

North Carolina Infant-Toddler Program

Eligibility Determination Documentation: Instructions

Purpose: The purpose of this form is to document required components to determine eligibility for the NC Infant-Toddler Program.

Instructions: Enter child's name, Referral Date, IFSP due date, date of birth, age (adjusted age-if applicable), parent's name, and Service Coordinator. Identify type of eligibility determination as Initial or Continuing. If continuing, skip to Evaluation Section. Eligibility can be determined by review of records (Section I) or by evaluation (Section II). Complete the section that is the method used to determine the child's eligibility.

I. Eligibility Determination by Review of Records / Documented Evidence

Complete this section based on referral information and records received.

- Reported Information at Referral: Indicate by checking "yes" in the appropriate box, whether the referral source indicated that the child had a diagnosed condition or a developmental delay based on an evaluation within the last 6 months. Complete the Reported diagnosis, date, agency, and type of evaluation as appropriate.
- Plan to obtain medical or other records: These are options to obtaining the documented evidence of an established condition or developmental delay if not provided at referral.
 - ♦ If the referral source provided supporting evidence at referral, check the first box. Describe the records reviewed in the "Records Reviewed..." chart.
 - ♦ If the parent/guardian provided a copy, check this box. Describe the records reviewed in the "Records Reviewed..." chart.
 - ♦ If you need to request the records, check the correct source (referral or other agency/provider). Indicate the date you requested the records.
- Records Reviewed for Eligibility Determination. Chart includes:
 - ♦ Date of Review & Type of Record: Complete the date of the review and type of record, e.g. hospital discharge summary, pediatrician's office visit notes, developmental evaluation, etc.
 - ♦ Name of Medical Provider or Agency: Complete this information, e.g. Rainbow Pediatrics, Duke Hospital, etc.
 - ♦ Complete the Date & Type of Evaluation (e.g., Speech Eval or S/E Eval) or indicate N/A if evidence is another type of information.
 - ♦ Complete name and position of CDSA staff who reviewed the documentation.
 - ♦ Findings from Review: Document brief conclusion of review, e.g. Cerebral Palsy diagnosis confirmed, or developmental delay in communication confirmed. Confirmation process can be outlined in more detail in the IFSP, Section III.

II. Eligibility Determination by Evaluation

Complete this section to document information about evaluation.

Complete the evaluation date(s). Check which evaluation instrument(s) was/were used. If the evaluator used a more recent version of an approved tool, such as the DAYC-2, check "Other" and document the tool used. If Informed Clinical Opinion (ICO) was used, document the evaluation team's decision process.

III. Eligibility Determination / Signatures

Complete this section to determine eligibility utilizing the information from the above sections.

File the form in the child's Infant-Toddler Program record.

Disposition: Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.