**Instructions**: If the service type listed in the left column, “Section” is provided by you/your agency, the indicator may apply to your practice.

If the item is marked “N/A” (Not Applicable), written policy, documentation or observation will not apply to the monitoring review.

**Key**: ISC – Initial Service Coordinator MDE – Multidisciplinary Evaluator

OSC – Ongoing Service Coordinator Supplemental – Supplemental Evaluator

All – Indicator applies to all provider types. Service Provider – Provides services such as Special Instruction, OT, PT, etc.

| **Section** | **Indicator** | **Practice/  Procedures are  in Place** | **Written  Policy is in  Place** | **Documentation  Found in Child  Records** | **Other**  **Documentation** | **Observation** |
| --- | --- | --- | --- | --- | --- | --- |
| ISC | **PI-4** At the initial contact with the parent, the initial service coordinator ensures that the parent has a copy of “The Early Intervention Program: A Parent's Guide,” reviews this guide with the parent, and documents this review in the child’s record. | YES  NO | N/A | YES  NO | N/A | N/A |
| ISC | **PI-5** The initial service coordinator assists the parent in identifying and applying for benefit programs for which the family may be eligible. | YES  NO | N/A | YES   NO | N/A | N/A |
| ISC | **PI-6** The initial service coordinator (ISC) reviews all options for evaluations and screenings from the list of approved evaluators. The ISC assists the family in selecting an evaluator or screener by providing objective information regarding all options including location, types of evaluations performed, and settings for evaluations. | YES  NO | N/A | YES   NO | N/A | N/A |
| ISC | **PI-7** The initial service coordinator provides parents with information regarding the funding of EIP services including services at no cost to parent, required use of Medicaid/third party insurance, and protections when Medicaid and/or NYS regulated third party insurance are used. | YES  NO | N/A | YES   NO | N/A | N/A |
| ISC | **PI-8A** The initial service coordinator collects insurance policy information from family using the  Department Collection of Insurance Information form. | YES  NO | N/A | YES   NO | N/A | N/A |
| OSC | **PI-8B** The ongoing service coordinator collects insurance policy information from family using the Department Collection of Insurance Information form. | YES  NO | N/A | YES   NO | N/A | N/A |
| ISC and OSC | **PI-8C** The service coordinator obtains and enters third party insurance information in NYEIS. | YES  NO | N/A | YES   NO | N/A | N/A |
| MDE | **PI-13** The multidisciplinary evaluation team includes at least two qualified personnel from different disciplines with at least one specialist in the area of suspected delay or disability. | YES   NO | N/A | YES   NO | N/A | N/A |
| MDE | **PI-15A** The multidisciplinary evaluation includes an evaluation of the child’s functioning in all five developmental domains using informed clinical opinion and age-appropriate instruments and procedures. | YES   NO | N/A | YES   NO | N/A | N/A |
| Supplemental | **PI-15B** Tests and other supplemental evaluation materials shall be administered in the dominant language or other mode of communication of the child unless clearly not feasible to do so. | YES   NO | N/A | YES   NO | N/A | N/A |
| MDE | **PI-16** The multidisciplinary evaluation includes a health assessment, including a physical examination, vision and hearing screening. | YES   NO | N/A | YES   NO | YES   NO | N/A |
| MDE | **PI-19A** The multidisciplinary evaluation report includes a statement of the child’s eligibility based on regulatory criteria. | YES   NO | N/A | YES   NO | N/A | N/A |
| Supplemental | **PI-19B** The supplemental evaluation report includes Diagnosis code or ICD code. | YES   NO | N/A | YES   NO | N/A | N/A |
| MDE | **PI-20A** The evaluation report and summary are written in accordance with EIP regulations. | YES   NO | N/A | YES   NO | N/A | N/A |
| Supplemental | **PI-20B** The supplemental evaluation report is written in accordance with EIP regulations. | YES   NO | N/A | YES   NO | N/A | N/A |
| MDE | **PI-21A** The results of the evaluation are discussed with parents by the evaluator. | YES   NO | N/A | YES   NO | N/A | N/A |
| Supplemental | **PI-21B** The results of the supplemental evaluation are discussed with parents by the evaluator. | YES   NO | N/A | YES   NO | N/A | N/A |
| OSC | **PI-25** The ongoing service coordinator coordinates and monitors the delivery of services. | YES   NO | N/A | YES   NO | N/A | N/A |
| OSC | **PI-27** The ongoing service coordinator completes required transition activities. | YES   NO | N/A | YES   NO | N/A | N/A |
| Service  Provider | **PI-29** Prescriptions/orders for all services are obtained. | YES   NO | N/A | YES   NO | N/A | N/A |
| Service  Provider | **PI-31** The provider delivers services that are family-centered. | YES   NO | N/A | YES   NO | N/A | N/A |
| ISC, OSC,  Service  Provider | **PI-32** The provider maintains original session/service coordination notes that include minimumcontent requirements. The provider maintains original service logs signed by the parent or caregiver which document that services were received by the child on the date and during the period of time as recorded by the provider, for all Early Intervention services provided with the exception of service coordination. | YES   NO | N/A | YES   NO | N/A | N/A |
| ISC | **PI-36A** Service coordinators assist parents and children to receive the rights, procedural safeguards and services that are authorized to be provided under State and federal law. | YES   NO | N/A | YES   NO | N/A | N/A |
| OSC | **PI-36B** Service coordinators assist parents and children to receive the rights, procedural safeguards and services that are authorized to be provided under State and federal law. | YES   NO | N/A | YES   NO | N/A | N/A |
| All | **PI-38** The provider maintains documentation for each service provided. | YES   NO | N/A | YES   NO | N/A | N/A |
| ISC and OSC | **PI-39** Service coordinators bill for reimbursable activities according to EIP regulations. | YES   NO | N/A | YES   NO | N/A | N/A |
| Service  Provider | **PI-41** The provider delivers services as authorized in the IFSP. | YES   NO | N/A | YES   NO | N/A | N/A |
| All | **PI-42** Requirements of Title 34 of the Code of Federal Regulations and other applicable legal requirements for confidentiality are followed. | YES   NO | N/A | N/A | N/A | N/A |
| All | **PI-42B** All records containing personally identifiable information are maintained in secure locations and disposed of appropriately. | YES   NO | YES   NO | N/A | N/A | YES   NO |
| All | **PI-42C** All records containing personally identifiable information are maintained securely when stored off-site. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42E** Confidentiality of electronic records that are stored on computer is maintained. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42F** Confidentiality is maintained when e-mail and texting is used. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-42G** Confidentiality of faxed information is maintained. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42I** A record is kept of any individual, other than authorized individuals, who access a child’s record, along with the date and purpose for which the record was accessed. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-42J** Parents are notified, by the rendering provider, of the process that they must follow to inspect and review all records pertaining to their child. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-42K** Parental access to their child's record is ensured, by the rendering provider, including review, and upon request an explanation and interpretation of material and copies of records. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42M** The procedure to addressamendmentof the child’s record including the parent making the request to the rendering provider, informing the service coordinator when the rendering provider agrees to amend the record, and notifying the Early Intervention Official (EIO) when the rendering provider declines to amend the record so the EIO can inform the parent of their right to a hearing. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42O** Written parental consent is obtained before any disclosure of personally identifiable information is disclosed to anyone other than authorized individuals. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-42Q** Provider adheres to all legal requirements that protect records containing sensitive information. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-42S** When electronic records are used documentation is maintained in a manner that demonstrates the provider's right to receive payment under the Medicaid program. | YES   NO | YES   NO | NA | NA | NA |
| All  (Agencies  Only) | **PI-42T** Provider assures that all employees, independent contractors, consultants, and volunteers with access to personally identifiable information are informed of and are required to adhere to all confidentiality requirements related to this information. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-43** The provider has State approval status and a Basic or Appendix agreement for services delivered. | YES   NO | N/A | N/A | YES   NO | N/A |
| All  (Individual  Providers  Only) | **PI-44** Individual providers maintain documentation of current licensure, certification, or registration, as appropriate, and are qualified to deliver EIP services, including service coordination. | YES   NO | N/A | N/A | YES   NO | N/A |
| All  (Agencies  Only) | **PI-45** Agency provider employees and contractors have current licensure, certification, or registration, as appropriate, and are qualified to deliver EIP services, including service coordination. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All  (Agencies  Only) | **PI-46** Agency providers maintain policies/procedures to screen employee and subcontracted individuals through the New York State (NYS) Central Register of Child Abuse and Maltreatment (SCR) and the NYS Justice Center for the Protection of People with Special Needs (Staff Exclusion List (SEL)), as appropriate. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-47** All providers have procedures in place to report suspected child abuse and maltreatment, including notification either directly to the SCR or to an appropriate authority. | YES   NO | YES   NO | N/A | N/A | N/A |
| All | **PI-49** Currentstandard precautions are utilized when EI services are delivered. | YES   NO | N/A | N/A | N/A | N/A |
| All | **PI-50** Appropriate procedures are in place to address behavior which is injurious to the child or others. Corporal punishment, abuse, and the use of aversive interventions in any form are prohibited when providing EIP services. | YES   NO | YES   NO | N/A | YES   NO | N/A |
| All | **PI-52** Providers have policies and procedures to address child and provider illness and emergencies. | YES   NO | YES   NO | N/A | YES   NO | YES   NO |
| All | **PI-53** The provider’s equipment, materials, and/or toys are in good condition, cleaned regularly and free of lead. | YES   NO | N/A | N/A | N/A | YES   NO |
| All | **PI-57** Providers ensure that the physical environment is maintained in a manner that protects the health and safety of children receiving EI services with respect to location. | YES   NO | N/A | N/A | YES   NO | YES   NO |
| All | **PI-73** Prescription and over-the-counter medications are stored and administered in a safe manner in accordance with law and applicable State standards. | YES   NO | N/A | N/A | YES   NO | YES   NO |
| All | **PI-78** Providers ensure that any child with a food or other allergy has a plan in place. | YES   NO | N/A | N/A | YES   NO | YES   NO |