

Ohio Early Intervention

**SERVICE COORDINATOR INITIAL/
ANNUAL FAMILY VISIT(S) PACKET**

www.ohioearlyintervention.org

Ohio Early Intervention Service Coordinator Initial/Annual Family Visit(s) Packet

This packet is a collection of Ohio Early Intervention forms and brochures that provide and explain parent rights, procedural safeguards, and the system of payments (SOP). These materials have been compiled, and in some cases reformatted, to make it easier to share and explain their content to families while using a video conferencing platform. You can use this packet during an initial visit or any other time you need to share this information with families.

Individual forms contained within this packet can be found in the [forms](#) section of the Ohio Early Intervention website.

Use the individual forms as needed, as each form within this packet may not be necessary for every instance. If the meeting or conversation with the family is conducted via technology, the EISC is encouraged to use the "Share Your Screen" feature so families can follow along with the explanation of parent rights, procedural safeguards, and the completion of the necessary EI forms. Additionally, the EISC may provide the family with these forms electronically for review at any time.

If you have further questions on best practices or how to use this packet, please reach out to your region's EI Program Consultant.

Prepared by

Early Intervention Program Consultants and the DODD Training Team
From the idea and best practice created by the Belmont County Board of
Developmental Disabilities
May 8, 2020

Ohio Department of Developmental Disabilities
30 E. Broad Street
Columbus, Ohio 43215



Department of
Developmental Disabilities



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Parents Rights (July 2019)

Introduction

Parents of children in Early Intervention (EI) have many rights and protections under the Individuals with Disabilities Education Act (IDEA).

The Ohio Department of Developmental Disabilities (DODD) and its local partners make up the EI system in Ohio and are responsible for implementing these rights and protections. Many of them apply even if your child is found ineligible for EI.

This brochure will provide your family with information about those rights and protections as well as what to do if you have a disagreement about something in EI. The forms used in EI explain these rights and protections in greater detail. In addition, your service coordinator will also explain them and answer any questions you may have.

Prior Written Notice and Consent

You will receive information about certain activities delivered by the EI system ahead of time and in writing. This is called "prior written notice." The prior written notice gives you time to decide if you want to go through with a particular activity. If you are ready to begin the activity right away, you can waive this waiting period. After deciding to go through with some activities, you will give your permission in writing.

This permission is called "consent." Your consent is voluntary and may be revoked at any time. The EI system will ensure your questions about any activity have been answered before you give your consent. Please ask your service coordinator or anyone else working with you in EI any questions you have. Prior written notice and consent applies to

- developmental screenings,
- child evaluations,
- child and family assessments,
- determination of ineligibility,
- and beginning or changing services on your Individualized Family Service Plan (IFSP).

In addition, you will receive prior written notice whenever a service included on your IFSP is ended or you exit from EI.

Some situations will not involve a prior written notice, but your consent is still required before the EI system completes certain actions. The EI system must receive your consent before

- sharing information about your family outside of the EI system, including to your local school district or pediatrician;
- holding a transition planning conference;
- or using your public or private insurance to pay for EI services.

It is important to know that an evaluation or child assessment is required before you may be served by the EI system. If you do not consent to an evaluation or child assessment, your child will not be able to be served by the EI system.

EI Records and Your Privacy

Because the EI system will receive a lot of information about you and your child, you have rights associated with the records maintained by the EI system. These records include information about evaluations and assessments, medical information related to your child's eligibility for EI, services on your IFSP, copies or originals of the EI forms you have filled out and signed, and documentation of communications between you and your EI providers. All of this information is part of your child's EI record.

You have many rights related to your family's EI records. These include the right to

- request copies of your child's EI records,
- inspect and review your child's EI records within 10 calendar days of your request;
- have a representative inspect and review your child's EI records;
- receive explanations and interpretations of your child's EI records;
- have a list of the types and locations of EI records collected, maintained, or used;
- request that the EI service provider amend your child's EI record;
- and receive a due process hearing if the provider refuses to amend your child's EI record.

You will receive at no cost either an electronic or paper copy of the evaluation or assessment of your child, the family-directed assessment, and the IFSP plan within 10 calendar days after each IFSP meeting. You will not be charged a fee to search for or retrieve your EI records; however, your provider may charge a fee for copies of EI records that are made for you as long as the fee does not effectively prevent you from exercising your right to inspect and review those records.

Because of the private nature of the information in your EI record, people working in the EI system who have access to that information must keep it private. Agencies that maintain EI records about your family must keep a list of the types and locations of the EI records they collect and maintain. People in the EI system who have access to your EI record can only disclose your personally identifiable information (PII) to other people working in the EI system and only to the extent necessary to provide EI services to your family. If you want your PII shared outside of the EI system, you must first provide your consent.

However, the Family Educational Rights and Privacy Act of 1974 (FERPA) allows your EI service provider to disclose PII without parent consent in some situations. These include

- any entity or person designated by the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or a state or local educational authority to conduct any audit, evaluation, compliance, or enforcement activity with respect to any federal legal requirements that relate to any federal or state-supported educational program;
- an agency caseworker or other representative of a state or local child welfare agency when that person is legally responsible for the care and protection of the child;
- a court in response to a lawfully issued subpoena or judicial order;
- or an appropriate official relating to a health or safety emergency.

When someone outside of the EI system has accessed your EI record, the agency who maintains the record must keep documentation of who accessed the record, when, and for what purpose.

Retention and Destruction of EI Records

Your EI service provider is required keep your child's EI records until your child's ninth birthday. The EI service provider may retain your child's EI records longer than this unless you ask that the records be destroyed after your child's ninth birthday.

EI may retain a permanent record of your child's name, date of birth, your contact information, names of EI service coordinators and providers who have worked with your family, and exit data (including year and age upon exiting, and any programs entered into after exiting) without time limitation.

For additional guidance on your rights regarding your child's EI records, contact the DODD at 614-466-6879 or ei@dodd.ohio.gov. For additional guidance regarding FERPA, contact the Family Compliance Office in the U.S. Department of Education at 202-260-3887.

Resolving Disputes

If you have a disagreement about something in EI, there are many ways to resolve it. The easiest and fastest way is to work with your local EI program through your EI service coordinator or the EI contract manager in your county to find a solution to the disagreement.

Your service coordinator's contact information is on this brochure and you can find information about your local EI program's leaders on the EI website: ohioearlyintervention.org.

If you prefer not to work through your local EI program, you can contact DODD's EI staff at 614-466-6879 or ei@dodd.ohio.gov.

You may also file a complaint with DODD and ask the department to investigate the complaint, go through mediation, or have a due process hearing. Your complaint must be signed and in writing. It must include a description of what has happened and which rules or rights have been violated.

Complaints should be sent to

Ohio Early Intervention

Ohio Department of Developmental Disabilities 30 East Broad St., 12th floor

Columbus, Ohio 43215

Investigation

If you want DODD to investigate your complaint, the department will request information from you and your EI provider, review all of the relevant information, and make a final written determination within 60 days about whether there has been

a violation of your rights or the EI rules. The final determination will include information about what DODD has done and will do to correct any problems.

Mediation

Mediation is voluntary on the part of both you and your EI provider. If you want to use mediation and your EI provider agrees to participate, DODD will provide a qualified and impartial mediator to oversee the process. DODD pays the cost of the mediator, and the mediation must be at places and times that are convenient for the participants.

Due Process Hearing

A due process hearing is a more formal process. You may hire an attorney to represent you, but this is not a requirement. In a due process hearing, an impartial due process hearing officer will review the complaint, listen to the participants, review additional information, and provide a written decision within 30 days of receiving the complaint. DODD pays the cost of the due process hearing officer, and the hearing must be at places and times that are convenient for the participants.

Visit ohioearlyintervention.org/federal-and-state-regulations to learn more about IDEA and the state rules for Ohio's EI program.

My EI service coordinator: _____

Contact info: _____

Form EI-02

Today's date _____ Child's name _____ Child's DOB _____
Parent name(s) _____ EIDS number _____

Service coordinator use only On _____ (date), a copy of this notice and consent was provided to the parent(s) <input type="checkbox"/> in-person <input type="checkbox"/> via mail <input type="checkbox"/> via email
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Prior Written Notice and Consent for Developmental Evaluation and Assessment

Early Intervention (EI) eligibility may be determined through an evaluation. The developmental evaluation is conducted by an EI team — one or more professionals — to determine your child's eligibility. The assessment, usually conducted at the same time, is meant to understand your child's participation within your family's daily routines and activities. The evaluation and assessment include:

- A review of relevant records, including medical records that you agree to release;
- Observation of your child;
- Input from you about your child's development; and
- Use of evaluation and assessment tool(s) which provides information about your child's development in communication, adaptive/self-care, social/emotional, cognitive/thinking/problem solving, motor/movement, vision, and hearing.

This information, along with the information you provide about your family's resources, priorities, and concerns, sets the stage for developing the Individualized Family Service Plan and determining what EI services are needed to support you and your child. Written notice must be provided to you at least 10 calendar days before the evaluation and assessment.

We propose to (check all that apply):

- Identify your child's eligibility for EI by conducting a developmental evaluation.
- Identify your child's strengths and needs through a developmental assessment.

My service coordinator has informed me of all information related to evaluation and/or assessment and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

I consent to the evaluation assessment of my child (check one or both, as applicable).

Parent name(s) _____ Parent signature(s) _____ Date _____

Waiver of Timeline (optional) I understand and agree to waive my right to receive written notice 10 calendar days prior to the proposed activity. _____ Initials of parent(s) Date

Form EI-03

Today's date _____ Child's name _____ Child's DOB _____
Parent name(s) _____ EIDS number _____

Service coordinator use only
On _____ (date), a copy of this notice and consent was provided to the parent(s)
 in-person via mail via email.
Date FDA offered _____

Prior Written Notice and Consent for the Family-Directed Assessment

Early Intervention (EI) builds upon and provides supports and resources to assist family members and caregivers to enhance the child's development and participation in everyday activities. As a parent, you know your child better than anyone. You know what happens daily that brings delight or offers unique challenges for you and your family.

The family-directed assessment is your opportunity to tell your EI team in more detail about your concerns and priorities for including your child successfully in all your daily activities and the potential resources to assist you. The family-directed assessment is voluntary, and only family members who wish to participate will be included.

You have the right to share as much or as little about your family as you like. Written notice must be provided to you at least 10 calendar days before the family-directed assessment.

My service coordinator has informed me of all information related to family-directed assessment and explained my parent rights, including giving consent. I have a copy of the Ohio EI Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

- I consent to the family-directed assessment.
- I do not consent to the family-directed assessment.

Parent name(s) _____ Parent signature(s) _____ Date _____

Waiver of Timeline (optional)
I understand and agree to waive my right to receive written notice 10 calendar days prior to the proposed activity.

Initials of parent(s) Date

Form EI-06

Service coordinator use only

Today's date _____ Child's name _____ Child's DOB _____
Parent name(s) _____ EIDS number _____

Date received from other EI qualified personnel, if applicable

Consent for Release of Records and Consent for Release and/or Exchange of Information

As a parent, you have the right to give permission or not give permission for the release of your child's Early Intervention (EI) records to other persons or agencies who are not part of the EI system. A copy of this form will be released to the agencies or persons when you give permission to release records. If you do not want these agencies or persons to be aware of your permissions for other agencies, please request the use of multiple release of record forms. As a parent, you have access to any part of your child's EI record. An EI record means all records regarding your child that are collected, maintained, or used under the federal law, Part C of the Individuals with Disabilities Education Act.

Consent for Release of Records

I give consent for the following EI records to be released

- Individualized Family Service Plan (IFSP) Progress notes
 Results of evaluation/assessments Other (specify) _____

To the following agencies or persons

Purpose of the release of records

This consent is valid

- Until my child's third birthday on
 For one year. Specify end date
 From to

My service coordinator or EI provider has informed me of all information related to release of records and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint. I understand and agree to the release of my child's records.

Parent name(s) _____

Parent signature(s) _____

Date _____



Department of
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Consent for Release and/or Exchange of Information

I give consent for the release and/or exchange of the following information orally, in writing, or electronically

Between Early Intervention and the following agencies or persons

Purpose of the release or exchange of information

This consent is valid

Until my child's third birthday on

For one year. Specify end date

From to

I have been fully informed of all information related the release and/or exchange of information about my child or my child's Early Intervention records. I have a copy of the Ohio Early Intervention Parent Rights brochure and understand my rights for giving consent. I understand that I have dispute resolution options if I have an Early Intervention complaint.

Parent name(s)

Parent signature(s)

Date

System of Payments

The Individuals with Disabilities Education Act or IDEA, requires that some Early Intervention (EI) activities and services are provided at no cost to parents. Child find, evaluation and assessment, development of the Individualized Family Service Plan, procedural safeguards, and service coordination are publicly funded and provided at no cost to parents.

The need for additional EI services¹ is determined through the Individualized Family Service Plan (IFSP) team process. As many as 55 units² of these additional EI services are provided each IFSP year³ at no cost to parents for each eligible child. These services are funded through a combination of local, state and federal public funds, including parent and child insurance, given parent consent.

Before the first IFSP meeting, an EI service coordinator will explain Ohio's System of Payments rule (ohioearlyintervention.org/federal-and-state-regulations) and, with you, determine if you will have financial responsibility for needed EI services that exceed 55 publicly funded units in the IFSP year.

You will not have any financial responsibility for EI services

- If you or your child are enrolled in WIC or Ohio Medicaid,
- If your family income is less than or equal to [Ohio Healthy Start](#)⁴ eligibility for uninsured children, • Or if your family incurs extraordinary medical expenses during the IFSP year

Your EI service coordinator will further explain these categories. If you do not meet these financial qualifications or if you choose not to share financial information, you will only pay for those additional EI services that exceed 55 units in the IFSP year. Your EI service coordinator will discuss with you how EI funding works and the choices you have as the IFSP is developed.

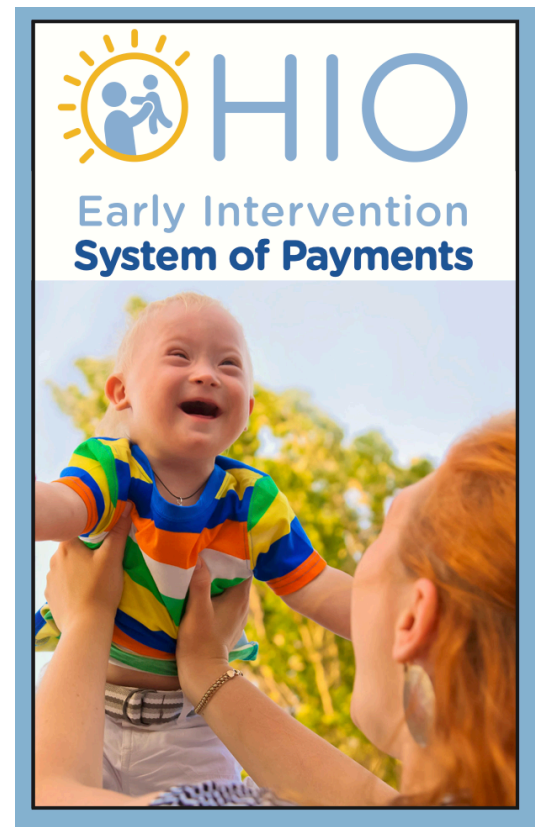
As part of your child's IFSP team, you will help to determine which services and how much of any service is needed to meet IFSP outcomes. Your EI service coordinator will work with you to coordinate needed services and funding as your IFSP is developed or changed.

¹ Additional early intervention services include: audiology, assistive technology devices and services, special instruction, occupational therapy, physical therapy, speech language therapy and others as needed to meet IFSP outcomes

² A unit is equal to one hour of service or \$100 in assistive technology device expense. Partial times or dollars may be used to equal a unit, as determined by the IFSP team.

³ The IFSP year means the year beginning on the date the initial or annual IFSP is signed, and ending the day before the signing of the next annual IFSP.

⁴ More information about Ohio Healthy Start is available at: <https://ohioearlyintervention.org/system-of-payments>



Ohio

Department of
Developmental Disabilities



Parent Rights and Procedural Safeguards

If you disagree with the determination of your ability to pay or your parent cost participation, you have all of the rights outlined in the Early Intervention Parent Rights brochure.

This includes the right to file a written complaint with the Ohio Department of Developmental Disabilities or to use a mediator or hearing officer to resolve your issue.

You may also request an informal review by asking your EI service coordinator for assistance or by submitting a written request for review within thirty calendar days from the time you received notification of your ability to pay or parent cost participation to:

Ohio Early Intervention,
30 E. Broad St., 12th Floor,
Columbus, OH, 43215

Include a statement of the reasons you believe the determination of your ability to pay or your cost participation is wrong and what you suggest as a solution. The department will issue a written decision to you within twenty calendar days of receiving your request for review.

Paying for Early Intervention Service

Your Early Intervention (EI) service coordinator will explain Ohio's System of Payments rule (ohioearlyintervention.org/federal-and-state-regulations) and will provide you with a copy at your request. The rule outlines your choices in paying for EI services and the parent consent that is required before services can be billed.

Your EI service coordinator will review which services are available to your child at no cost, and which services may have a cost to you. Your EI service coordinator will explain that your consent is needed before your private or public insurance can be billed to pay for EI services and your right to appeal eligibility and payment determinations.

Using Private Insurance

Often offered through employers, trade unions or other groups, private insurance is any insurance that is not part of state or federal programs like Medicaid or Medicare.

You must give consent before your private insurance can be used to pay for EI services. Your EI service coordinator will explain the potential costs of using your private insurance to pay for EI services, including potential long-term costs or a loss of benefits should you exceed annual or lifetime coverage caps.

If you give consent, you will continue to pay your own insurance premiums but will not have to pay your co-pays or deductibles for the first 55 units of EI services.

If you have private insurance and it is determined that you have no financial responsibility for EI services, you will not have to pay any co-pays or deductibles.

Your EI service coordinator will ask you for consent again anytime there is increase in amount, duration, or scope of EI services on your IFSP.

Using Public Insurance

Medicaid is a public insurance program. When someone is enrolled in Medicaid, there is no cost to them for EI services, or premiums, co-pays or deductibles for EI services.

Using Medicaid, there is no risk of discontinuation of enrollment of regular Medicaid benefits or waiver services, nor risk of decrease in available lifetime coverage or any other insured benefit.

Your EI service coordinator will ask for your consent to share your child's name and Medicaid number with the Ohio Department of Medicaid for billing purposes. If you give consent, you may also, at any time, withdraw your consent.

Using Public and Private Insurance

If you have both public and private insurance, you will have no financial responsibility for EI services.

Your EI service coordinator must ask for consent before accessing your public or private insurance when billing for EI services.

Protections for You

EI services shall not be delayed or denied to an eligible child due to lack of:

- Parental consent to use the private insurance of the child or parent to pay for EI services;
- The child's or parent's enrollment in public insurance programs; or
- Parental consent to share the child's personally-identifiable information with public insurance programs.

The EI system shall not require a child or parent to enroll in public insurance programs as a condition of receiving EI services, but shall share information about the enrollment process for such programs. The EI system shall not enroll a child or parent in public insurance programs or use the public insurance of a child or parent to pay for EI services if the child or parent is not already enrolled in a public insurance program.

When using the public insurance of a child or parent to pay for EI services, the EI system:

- Shall obtain initial, one-time parental consent for disclosure of the child's personally-identifiable information to the public insurance program for billing purposes;
- Shall make available those EI services in the IFSP to which the parent has provided consent.

When the parent is determined unable to pay, the eligible child shall be provided all EI services identified as needed in the IFSP at no cost to the child or family, including those EI services that exceed 55 units in the IFSP year.

Parents able to pay shall be responsible for paying the cost of EI services that exceed 55 units, including private insurance co-payments and deductibles, needed to meet the outcomes in the IFSP, except for the no cost EI services.

A parent shall not be charged more than the actual cost of the EI services (factoring in any amount received from other sources for payment for those services).

A child or parent with private insurance or public insurance shall not be charged disproportionately more than a child or parent without public or private insurance.

EI services shall not be delayed or denied to an eligible child of a parent determined unable to pay for EI services.

Form EI-15

Today's date _____

Child's name _____

Child's DOB _____

Parent name(s) _____

EIDS number _____

Determination of Parent Ability to Pay for Early Intervention Services

Documentation (only one is required)

(A) Ohio Medicaid Card

(B) Ohio WIC Card

(C) Parent income

Parent income: weekly (52) bi-weekly (26) monthly (12) bi-monthly (24) family size: _____

Pay stub date(s) _____

Gross amount(s) _____

Parent income: weekly (52) bi-weekly (26) monthly (12) bi-monthly (24) family size: _____

Pay stub date(s) _____

Gross amount(s) _____

Total annual income _____

Family income less than or equal to Healthy Start Eligibility for uninsured children? (206% FPL) Yes No

<https://ohioearlyintervention.org/system-of-payments>

_____ I have chosen not to share my financial information and understand that according to OAC 5123:10-03 (D), I will be responsible for paying the cost of early intervention services beyond the first publicly funded 55 units.

Parent initials

I have seen and reviewed the documentation provided by the parent per OAC 5123:2-10-03 (D) and have determined the parent is unable able to pay for Early Intervention services.

EI Service Coordinator name

Date

EI Service Coordinator signature

I have reviewed the information used to complete this form and my service coordinator has explained to me the determination of whether I am able or unable to pay for EI services.

Parent Signature

Date



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Form EI-05

Today's date

Child's name

Child's DOB

Parents name(s)

EIDS number

Consent to Use Insurance for Early Intervention Services

Use of Private Insurance

My service coordinator has explained the "system of payments" rule and any potential costs that I may incur when using my private insurance to pay for Early Intervention services, such as co-payments, deductibles, premiums or long term costs such as the loss of benefits because of annual or lifetime health insurance coverage caps of the insurance policy. I have received written notification of these potential costs and my rights. I understand that when I consent to the use of my private insurance, the state will pay the co-pays and deductibles for the first 55 units of Early Intervention services in an IFSP year if I am determined able to pay. The state will pay co-pays and deductibles for all units of Early Intervention services if I am determined unable to pay.

I give my consent to bill my private insurance for Early Intervention (EI) services Yes No I do not have private insurance

Primary insurance policy number	Begin date	End date
---------------------------------	------------	----------

Health insurance company name	Name of insured
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Secondary insurance policy number	Begin date	End date
-----------------------------------	------------	----------

Health insurance company name	Name of insured
-------------------------------	-----------------

Parent signature(s)	Date
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Use of Public Insurance

My service coordinator has explained the Early Intervention system of payments rule. I have received written notification of my rights and understand that there are no potential costs for using my Medicaid benefits for EI services.

I give my consent to share my child's personally-identifiable information (information used to identify my child) to the Early Intervention service provider on the IFSP and state Medicaid agency for billing purposes

Yes No My child does not have Medicaid insurance

Medicaid recipient/billing number

Parent signature(s)	Date
---------------------	------

Form EI-14

Service coordinator use only: Date referral

received by local EI SC agency

Professional Referral Follow-up

Only with parent consent, a copy of this form will be provided to the professional who referred the child to Early Intervention (EI).

Today's date

Name of referred child

Child's DOB

Name of professional who referred child

Agency name

Professional or agency contact info

My service coordinator has informed me of all information related to sharing the status of my child's referral to Early Intervention (EI) and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint. I understand and consent to share information about the status of my child's referral to the professional who made the referral.

Parent name(s)

Parent signature(s)

Date

- Parent did not give consent to share information on the status of the child's referral. Please contact the family for more information.
- Repeated attempts to reach the parent were unsuccessful. Let us know if you have updated contact information for the parent.

The parent was contacted and the following occurred:

- Parent declined Early Intervention services
- In process of determining eligibility
- Eligible for Ohio Early Intervention
- Not eligible for Ohio Early Intervention
- The Early Intervention team, including the parent, determined no Early Intervention services were needed at this time

Ohio Early Intervention appreciates your referral! You may re-refer at any time by contacting Central Intake at 1-800-755-4769 or go to www.ohioearlyintervention.org.

Form EI-07

Today's date

Child's name

Child's DOB

Parent name(s)

EIDS number

Service coordinator use only

On (date), a copy of this consent was provided to the parent(s)

in-person via mail via email

Consents for Transition

School District and Ohio Department of Education (ODE) Notification: Ohio Early Intervention (EI) seeks your consent to share your child's name and your contact information with the Ohio school district responsible for your child's education and with the ODE. This information helps school districts plan for preschool special education programs for the upcoming year.

My service coordinator has informed me of all information related to sharing my child's name and date of birth and my contact information with the school district and ODE and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

I understand and consent to sharing my child's name and date of birth and my contact information with the school district and ODE.

I do not consent to sharing my child's name and date of birth and my contact information with the school district and ODE.

Parent name(s)

Parent signature(s)

Date

Transition Planning Conference (TPC): If your child may be eligible for preschool services under part B of IDEA, Ohio Early Intervention (EI) seeks your consent to schedule a transition planning conference with a representative from your school district who will explain the process for determining part B preschool eligibility. This conference must occur at least 90 days, but no sooner than 9 months before your child's 3rd birthday.

If your child is determined not to be potentially eligible for preschool services under part B of IDEA, EI seeks your consent to schedule a transition planning conference with other community service providers you and your team have identified.

My service coordinator has informed me of all information related to the transition planning conference (TPC) and explained my parent rights, including giving consent. I have a copy of the Ohio Early Intervention (EI) Parent Rights brochure. I understand I have dispute resolution options if I have an EI complaint.

I understand and give consent to scheduling a TPC.

I do not give consent to a TPC.

Parent name(s)

Parent signature(s)

Date