

**Philadelphia Intellectual disAbility Services  
Infant Toddler Early Intervention**

**Eligibility Determination and the Multidisciplinary Evaluation (MDE)**

**Policy**

Every parent whose child is referred to Philadelphia Infant Toddler Early Intervention i, will be offered an Initial Multidisciplinary Evaluation (IMDE) to determine the child’s eligibility. The parent(s) will be part of the IMDE team, along with the Service Coordinator and the IMDE evaluator(s). The parent’s participation in all aspects of the evaluation, including the Family Assessment, is voluntary. The parent can invite any additional persons to the MDE that they wish. The MDE will be conducted observing County nondiscrimination practices (See Nondiscrimination Practices Policy).

Based on the results of the IMDE, the team will determine if the child is eligible for Early Intervention services. If eligible, the team will develop an Individualized Family Service Plan (IFSP). A Multidisciplinary Evaluation (MDE) to determine eligibility will be completed annually for children and families who have an active IFSP.

The Initial MDE will be conducted by Early Intervention professionals who are independent of services. Both the Initial and Annual MDE, both of which include the Family Assessment, will be conducted by qualified personnel and will include all required participants. Evaluation, including the Family Assessment, are conducted by qualified personnel who are trained to utilize the evaluation method and procedures. Diagnostic instruments and standardized tests that are used as part of the evaluation are for the purpose and population for which they are valid and reliable.

**Procedures**

These procedures will be applied to every evaluation completed in Philadelphia Infant Toddler Early Intervention:

- Parental consent for the evaluation will be obtained by the Service Coordinator.
- Evaluations will include the review of the child’s relevant medical, educational and other records.
- The initial evaluation will be completed within 45 days of referral
- Annual evaluations will occur with 364 days of the initial or prior evaluation
- The written Evaluation Report will be given to the parent within 30 calendar days of the evaluation
- Parents who need or request the evaluation in another language will receive a translated version of the Evaluation Report and Individualized Family Service Plan.
- The MDE, which includes the Family Assessment, will be conducted in the child’s native language unless clearly not feasible.
- During the Initial Home Visit, which occurs prior to the IMDE meeting, the Service Coordinator will support the family to complete the following:
  - Ages and Stages Questionnaire – 3 (ASQ 3)
  - Modified Checklist for Autism in Toddlers (M-CHAT – R/F) for children 16 months or older
  - Ages and Stages Questionnaire – Social Emotional 2 (ASQ-SE2). The Service Coordinator will leave the questionnaire with the family to complete for review at the IMDE meeting.
- The Service Coordinator will ensure that the results of the ASQ 3, MCHAT-R/F and ASQ – SE 2 are reviewed at the outset of the IMDE meeting and that the results are documented in the Evaluation Report.

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- The Child and Family Assessment of Home and Community Routines will be completed with the family by the IMDE Evaluator at the IMDE. This information will be fully described in the Family Information section of the Evaluation Report and will be used to support the development of outcomes on the Individualized Family Service Plan if the child is eligible for Infant Toddler Early Intervention. The IMDE Evaluator will give the completed Child and Family Assessment of Home and Community Routines from to the Service Coordinator, who will ensure that this gets uploaded into the child’s record in PEIDS.
- The Patient Health Questionnaire - 2 (PHQ – 2) will be completed by the IMDE Evaluator at the IMDE. (See Initial MDE Team Process and Documentation Guidance: Illustrates Inclusion of PHQ – 2 Screening Information).
- For children who turn 16 months of age after they enter Philadelphia Infant Toddler Early Intervention, the Service Coordinator will complete the MCHAT-R/F at the next Quarterly Review Meeting. Any member of the team can complete an MCHAT-R/f when there are concerns about autism spectrum disorder.
- See Behavior Support Policy (2018) for guidance on completion on the ASQ – SE 2 after the initial ASQ – SE 2 has been completed.

### **Eligibility Determination by a Multidisciplinary Evaluation**

The Multidisciplinary Evaluation is the process by which infants and toddlers are determined eligible for Early Intervention services. Children may be found eligible in one of the following ways:

- A diagnosed physical or mental condition that has a high probability of resulting in a developmental delay, that is not accompanied by delays in one or more of the developmental areas of cognitive development; physical development including vision and hearing; communication development; social emotional development; and adaptive development.
- Developmental delay in one or more of the developmental areas of cognitive development; physical development including vision and hearing; communication development; social emotional development; and adaptive development as documented by test performance of 1.5 standard deviations below the mean on an accepted or recognized standard test for infants and toddlers or delay of 25% of the infant’s or toddler’s chronological age in one of the developmental areas. The instruments and tests shall be administered in accordance with the recommendations provided by the instrument or test developer, including the guidelines for scoring the instrument.
- Informed Clinical Opinion (ICO) can be used when norm-referenced evaluation instruments do not adequately identify the presence or absence of a developmental delay. ICO makes use of qualitative and quantitative information to assist in forming a determination regarding difficult-to-measure aspects of current developmental status. Informed clinical opinion is used in conjunction with a strong justification statement that includes all of the necessary components to support using ICO to determine eligibility.

### **Initial MDE Sequence of Events**

- At the initial Service Coordination home visit the Service Coordinator will review all intake information and gather information that might have been missed at registration.
- The Service Coordinator will explain the evaluation process to the parent and answer any questions that the parent may have.
- The Service Coordinator will obtain parental consent to conduct relevant screenings and evaluations.

- The Service Coordinator will administer the ASQ - 3 to each child for whom an ASQ - 3 has not already been completed
- The Service Coordinator will also administer the M-CHAT R/F
- The results of the ASQ are shared and the family makes a decision to proceed to MDE or not to continue.
- If the family decides to proceed to an MDE, the proper consents are signed by the parent
- After the parent consents, the Service Coordinator contacts the IMDE agency while in the family home to schedule the IMDE.
- The Service Coordinator works with the family to complete the first three pages of the Evaluation Report (ER) in preparation for the MDE meeting. Additional information will be added to these initial sections of the ER at the MDE meeting.
- The Service Coordinator has the capacity to enter the information gathered, including Child and Family Assessment information into the electronic system while in the home, if time permits.
- The SC sends a confirmation letter to the family that states the agreed upon date, time and place for the MDE.

### **The Initial MDE Meeting**

- The Service Coordinator will contact the family at least the day before the scheduled appointment to confirm that this date is still convenient and to make certain that all information remains the same.
- The Service Coordinator will arrive before or with the team.
- The Service Coordinator will explain the purpose of the meeting and how the meeting will be conducted.
- The Service Coordinator will facilitate introductions making sure to identify everyone's name, agency and role.
- The Service Coordinator will review all information pertinent about the child and family that was gathered prior to the MDE before the evaluation begins.

### **Outcome of the MDE Meeting**

- The team will have a thorough discussion of the results of the evaluation by discussing strengths and functioning for each developmental area.
- Team will make sure to explain the results of the evaluation to parents in a way that is understandable to the parent and will address any parent concerns.
- The Service Coordinator will review the level of care evaluation or reevaluation determination for infants and toddlers who are eligible for the Infant Toddler and Family (ITF) Waiver.
- The Service Coordination will ensure that the required components of the Evaluation Report are completed.

### **Team Recommendations/Parental Consent/Parents' Rights**

- The team makes a recommendation of whether the child is eligible or not eligible for Early Intervention services. The parent signs the appropriate consent.
- If the child is not eligible for services, the parent is informed that the child will be discharged from Service Coordination and given information about child development and community resources. The parent will be given Prior Written Notice when the

- If the child is not eligible for Early Intervention or the parent declines Early Intervention services and the child meets one of the at-risk tracking categories, then with parent consent, the child will be enrolled in Regular Developmental Screening (Philadelphia’s at-risk tracking and monitoring program).
- If the child is eligible for services, the team moves forward to write the Individualized Family Service Plan.
- Parental requests for an additional or an independent evaluation will be granted at no cost to the family. The Philadelphia Infant Toddler Early Intervention policy on “Parents Request for Independent Evaluation” will be followed in these instances.
- At each decision-making point in the process, the Parents’ Rights Agreement will be reviewed with the parent and the Service Coordinator will obtain a signature to indicate if the parent understands their rights and what to do if they disagree with any decisions that have been made.