Intake Checklist

This checklist has been developed to help you organize and complete all Part C requirements for the intake process. This checklist is intended to be used as a companion tool after you have read the *Infant & Toddler Connection of Virginia Practice Manual*. For complete information about Intake, please refer to the *Infant and Toddler Connection of Virginia Practice Manual*, Ch. 4 – Intake. Please see the textbox at the beginning of *Chapter 4* for a list of topics to discuss with families during Intake.

integrated training collab*rative

Steps

	Provide an overview of early intervention (if not already provided prior to the Intake visit).							
	Explain the role of the Service Coordinator.							
	Explain the role of the Family in early intervention.							
	Explain the state definition of eligibility and how eligibility is determined.							
	Explain and complete the Notice and Consent to Determine Eligibility Form with the family.							
	Provide a copy and explanation of the Notice of Child and Family Rights and Safeguards							
	Including Facts About Family Cost Share. Explain the parts that are relevant to this step and							
emphasize confidentiality.								
	Provide a copy of Strengthening Partnerships: A Guide to Family Rights and Safeguards in the							
	Infant and Toddler Connection of Virginia Part C Early Intervention System.							
	Determine whether eligibility can be established by medical or other records and complete							
	Eligibility Determination Form if records establish eligibility.							
	Complete developmental screening tool, unless eligibility is established by records.							
	Complete the Virginia Part C Hearing Screening and Virginia Part C Vision Screening, unless							
	the child is clearly eligible and this will be completed at assessment for service planning.							
	Explain how early intervention services are provided in a child and family's natural							
	environment with a focus on naturally occurring routines and activities in a family's day							
	as the optimal places for intervention to occur.							
	Ask the family to share information about their child and family and their activities that will							
	be used in eligibility determination. Questions you might ask include:							
	 How do you and your child spend a typical day? 							
	 Who does your child spend time with during the day? 							
	What parts of your day go well? What parts of the day are challenging for you							

• What are your child's favorite things to do?

and/or your child?

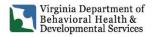
doing? Why?

- What would you like for your child to be able to do?
- How can we help your child and your family?
- ☐ Ask the family about the child's medical history (including any diagnoses).
- Obtain releases of information for pediatrician/primary care provider and any other relevant specialists.





Are there activities that you would like to do with your child that you are not currently



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- ☐ Ask the federally-required 2-part question:
 - Is your child Hispanic/Latino?
 - From which of the following racial groups is your child: American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; or White?

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- ☐ Complete the *Family Cost Share Agreement* if the child has Medicaid/FAMIS.
- ☐ Explain the Initial Early Intervention Service Coordination Plan and obtain parent signature. (Required for children with Medicaid or FAMIS; optional for others and recommended if there is a possibility that the child may receive Medicaid or FAMIS coverage).
- ☐ Provide the family with referrals and information regarding other community resources if the family is interested.
- ☐ After the Intake appointment:
 - Obtain any screening, medical, or other records with releases of information.
 - Document information obtained at intake.
 - Assist the family in completion of a Medicaid/FAMIS application or applications for other programs and supports, as needed and desired by the family.
 - Enter information into ITOTS.

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