



SC	PEIP
Take referral and contact family within 2 days	
Schedule Intake	Gather developmental information.
Start Risk Assessment, ROI, Admitting Paperwork	Schedule tentative date for evaluation

Referral and Intake

SC	PEIP
For Infants in the hospital, obtain medical information for evaluation and write IFSP with family. Refer to ID when home.	Schedule and send out prior notice for evaluation
	Two disciplines complete evaluation with family.
	Send results to SC for eligibility determination.
	Attach evaluation to Therap. Enter AEPS into AEPSi if child is eligible.
Eligibility results given to family and EI Letter sent to family	Review evaluation with family, schedule IFSP, send prior notice.

Evaluation and Eligibility

SC	PEIP
Complete risk assessment, assist team writing outcomes and ISP, complete IDA, provide MA application	Complete present level, family information/ assessment, priorities, and outcomes with the team assign consultants, discuss authorization.
	Document IFSP in Therap and send to SC within 10 days of IFSP meeting.
Review IFSP and activate within 5 days..	Provide copy to parents.
Conduct face-to-face visit at least every 90 days.	Begin providing services according to IFSP

Initial IFSP

SC	PEIP
Attend meeting, update IDAs, complete QER every 6 months.	Schedule meeting and send prior notice
	Review IFSP, update information where needed, take notes and document in Therap.

6-Month Review

SC	PEIP
MA redetermination, update ISP and IDA, check releases, review outcomes as a team.	Schedule annual evaluation, send prior notice, complete evaluation and write-up, review with parents.
Activate annual IFSP prior to end date of previous IFSP, contact PEIP when activated.	Schedule IFSP & send prior notice.
	MA reminders, check releases. Update family assessment, development and medical information. Review outcomes and services/ consultations with team. Input annual IFSP into Therap within 10 days, update risk assessment. Provide copy to parents.
	Contact SC when complete.

Annual IFSP

SC	PEIP
If chosen, by 2.5, attach Opt-Out to IFSP.	Write a transition outcome by 2.6 years, assist with discussion of Opt-Out or LEA notification
Attend 2.7 meeting and support family by providing information about child. Discuss DD eligibility after age 3.	If chosen, by 2.6, attach LEA notification to IFSP & send to LEA.
	Schedule 2.7 transition meeting & send prior notice. At meeting, Assist family in updating information about their child. Review transition outcomes, update IFSP.
	Input 2.7 transition summary in Therap. Provide copy to parents.

2.5-2.7 Transition

SC	PEIP
Attend 2.9 meeting, discuss DD eligibility redetermination.	Attend 2.9 meeting.
Contact with family regarding eligibility after age 3. If eligible, complete PAR, service plan for adult, review other services.	Support SC by reminding family of appointments for evaluations for eligibility.
	Complete closing AEPS and enter in AEPSi.
	Visit preschool with the family.
	If possible, follow-up with the family 3 months after transition.

2.9-3 Transition



SC & PEIP Ongoing Responsibilities

SC: Arrange for and set up additional services such as in-home support, equipment & supplies, assists with MA follow up when needed, works with county as needed

PEIP: Write up home visit notes, schedule and write up consults and attach to IFSP in Therap

Both the **SC** and **PEIP** have a responsibility to put notes in Therap, especially about scheduling difficulty leading up to an Initial or Annual IFSP.

