Determination of Annual Eligibility

Who is responsible: Service Coordinators, Early Intervention Service Providers

Criteria for Annual Eligibility

Each child’s eligibility must be re-established yearly prior to the annual review of the Individualized Family Service Plan (IFSP). The following criteria will be used by the Service Coordinator (SC) and Early Intervention Service (EIS) providers on the child’s IFSP Team when determining ongoing eligibility for BabyNet services:

- Has a diagnosed physical or mental condition (verified by a physician) that as a high probability of resulting in developmental delay; and includes conditions such as chromosomal abnormalities; genetic or congenital disorders; sensory impairments; inborn errors of metabolism; disorders reflecting disturbance of the development of the nervous system; congenital infections; severe attachment disorders; complications of prematurity; and disorders secondary to exposure to toxic substances, including fetal alcohol syndrome.

- Infants and toddlers initially eligible under Documented Significant Delays in Development are considered eligible for BabyNet if the present level of performance in the annual IFSP documents a delay of at least 15% in one or more areas of development.

Ongoing Eligibility for Children with Established Risk Conditions

Infants and toddlers initially eligible due to an Established Risk Condition remain eligible for BabyNet Services until age three, or the parent withdraws participation in BabyNet. Eligibility may also end based on accomplishment of IFSP outcomes and agreement by the family that there is not a continuing need for Part C services. In either instance of exit from BabyNet, the SC, the parent, and all EIS providers serving the child are responsible for completion of the Early Childhood Outcomes exit rating.

The SC is responsible for entering the exit rating, appropriate exit reason, and exit date in BRIDGES.

Infants and toddlers initially eligible under the Established Risk Condition of prematurity must be re-determined eligible under the criteria of Documented Significant Delays in Development beginning at age two.

Ongoing Eligibility for Children with Confirmed Developmental Delay

If a child’s medical and/or other records indicate that a child continues to meet the state eligibility criteria for developmental delay, the child does not have to be re-evaluated. With parental consent, the child will proceed to the child and family assessment in preparation for the annual review of the IFSP.

Sources of documentation for the present level of performance for the annual IFSP must include up-to-date reassessments from all EIS providers on the IFSP team using approved evaluation or assessment tools.

Procedures for determination of annual eligibility based on developmental delays:

- Use of approved tool to determine present levels of development:
  - Hawaii Early Learning Profile
  - Carolina Curriculum for Infants and Toddlers
• Results of state-approved, re-assessments conducted by EIS providers on the child’s IFSP team within 60 days of the annual IFSP.
• A child’s relevant medical and other records.

The SC will:
• Ensure Prior Written Notice of the annual eligibility evaluation has been provided and the parent has provided consent.
• Explain the purpose of the annual eligibility evaluation and how the state-approved assessment tool is administered.
• Administer the state-approved assessment tool using evaluation protocol.
• Once the state-approved assessment tool is completed:
  o If results of the assessment do not meet BabyNet’s eligibility criteria, all sources of documentation, observation, and interview information should be considered as part of the informed clinical opinion (ICO) process.
  o Share the eligibility evaluation results with the parent.
  o If parents are not satisfied with the results, discuss the case with the assessor should discuss the case with their supervisor for further guidance.

Results of the Annual Eligibility Evaluation

For children who continue to be eligible for BabyNet, the SC will proceed with all activities required for the annual review of the IFSP.

If the child is ineligible for BabyNet, the SC must provide prior written notice of the annual eligibility results, and of the parent’s right to appeal or re-refer at any time before age three. The SC will assist the family with referral for any services or supports the family thinks may still be needed. In all instances of exit from BabyNet, the SC, the parent, and all EIS providers serving the child are responsible for completion of the Early Childhood Outcomes exit rating.

The SC is responsible for entering the exit rating, appropriate exit reason, and exit date in BRIDGES.

Special Considerations

The annual eligibility evaluation must be conducted in the native language(s) of the child in accordance with the definition of native language, and every effort should be made to do so unless it is not developmentally appropriate for the child. There may be instances when conducting the ongoing eligibility evaluation in the native language of the child is not possible because, for example, interpreters for a particular language cannot be located. SC should refer to the BabyNet provider list for an approved interpreter.