

Documentation of Eligibility

Eligibility for early intervention services must be documented on the Multidisciplinary Evaluation and Child Assessment Team Summary (MECATS). (See **Appendix J** for Step By Step instructions).

- If an infant/toddler is determined to be eligible based on standardized testing completed by the multidisciplinary evaluation team, the developmental scores are recorded on page 3 of the MECATS and the box labeled “eligibility” should be checked. The appropriate “Reason for Eligibility” is marked on page 2 and the Eligibility Statement is completed.
- If an infant/toddler is determined to be eligible with an automatic qualifying condition, the appropriate “Reason for Eligibility” is marked on page 2 and the Eligibility Statement is completed. If the service provider completes the formal assessment tool to establish current levels of development in all domains, (e.g. BDI-2, ELAP, etc) the developmental scores are recorded on page 3. The box labeled “assessment” should be checked. Documentation of the medical diagnosis or automatic qualifying condition should be attached to the MECATS.
- If an infant/toddler is determined to be eligible based on informed clinical opinion, the appropriate “Reason for Eligibility” is marked on page 2 and the Eligibility Statement is completed justifying the determination of eligibility. If standardized testing is completed by the multidisciplinary evaluation team, the developmental scores are recorded on page 3 of the MECATS and the box labeled “eligibility” is checked. If informed clinical opinion is based on a review of existing records or information that contain developmental scores from outside the SoonerStart program, these scores are also recorded on page 3 of the MECATS and the box labeled “eligibility” is checked.

Determination and documentation of eligibility must be completed **AT** or **BEFORE** the Individualized Family Service Plan meeting with the family.

A copy of the Multidisciplinary Evaluation and Child Assessment Team Summary (MECATS) is provided to the family. The service coordinator will provide prior written notice (PWN) to the family regarding the eligibility decision.