

**NYC EARLY INTERVENTION PROGRAM
REASON FOR DELAY OF EVALUATION SUBMISSION/ MDE SUBMISSION FORM
INSTRUCTIONS FOR COMPLETION**

This form should only be completed if delays occur

The contract between the New York City Early Intervention Program (NYCEIP) and provider agencies requires submission of the complete Multidisciplinary Evaluation (MDE) to the Regional Offices (RO) within thirty (30) days of the date the child was referred to the NYCEIP. The Initial Service Coordinator is responsible for monitoring the completion of the evaluation and assisting the evaluation site and/or parent in the timely completion/submission of all evaluations.

Section I: The Initial Service Coordinator (ISC) must clearly document the reason for any delay if the selected Evaluation Provider has indicated that it will be unable to complete the evaluation in a timely fashion.

1. Complete this section if the parent chooses an evaluation site that was unable to complete the evaluation within thirty (30) days of the referral to the Early Intervention Program.
 - a. It is the responsibility of both the evaluation site and the ISC to clearly explain to the parent that by choosing an evaluation site that is unable to complete and submit an evaluation within thirty (30) days of referral, an IFSP meeting will not be held within forty-five (45) days of referral.

The Service Coordinator (SC) should indicate:

- a. The name of the evaluation site initially chosen by the parent;
- b. The agency reason(s) for the delay of evaluation submission;
- c. The date that the evaluation is now scheduled; and
- d. If the parent chooses another evaluation site, the name of that agency.

The ISC must sign the form and obtain the parent's signature.

Section II: The Evaluation Provider Agency must clearly document the reason for any delay in **completing or submitting the** Multidisciplinary Evaluation (MDE).

1. **Complete "A"** if the MDE was not completed or submitted in a timely fashion due to family reasons.
2. **Complete "B"** if the MDE was not completed or submitted in a timely fashion due to agency reasons.

The Evaluation Representative must sign the form and obtain the parent's signature.

Parents must never be asked to sign this form before any delays occur.