

Philadelphia Infant Toddler Early Intervention  
Preparation and Participation in Annual Review Meeting

## Policy

Early Interventionists and Service Coordinators will work as a team, that includes the family member, to complete an Annual Multi-disciplinary Evaluation (MDE). Early Interventionists will complete their assigned portion of the MDE prior to the Annual meeting to ensure that relevant assessment and information about progress is included in the MDE.

It is the responsibility of every Early Intervention agency to ensure that each Early Interventionist is trained to complete the evaluation tool, understand eligibility criteria and can thoroughly explain the results to the family. No Early Interventionist should participate (except for training or Supervision) in the annual review of any child in Philadelphia Infant Toddler Early Intervention without adequate training. Every Early Interventionist will also be familiar with and implement OCDEL's [Guidance on Eligibility Evaluation Practices](https://www.education.pa.gov/Documents/Early%20Learning/Early%20Intervention/Laws%20Regulations%20and%20Announcements/Announcements/2013/Guidance%20on%20Evaluation%20Practices.pdf):

<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Intervention/Laws%20Regulations%20and%20Announcements/Announcements/2013/Guidance%20on%20Evaluation%20Practices.pdf>

## Procedure

### 1. Preparation for the Annual MDE (and if eligible, IFSP) Meeting Date and Assignment

#### A. Service Coordinator (SC) Responsibilities:

- I. The scheduled date of the Annual Review Meeting will be included on the IFSP in the Summary of Family Outcome Section.
- II. Service Coordinator will confirm the date of the Annual MDE meeting at the 9<sup>th</sup> month review.
- III. Following the 9 month review meeting, the Service Coordinator will email the designated contact for the Early Intervention Agency the date of the Annual MDE.
  1. The email sent by the Service Coordinator will include the written notification of each team member's assignment to complete a developmental domain section of the ER.
  2. The email will confirm that the Service Coordinator will make the Evaluation Report (ER) available in PELICAN to the Early Interventionists two weeks prior to the scheduled meeting date.
- IV. The SC will review the ER one week before the annual review meeting to ensure that the sections are complete. This will give the SC the opportunity to notify the assigned Early Interventionists and to explore whether the team needs to prepare for an eligibility determination to be made based on Informed Clinical Opinion.
- V. It is the SC's responsibility to ensure all agencies are informed of any changes to the Annual MDE meeting date.

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B. Early Interventionist Responsibilities:

- I. Early Interventionist will complete the section of the Evaluation in PELICAN within one week of assignment.
- II. Early Interventionists will email the SC when they have completed their assign section in the ER in PELICAN, no later than one week before the Annual Review Meeting.
- III. The Primary Service Provider will upload the ASQ – SE directly into PEIDS and email the ASQ – SE scores directly to the SC. (Ability for Early Interventionists to input ASQ – SE scores directly into PEIDS may be available at a future date.)
- IV. If the age band for the DAEYC – 2 will be consistent between the child’s age at evaluation and age at the Annual meeting, the Early Interventionist will enter the score in the Summary of Assessment in the ER. If there is a difference in the age band for calculating the score between the age at evaluation and age at the Annual Meeting, then the Early Interventionist can calculate this on the day of the Annual Meeting and the SC will ensure that is recorded in the Summary of Assessment on the ER.

**2. Annual Review Meeting**

A. Recommended sequence and responsibilities:

- I. SC begins the meeting with introductions of the team members and states the purpose of the Annual Review meeting.
- II. SC reviews and discusses the Family Assessment.
- III. All team members review health, hearing and vision sections and documentation is completed by SC.
- IV. Early Interventionists review the developmental domains. Any additional information is discussed and documented on that section of the ER by the assigned Early Interventionist.
- V. Eligibility determination is explained by the SC.
- VI. Recommendations page is reviewed by all team and documented by the SC.
- VII. The SC, will at this point, be aware if the child is eligible. If the child is not eligible recommendations should include activities, resources and strategies for the parent or caregiver to support the continued growth and development of the child.

**3. PELICAN Requirements for Early Interventionists to Complete Assigned ER Sections**

- A. Agencies must ensure that each Early Interventionist has the “provider contributor role” assigned in PELICAN
- B. Agency needs to have been document assigned in PELICAN
- C. Service Coordinator needs to provide access to the evaluation report in PELICAN

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D. For additional information on how to enter and save text on the ER see LMS:

[PELICAN EI IT: Evaluation Report](#)

[Download](#) - IT\_Evaluation Report and Plan\_Save-Finalize-Modify Tip Sheet\_06-22-2019