NYEIS Evaluation Information and Frequently Asked Questions

Background:
All children with a suspected developmental delay or a diagnosed condition with a high probability of developmental delay *must* have a Multi-Disciplinary Evaluation (MDE). The MDE is used to determine eligibility (based on the NYS definition) for the Early Intervention Program or confirm a diagnosed condition and identify current areas of developmental concern. NYEIS allows for the capture of data for an Initial MDE to determine a child's eligibility and for an Ongoing MDE if a child's eligibility has been questioned and needs to be reestablished. Instructions on how to enter evaluations and screens are detailed in **Unit 5 – Evaluations** in the NYEIS user manual. The NYEIS user manual is located on the Health Commerce System.

For additional information on NYS regulatory requirements of evaluations, reference *NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program* and the also the Addendum to this memorandum. These documents are located on the NYS Early Intervention Program website.

General Evaluation Questions

Question:
How can a user determine the evaluating agency that is assigned to complete the MDE?
Response:
A user with appropriate access rights can determine the evaluating agency that is assigned to complete the MDE by viewing the Agency Evaluator Assignment page from the **Assign Evaluator for MDE** link on the child's integrated case homepage.

Question:
How can a user determine the status of the MDE?
Response:
To determine the status of a MDE, a user with appropriate access rights can click the A**ssign Evaluator for MDE** link on the child's integrated case homepage. MDEs can have a status of assigned, submitted, rejected, and accepted. Please see the NYEIS User Manual Unit 5 for a complete description of a MDEs status.

Question:
Must the rendering provider who completed the evaluation also data enter the results in NYEIS?
Response:
No, the rendering provider who completed the evaluation is not required to enter the data results in NYEIS. MDE data entry may be completed by another authorized user on behalf of the qualified personnel that completed the MDE. In order to data enter the MDE information, this user *must* be subscribed to the Agency's *Evaluations* Work Queue. Which allows the user to view and action the system-generated tasks associated with the evaluation process.

Question:
How is the service authorization generated for a MDE in NYEIS?
Response:
Once the MDE is approved by the child's assigned EIO/D, NYEIS generates service authorizations for the portions of the MDE that the agency completed, such as the screening or developmental assessment. Each service authorization date is generated by the **date completed** fields in NYEIS. For example, if the developmental assessment (core evaluation) was completed on 10/2/2011, this is the date that should be entered in the date **developmental assessment completed** field. NYEIS will generate the service authorization based on this date.

Please Note: If the developmental assessment is completed on more than one day, the last date of any portion of the assessment should be entered as the date the developmental assessment was completed.

Question:
How are bilingual add on service authorizations generated for a MDE?
Response:
A bilingual add on service authorization is generated when the field **was this a bilingual evaluation?** indicates "yes". A bilingual add on service authorization may be generated for the developmental assessment (core evaluation) and any supplemental evaluations.

Question:
Where can I view the child's eligibility determination?
Response:
A user with appropriate access rights can view a child's eligibility determination from the **eligibility** link on the child's integrated case homepage.

Question:
Where can I view a child's completed MDE?
Response:
A user with appropriate access rights can view a child's completed MDE by accessing the **completed evaluations** link on the child's integrated case homepage.

Question:
How is the task for the overdue MDE generated?
Response:
NYEIS calculates 30 days from the date of the child's referral as the date the MDE must be completed in order for the initial IFSP to be scheduled within the required 45 day timeline.

Please Note: Municipalities also have the ability to set an evaluation due by date in the **evaluation due by** field to reflect contractual requirements with agency evaluators.

Question:
What are the different ways to document the required health assessment as part of the MDE?
Response:
The required health assessment can be documented the following ways:
- Utilizing the **external evaluations** link from the MDE navigation bar.
- Entering the information on the developmental assessment in the comment section of the physical domain
- Attaching the health assessment to the MDE from the **attachments** link on the MDE navigation bar

Question:
Can additional ICD codes be added to a child's record once a child's MDE is completed?
Response:
Yes, ICD codes can be added to a child's record once the MDE is completed. If a code has been obtained and needs to be entered on the child's record in NYEIS, users with access rights can add these ICD codes to the child's record in NYEIS via the **Health Assessments** link found on the child's integrated case homepage.

Assigning a Multi-Disciplinary Evaluation

Question:
Where is the task for the agency to accept or reject the assignment of the MDE?
Response:
The task to accept or reject the assignment of the MDE is located in the agency's evaluations work queue.

Acceptance/Rejection of a MDE

Question:
How long does an agency have to accept or reject a MDE assignment?
Response:
The Provider Agency who is assigned the MDE is given five days to accept or reject the assignment via the **Accept / Reject MDE Assignment** task. If after five days the provider agency has not responded (i.e., accepted/rejected the Task), a notification is created by the system and sent to the user who created the assignment. The user receiving the notification then has the responsibility for contacting the provider agency and reminding them that the **Accept / Reject MDE Assignment** task is overdue, or canceling the assignment and reassigning the MDE to a different agency.

Question:
What must be done when an agency rejects the MDE assignment?
Response:
The EIO/D must cancel the MDE assignment and reassign the MDE to another evaluating agency.

Question:
What happens when an EIO/D cancels the assignment of the MDE?
Response:
- If the MDE assignment has not yet been accepted by the agency, the cancel action will remove the Accept / Reject MDE Assignment task from the agency evaluations work queue or from the reserved tasks inbox of the agency user who reserved it.
- If the agency has accepted the assignment, the cancel action will remove the task with the manage MDE primary action from the agency's evaluations work queue, or from the reserved tasks inbox of the agency user who reserved it.
- If the agency has accepted the assignment and begun data entry of the MDE, the cancel action will remove the task with the Manage MDE primary action from the agency's evaluations work queue, or from the reserved tasks inbox of the agency user who reserved it, and erase any data entry that has occurred to date.

Important Information
- Providers *must* be subscribed to the agency's **Evaluations** work queue in order to view and action the system-generated tasks associated with the evaluation process.
- On the **Task Homepage** in the **Supporting Information** cluster, there is a link to the **Child's Homepage**. Evaluators should access the child's homepage for additional child and family information that may be useful in scheduling / completing the evaluation.

Managing the Multi-Disciplinary Evaluation
Once the agency accepts the assignment of the MDE, NYEIS automatically generates a new task called **A Multidisciplinary Evaluation has been assigned to <Agency> for <Child Name>** in the Agency's **Evaluations** Work Queue. This task is used to data enter the MDE results.

Question:
Can a MDE be canceled once it has been submitted and accepted by the child's EIO/D?
Response:
No, once a MDE has been submitted or approved, it cannot be canceled.

Question:
How can a MDE be edited prior to submitting it to the EIO/D for approval?
Response:
The data entry of a MDE can be partially completed and saved prior to completing the MDE and submitting it for EIO/D approval. The user can re-open the MDE by accessing the **A Multidisciplinary Evaluation has been assigned to <Agency> for <Child Name>** task, complete the data entry and then submit it for approval. The MDE task will be located in either the agency's evaluations work queue or if a user reserved the task, it will be located in their reserved tasks.

Question:
How does a provider manage a rejected MDE?
Response:
If the child's EIO/D rejects a submitted MDE, the evaluator must make the requested corrections/changes and re-submit the evaluation. The task to review the rejection reason and make the appropriate corrections/changes to the MDE is found in the providers evaluations work queue. Once the requested corrections/changes are made to the MDE, the MDE must be re-submitted to the EIO/D.

Question:
Can a MDE be edited once it has been submitted and accepted by the child's EIO/D?
Response:
An MDE that has been submitted and accepted by the Municipality can be reopened and edited. When the Evaluation is reopened, it enables the evaluator to correct data entry errors, add evaluations or screenings that were not previously recorded, or to remove screening or evaluations recorded in error. To initiate an MDE correction, the evaluating agency is required to contact the child's EIOD and explain why the Evaluation should be reopened. It is up to the discretion of the EIOD to approve or deny the request. If approved, the EIOD follows the process described in Unit 5 of the NYEIS User Manual. The evaluator makes the necessary edits to the MDE and resubmits it using the same steps as when the MDE was originally submitted. The same system rules are applied against the submitted Evaluation as described in **Submitting and MDE.**

NYEIS will create a task for the Bureau of Early Intervention to review the case and authorize the MDE to be edited if the child's eligibility determination date is 90 days or greater from the date of the modification request.

Please Note: Reopening the MDE causes all existing MDE Service Authorizations that were created after the original MDE was accepted to be deleted. Because of that, the assigned evaluating agency is required to void all claims submitted against the MDE Service Authorizations prior to the EIOD reopening the Evaluation for correction.

Question:
How is a screening as part of a MDE entered and reimbursed in NYEIS?
Response:
The screening section of the MDE must be completed in NYEIS to indicate that a screening was performed. Once the MDE is accepted by the child's EIO/D, a service authorization for the screening will be generated based on the date entered in the **screening completed** field. This will allow the screening to be claimed for on that date.

Question:
How do you indicate that only a screening was necessary for the child, not a full MDE?
Response:
If only a screening is performed, and further evaluation is not needed, the evaluator must enter the screening results in the screening section of the MDE and indicate that a full MDE was not necessary. In addition the evaluator must enter "No MDE – screening only" in the **eligibility** field and enter a **screening only diagnosis code** in the MDE summary section. The evaluator will submit the MDE in NYEIS, and once accepted by the child's EIO/D, a service authorization will be generated allowing reimbursement for the screening based on the date entered in the **screening completed** field.

Developmental Assessment
The Developmental Domain Details *must* be completed for all five Developmental Domain Results: Adaptive, Cognitive, Communication, Physical and Social/Emotional. Two qualified personnel must be assigned to complete the developmental assessment.

Question:
How do I document that more than one rendering provider assessed a developmental domain?
Response:
Only one rendering provider may be selected as having assessed a developmental domain. However, if another qualified personnel also assessed the same domain, this information should be included in the comment section of that domain.

Question:
If the developmental assessment is completed in more than once location how is this documented in NYEIS?
Response:
If the developmental assessment was completed in more than location, the location where the majority of the evaluation took place should be entered. Any other location(s) should be documented in the comment section.

Question:
Can the criteria "1.0 SD or more below the mean" or "outside expected range" be used for determining initial eligibility for the EIP?
Response:
No, if the evaluation is the initial MDE, nether the option "1.0 SD or more below the mean" nor "outside expected range" can be selected. These are the criteria for establishing ongoing eligibility for the EIP.

Question:
If a standardized score of 1.5 standard deviations below the mean is assessed in one domain, and a percent delay of 25% identified in a second domain, can the child be determined eligible for the EIP?
Response:
No, EIP regulation Section *69-4.23(a)* provides the criteria for initial eligibility for the EIP which includes either a delay of 25% in two functional areas or a 1.5 standard deviation below the mean delay in two functional areas. Thus, eligibility for the EIP must be established by assessment results that are reported in the same manner in the two areas that are being used to establish eligibility. Results in other domains or from other instruments that are not being used to establish eligibility can be reported by other methods within the evaluation report.

If there is not an appropriate standardized test instrument available or the tool does not accurately reflect the child's level of development in the evaluator's informed clinical opinion, the evaluator must use their observations and the information gathered during the assessment of the child to synthesize and report a total

domain result. The evaluation team is responsible for determining whether composite evaluation findings (including quantitative and qualitative information), considered together using informed clinical opinion, are consistent with eligibility criteria for the EIP. The evaluation team must then enter the eligibility criteria into NYEIS.

Question:
What should be entered in the sub-score name field when entering diagnostic tests results on the MDE?
Response:
The sub-score name entered is dependent upon the type of assessment instrument used. Some, but not all assessment instruments will provide specific tasks for specific areas of a developmental domain and produce sub-scores for the portion of the domain being assessed. For example, a gross motor assessment may test skills and provide sub-score results for locomotion or balance. If the assessment instrument used does not test or provide specific sub-score names, the evaluator can enter an appropriate name for what is being measured by the sub-score being documented.

Please Note: A total domain score must be provided in addition to sub-scores reported by the evaluators. Eligibility for the EIP is based on a delay in the entire domain rather than a selected portion or sub-area.

Question:
Who can assign an ICD code on a child's MDE?
Response:
It is the responsibility of the early intervention (EI) evaluation agency to determine the child's eligibility based on either developmental delay or a diagnosed condition with a high probability of developmental delay; and if the latter, to report a diagnosis. The diagnosis code reported can be obtained from:
- a duly licensed member of the evaluation team (including the physician associated with the evaluation agency)
- the child's primary care provider
- an external evaluation report that meets the standards of the NYS Early Intervention Program (EIP)

Family Assessment
NYCRR 69-4.8 (a)(8) requires the family to have the opportunity to engage in the family assessment process with the evaluation team. If the family declines to participate in the family assessment this must be documented in NYEIS, as family assessment was offered, but refused.

Question:
Who can complete the voluntary family assessment as part of the MDE?
Response:
A family assessment can be completed by a member of the evaluation team that is properly trained in family assessment.

Supplemental Evaluations as part of a MDE

Question:
How is a supplemental evaluation service authorization as part of a MDE generated in NYEIS?
Response:
The supplemental section of the MDE must be completed in NYEIS to indicate that a supplemental was performed. Once the MDE is accepted by the child's EIO/D, a service authorization for the supplemental will be generated based on the date entered in the **date supplemental completed** field. This will allow the supplemental to be claimed for on that date.

External Evaluations

An External Evaluation is an evaluation/assessment performed by qualified professional outside of the Early Intervention Program and Multidisciplinary Evaluation. Documentation from these evaluations may be considered and used by the MDE team to augment/supplement and inform the eligibility determination. The external evaluation should only be entered into NYEIS if the evaluation procedures were performed in a manner consistent with Federal and State Laws and regulations that relate to the MDE. Please see Appendix E in the NYEIS User Manual for additional information about the use of external evaluations.

Question:
Can an evaluator document the child's health assessment using the external evaluations link on the MDE?
Response:
Yes, the external evaluation link from the MDE navigation bar is an area where the child's health assessment may be documented. NYS EIP Regulations 69 4.8 (4)(i)(a)(1) require that the evaluation of a Child's physical development include a health assessment including a physical examination routine vision and hearing screening and, where appropriate, a neurological assessment, except when a physical examination has occurred within sufficient recency.

The MDE team is responsible for documenting that a health assessment has been completed within sufficient recency and therefore can be reviewed by the MDE team and does not need to be completed in order to assess the Child's physical development as part of the MDE.

MDE Attachments

Question:
Is it possible to attach a report to the MDE in NYEIS?
Response:
Yes, it is possible to attach a report to the child's MDE in NYEIS. The attachment link is available from the MDE Navigation Bar and is used to attach documents that provide additional information regarding the child in NYEIS.

Supplemental Evaluations as Part of an IFSP

Question:
How is a supplemental evaluation authorized as part of an IFSP?
Response:
A service authorization is created and associated with the appropriate IFSP for the type of supplemental evaluation needed.

Question:
How is a physician supplemental evaluation authorized as part of an IFSP documented?
Response:
A developmental domain must be selected for a supplemental evaluation authorized as part of an IFSP. Typically the physical domain is selected because a physician is completing the evaluation. However, any domain can be selected if the evaluation focused on a domain other than the physical domain. Information on any other developmental domains assessed can be entered in the comments section. When entering the domain status, "**no eligible delay"** should be entered as information obtained from any supplemental evaluation authorized from an IFSP is not related to a child's eligibility.

Question:
What is the process for the completion of a supplemental evaluation as part of an IFSP in NYEIS?
Response:
- The agency assigned to complete the supplemental evaluation must accept/reject the assignment via a task located in the agency's service authorizations work queue.
- Upon the agency's acceptance of the assignment of the supplemental evaluation, NYEIS automatically generates a new task called **Record and Submit the Supplemental Evaluation for <child> in <county>** in the Agency's Evaluations Work Queue. This task is used to data enter the supplemental evaluation results.
- Once completed, the supplemental evaluation is submitted to the child's EIO/D for approval.
- Once the MDE is approved by the Child's EIO/D, NYEIS generates the service authorization(s) for the supplemental evaluation that the agency completed.

Important Note: In order for NYEIS to generate a bilingual supplemental service authorization, the **was this a bilingual evaluation?** field on the evaluation must indicate "yes", and the language must be selected.

"Unexpire" an MDE

Question:
What does it mean to "unexpire" an MDE?
Response:
In the event that an eligible child's integrated case is closed prior to the recommended 3 months, there may be situations in which the MDE must be "unexpired" to allow for the accurate IFSP type to be assigned in NYEIS. If a child's integrated case is closed and the child returns to the Early Intervention Program within 3 months of an MDE (which determined that the child was eligible for the Early Intervention Program) or within 3 months of an eligible child's last date of rendered services on an IFSP, the MDE must be "unexpired" so that an appropriate IFSP type will be assigned by NYEIS. This option is only available for situations in which the child has been determined eligible for the Early Intervention Program. Additional information regarding the need to "unexpire" an MDE specific to cases where a child transfers to another county, can be found in the targeted resource: *Transfers and Transitions Information and Frequently Asked Questions.*

All requests to "unexpire" an MDE must be made to the Bureau of Early Intervention using the data change request process.