Intervention System
* Eligibility Determination Form (if eligibility established by records)
* Developmental screening tool completed (e.g., ASQ)
* Virginia Part C vision and hearing screens (or these may be completed at time of the   
  assessment for service planning if you know that the child will be moving to an assessment)
* Notice and Consent for Assessment for Service Planning (if eligible or combining eligibility determination and assessment for service planning)
* Releases of information
* Family Cost Share Agreement form (if the child has Medicaid or FAMIS)
* Local system/program paperwork
* Initial Early Intervention Service Coordination Plan (required for children with Medicaid   
  or FAMIS; optional for all)
* Declining Early Intervention Services Form (if the family does not want to move forward)
* Contact notes to document all contact with and on behalf of the family

Eligibility Determination

* Eligibility Determination Form
* Parental Prior Notice
* Early Intervention Services – Notice of Action letter (for Medicaid recipients if ineligible, and only if applicable)
* Declining Early Intervention Services (if the family does not want to move forward)
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Interim IFSP (as needed in exceptional circumstances to address immediate needs)
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

**Assessment for Service Planning**

* Notice and Consent for Assessment for Service Planning (if eligible)
* Physician referral/authorization if needed (e.g., TRICARE)
* Developmental assessment tool completed
* Virginia Part C vision and hearing screens (if not completed at intake)
* Family assessment tool questions
* Family Cost Share Agreement (if not completed earlier) or Temporary Family Cost Share Agreement (if family unable to provide income information)
* Parental Prior Notice
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Declining Early Intervention Services (if the family does not want to move forward)
* Early Intervention Services – Notice of Action letter (for Medicaid recipients if found ineligible)
* Confirmation of IFSP Schedule or Confirmation of Scheduled Meetings/Activities Form for families
* Confirmation of IFSP Schedule, Confirmation of Scheduled Meetings/Activities, or other written notification to other IFSP team members
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

Initial IFSP Meeting

* IFSP completed and signed by family and other team members
* Declining Early Intervention Services (if family not interested in one or all services offered)
* Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
* Physician signature completed for all services (as required by payment source) on one of the following:
  + The IFSP; or
  + Separate letter referencing the IFSP that is sent with the IFSP, like the Physician Certification Letter; or
  + The IFSP Summary Letter.
* Health Status Indicator Questions letter sent to physician
* Parental Prior Notice Form
* Copies of IFSP sent to family, all providers of services specified on the child’s IFSP; pediatrician/primary care physician, etc. (with signed release from parent)
* Family Cost Share Agreement (if not completed before) or Temporary Family Cost Share Agreement (if family unable to provide financial information)
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Individual Child Data Form (ICDF for data entry into ITOTS)
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family
* Documentation of observation of child by the Service Coordinator during month of IFSP (in order to bill DMAS for EI TCM)

IFSP Reviews (completed at least once every 6 months)

* Parental Prior Notice
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Confirmation of IFSP Schedule to family
* Confirmation of IFSP Schedule or other written notification to other IFSP team members
* IFSP Review Record signed by team
* Family Cost Share Agreement Form (as needed)
* Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
* Declining Early Intervention Services (if family not interested in one or more services offered)
* Physician signature completed for addition or changes to frequency/length of any services (as required by payment source) on one of the following:
  + The IFSP; or
  + Separate letter referencing the IFSP that is sent with the IFSP, like the Physician Certification Letter; or
  + The IFSP Summary Letter.
* Health Status Indicator Questions to Physician (must be sent every 6 months)
* Copies of IFSP changes sent to family, all providers of services specified on the child’s IFSP; pediatrician/primary care physician, etc. (with signed release from parent)
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

Annual IFSP

* Eligibility Determination Form
* Parental Prior Notice
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Confirmation of IFSP Schedule to family
* Confirmation of IFSP Schedule or other written notification to other IFSP team members
* New IFSP is written
* Documentation of observation of child by Service Coordinator during the month that IFSP meeting is held (required for children with Medicaid/FAMIS)
* Early Intervention Services – Notice of Action letter (for Medicaid recipients only, and only if applicable)
* Declining Early Intervention Services (If family not interested in one or more services offered)
* Releases of Information
* Physician Certification completed for all services (as required by payment source)
* Health Status Indicator Questions to Physician (must be sent every 6 months)
* Copies of IFSP sent to family, all providers of services specified on the child’s IFSP; pediatrician/primary care physician, etc. (with signed release of information from parent)
* Family Cost Share Agreement or Temporary Family Cost Share Agreement (if family unable to provide financial information)
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

Transition

* IFSP transition section
* Notification to the LEA and Virginia Department of Education unless family indicates in section VII of the IFSP that they do not want information shared
* Parental Prior Notice (for Transition Conference)
* Parental Prior Notice (for IFSP Review if Transition Plan not developed during initial or annual IFSP)
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share (with Parental Prior Notice)
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

Discharge

* Parental Prior Notice
* Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share
* Early Intervention Services – Notice of Action letter (for Medicaid recipients if discharged because determined ineligible)
* Virginia Child Indicators Summary Form
* Local system/program paperwork
* Contact notes to document all contact with and on behalf of the family

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