

1503: DOCUMENTATION OF ELIGIBILITY

Eligibility for early intervention services must be documented in EdPlan on the **Multidisciplinary Evaluation and Child Assessment Team Summary (OK-SS IFSP MECATS)**. See **EdPlan Tip Sheets** 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 in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process. Under the **MECATS** tab the appropriate “Type of Evaluation” is marked, the basis for Eligibility is marked and the Eligibility Statement is completed. Under the Eligibility Decision section, the radio button for “Your child is eligible for the SoonerStart Early Intervention Program” is checked. The parent/caregiver responses to the two questions are marked. Signatures are obtained electronically from the parent/caregiver and service providers. Check for errors then click **CREATE FINAL MECATS** button. If signatures are not obtained electronically, the signature page must be printed, signed by the parent/caregiver and service providers and faxed to the EASYFAX number on the bottom of the page.
- If an infant/toddler is determined to be eligible with an automatic qualifying condition, the information under the **MECATS** tab of EdPlan SoonerStart Eligibility Process will be completed. “Identified condition/syndrome” will be marked as the basis for Eligibility. Choose the appropriate condition/syndrome from the drop down list and complete the Eligibility Statement. Under the Eligibility Decision section, the radio button for “Your child is eligible for the SoonerStart Early Intervention Program” is checked. The parent/caregiver responses to the two questions are marked. Signatures are obtained electronically from the parent/caregiver and service providers. Check for errors then click **CREATE FINAL MECATS** button. If signatures are not obtained electronically, the signature page must be printed, signed by the parent/caregiver and service providers and faxed to the EASYFAX number on the bottom of the page. If the service provider completes a formal assessment tool to establish current levels of development in all domains, (e.g. BDI-2, ELAP, etc) the developmental scores are recorded in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process. When the Oklahoma Family Interview (OFI) is the only assessment tool used, the information gained from the OFI regarding the child’s present levels of development should be recorded in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process the boxes labeled “clinical observations/developmental needs”. Documentation of the medical diagnosis or automatic qualifying condition should be placed in the child’s chart.
- If an infant/toddler is determined to be eligible based on informed clinical opinion, the appropriate radio button is marked as the basis for eligibility and the Eligibility Statement is completed justifying the determination of eligibility. The developmental scores from the standardized testing completed by multidisciplinary evaluation team are recorded in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process. Under the Eligibility Decision section, the radio button for “Your child is eligible for the SoonerStart Early Intervention Program” is checked. The parent/caregiver responses to the two questions are marked.

Signatures are obtained electronically from the parent/caregiver and service providers. Check for errors then click **CREATE FINAL MECATS** button. If signatures are not obtained electronically, the signature page must be printed, signed by the parent/caregiver and service providers and faxed to the EASYFAX number on the bottom of the page. If informed clinical opinion is based on a review of existing records/information that contain developmental scores from outside the SoonerStart program, these scores are also recorded in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process.

- If an infant/toddler is determined to be ineligible for SoonerStart services, the developmental scores from the standardized testing completed by multidisciplinary evaluation team are recorded in EdPlan under the **Evaluations** tab of the SoonerStart Eligibility Process. Under the Eligibility Decision section, the radio button for “Your child is not eligible for the SoonerStart Early Intervention Program” is checked and the Eligibility Statement is completed to explain the basis for the decision (i.e. child does not have qualifying delays of 25% in two or more areas or 50% delay in one area of development). The parent/caregiver responses to the two questions are marked. Signatures are obtained electronically from the parent/caregiver and service providers. Check for errors then click **CREATE FINAL MECATS** button. If signatures are not obtained electronically, the signature page must be printed, signed by the parent/caregiver and service providers and faxed to the EASYFAX number on the bottom of the page.

Determination and documentation of eligibility must be completed on the MECATS in EdPlan 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 Resource Coordinator will provide OK-SS **Prior Written Notice (OK-SS Prior Written Notice)** to the family regarding the eligibility decision.