

# Unit 5: Evaluation

Version 4.6

*This page intentionally left blank.*

### Document Revision History

<u>Date</u>	<u>Release</u>	<u>Description</u>
6/14/2016	4.6	<ul style="list-style-type: none"> <li>Added reference to Closing Supplemental Evaluation Tasks</li> </ul>
2/24/2016	4.5.1	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
12/15/2015	4.5	<ul style="list-style-type: none"> <li>Added New Topic: Steps for recording and submitting results of a Supplemental Evaluation that is part of an IFSP</li> </ul>
10/27/2015	4.4	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
9/22/2015	4.3	<ul style="list-style-type: none"> <li>No Changes.</li> </ul>
8/26/2015	4.2	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
11/4/2014	4.01	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
1/16/2014	3.2.1	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
4/15/2013	2.1	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
4/1/2013	2.0	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
3/4/2013	1.6.2.1	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
2/14/2013	1.6.2	<ul style="list-style-type: none"> <li>Added functionality for adding and managing employees classified as Student Interns. New “Classification” field added to <b>Multi-Disciplinary Evaluation</b> pages that indicate if the rendering is a licensed professional or student intern</li> </ul>
7/19/2012	1.6.1	<ul style="list-style-type: none"> <li>No Changes</li> </ul>
6/4/2012	1.6	<ul style="list-style-type: none"> <li>Updated <b>Entering/Editing Supplemental Evaluations</b> topic with revised workflow for selecting and assigning the rendering provider.</li> <li>Updated the <b>Entering a Developmental Assessment</b> topic with added validations applied by the system when searching for and selecting the rendering providers assigned to the MDE Developmental Assessment.</li> <li>Added the <b>Editing an Accepted Evaluation</b> topic.</li> </ul>
10/24/2011	1.5	<ul style="list-style-type: none"> <li>Updated <b>Attachments</b> topic.</li> </ul>
6/24/2011	1.4	<ul style="list-style-type: none"> <li>Updated the <b>MDE Summary</b> subtopic.</li> <li>Added a note that <b>Submitted / Approved MDE</b> cannot be cancelled.</li> <li>Updated <b>Child Search</b> screen shots.</li> </ul>
3/28/2011	1.3	<ul style="list-style-type: none"> <li>No changes.</li> </ul>
1/31/2011	1.2	<ul style="list-style-type: none"> <li>Added <b>Screening-Only MDE</b> section.</li> <li>Edited <b>Address Validation</b> screen shots and guidance to reflect new required search fields: City, State and Zip.</li> <li>Amended <b>Agency Evaluator Assignment</b> section with information about assignment statuses.</li> <li>Amended the <b>Assigning a Multi-Disciplinary Evaluation</b> topic with information about a new Notification that alerts the Municipality when a Provider Agency does not respond to the MDE Assignment task.</li> <li>Moved <b>Health Assessments</b> topic to Unit 4 Case Management.</li> </ul>

11/22/2010	1.1	<ul style="list-style-type: none"> <li>• No changes.</li> </ul>
11/4/2010		<ul style="list-style-type: none"> <li>• <b>Unit Overview</b> section – added reference to Initial and Ongoing evaluations.</li> <li>• <b>Agency Evaluator Assignment</b> section– added reference to Initial and Ongoing evaluations.</li> <li>• <b>Accept / Reject Evaluator Assignment</b> section - added reference to evaluation type and new screen shot.</li> <li>• <b>Adding/Editing Developmental Domain Results Developmental Assessment</b> section – added guidance concerning new Communication only regulations and associated system changes.</li> <li>• <b>Adding Diagnostic Test Administered Developmental Assessment</b> section – new Add Diagnostic Test Administered screen shot and instructions added.</li> <li>• <b>Entering/Editing Supplemental Evaluations</b> section - added guidance concerning new Communication only regulations and associated system changes.</li> <li>• <b>Adding Diagnostic Test Administered Supplemental Evaluations</b> – new Add Diagnostic Test Administered screen shot and instructions added.</li> <li>• <b>Supplemental Evaluations Authorized as a Result of an IFSP</b> section – guidance concerning new Communication only regulations and associated system changes.</li> </ul>
10/1/2010	1.0	<ul style="list-style-type: none"> <li>• October 2010 NYEIS launch.</li> </ul>

## Table of Contents

Unit 5: Evaluation .....	1
Multi-Disciplinary Evaluation .....	9
Multi-Disciplinary Evaluation Page .....	9
Assigning a Multi-Disciplinary Evaluation .....	10
Agency Evaluator Assignment .....	10
Viewing Agency Evaluator Assignment.....	12
Editing Agency Evaluator Assignment.....	13
Canceling Agency Evaluator Assignment .....	14
Managing the Multi-Disciplinary Evaluation .....	15
Accepting/Rejecting the MDE Assignment.....	16
Completing an MDE .....	18
Screening.....	21
Entering Screening Evaluation Data.....	22
Editing Screening Evaluation Data.....	25
Developmental Assessment .....	31
Entering a Developmental Assessment.....	31
Adding/Editing Developmental Domain Results – Developmental Assessment.....	34
Editing a Developmental Assessment.....	40
Canceling a Developmental Domain Results – Developmental Assessment	45
Adding Diagnostic Test Administered – Developmental Assessment .....	47
Viewing Diagnostic Test Administered – Developmental Assessment .....	50
Editing Diagnostic Test Administered – Developmental Assessment .....	51
Deleting Diagnostic Test Administered – Developmental Assessment .....	52
Adding Diagnostic Test Sub-Scores – Developmental Assessment.....	53
Viewing Diagnostic Test Sub-Scores – Developmental Assessment .....	55
Editing Diagnostic Test Sub-Scores – Developmental Assessment .....	57
Deleting Diagnostic Test Sub-Score – Developmental Assessment.....	58
Family Assessment .....	60
Entering/Editing a Family Assessment.....	60
Supplemental Evaluations as part of an ifsp.....	64
Entering/Editing Supplemental Evaluations.....	64
Editing Developmental Domain Results – Supplemental Evaluations.....	71
Adding Diagnostic Test Administered – Supplemental Evaluations.....	72
Viewing Diagnostic Test Administered – Supplemental Evaluations .....	74
Editing Diagnostic Test Administered – Supplemental Evaluations .....	75
Deleting Diagnostic Test Administered – Supplemental Evaluations .....	77
Adding Diagnostic Test Sub-Scores – Supplemental Evaluations .....	78
Viewing Diagnostic Test Sub-Scores – Supplemental Evaluations .....	80
Editing Diagnostic Test Sub-Scores – Supplemental Evaluations .....	82
Deleting Diagnostic Test Sub-Score – Supplemental Evaluations .....	83
External Evaluations .....	85
Entering/Editing External Evaluations .....	85
MDE Summary .....	90

Creating MDE Summary Details ..... 90  
 Viewing MDE Summary Details ..... 95  
 Editing MDE Summary Details ..... 97  
 MDE Attachments ..... 100  
     Adding MDE Attachments ..... 101  
     Viewing MDE Attachments..... 102  
     Editing MDE Attachments..... 103  
 Submitting an MDE ..... 105  
 Reviewing a Submitted MDE ..... 107  
 Viewing an Accepted Evaluation..... 110  
 Editing an Accepted Evaluation..... 112  
 Viewing Eligibility..... 115  
 Screening-Only MDE ..... 115  
 Supplemental Evaluations Authorized as a Result of an IFSP ..... 118  
     Entering/Editing Evaluation Results – SUPPLEMENTAL EVALUATION  
     ..... 118

# Evaluation

## Unit Overview

This section contains information to guide Users through the data entry into NYEIS for the Multi-Disciplinary Evaluation (MDE). All children with a suspected developmental delay or a diagnosed condition with a high probability of developmental delay *must* have a Multi-Disciplinary Evaluation. The MDE is used to determine eligibility (based on the NYS definition) for the Early Intervention Program or confirm 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.

For additional information on NYS regulatory requirements of the MDE, reference 10NYCRR §69-4.8, Title 10 §69-4.30-Computation of Rates for Early Intervention Services and NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program.

### Important Information

Provider *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. Normally, a Provider is subscribed to their Agency's Work Queues when their NYEIS user account is created. However, a Provider can also be subscribed to a Work Queue by the Municipal Administrator.

On each display page, the underlined heading description is used to change the sort order. To sort data in ascending order, click once (A to Z or 1 to 9). To sort in descending order, click twice (Z to A or 9 to 1). (e.g., Date Assigned, Qualified Personnel, Rendering Provider, Date)

*This page intentionally left blank.*



## MULTI-DISCIPLINARY EVALUATION

All children with a suspected developmental delay or a diagnosed condition with a high probability of developmental delay *must* have a Multi-Disciplinary Evaluation. The MDE is used to determine eligibility (based on the NYS definition) for the Early Intervention Program or confirm 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.

For additional information on NYS regulatory requirements of the MDE, reference 10NYCRR §69-4.8, Title 10 §69-4.30-Computation of Rates for Early Intervention Services and NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program.

### Multi-Disciplinary Evaluation Page

The screenshot displays the 'View Completed MDE: Nicole Barnes - 281' page. The navigation menu on the left includes: MDE Home, Screening, Developmental Assessment, Family Assessment, Supplemental Evaluations, External Evaluations, and MDE Attachments. The main content area shows the following details:

Child Details	
Name	Nicole Barnes
Primary Phone Number	(518) 3331111
Primary Address	One Albany Street Albany (Albany) New York 12222
Date of Birth	1/1/2009
Evaluation Due By	10/16/2009
Reason for Delay	

Completed Sections	
Screening	No Screening Necessary - Diagnosed Condition
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Offered and Refused

**MDE Summary Details**

Date Eligibility Determined:	10/10/2009	Date Provider Completed:	10/10/2009
Eligibility Status:	Eligible - Diagnosed Condition		

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

❶ **Menu Bar** – allows User to access frequently used shortcuts.

**Home** – returns User to personal Home Page (first page a User comes to when logged in to NYEIS).

**Inbox** – navigates User to a page containing personal tasks.

**My Calendar** - displays a list of events as links that will navigate the User to the event.

**My Cases** – navigates Service Coordinators and EIO/Ds to assigned Cases.


**Search** – displays a search page. *Use the % /wildcard symbol in any of the search fields if the information to search for is unknown*

**About** - displays NYEIS release version.

**Log Out** – exits New York Early Intervention System.


- ② **Navigation Bar** – directs User to different areas of the Application. The buttons or links will be different depending on the displayed page or User role. The lower portion of the Navigation Bar contains a section called
- ③ **Recent Items** section – displays the name of recently visited: Children, Providers, Vendors, etc. as a link.


### Important Information

Be aware that clicking the **Back**  icon of Internet Browser during the creation of a function may cause the System to not capture the data properly and display an Error on the page.

## ASSIGNING A MULTI-DISCIPLINARY EVALUATION

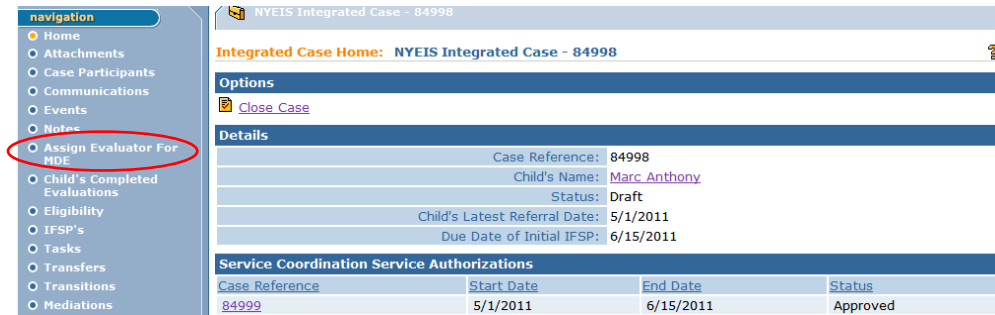
The EIO/D is responsible for assigning an Agency the responsibility for completing the Child's Evaluation. When a Service Coordinator assists the parent in selecting an Evaluator and assigns the Evaluator to complete the MDE in NYEIS, the Service Coordinator should notify the EIO/D of the selection.

The EIO/D may also check the Evaluator that was assigned to complete the Child's MDE by viewing the **Agency Evaluator Assignment** page from the **Assign Evaluator for MDE** link on the Child's Integrated Case Home Page.  See **Viewing Agency Evaluator Assignment** for further information.

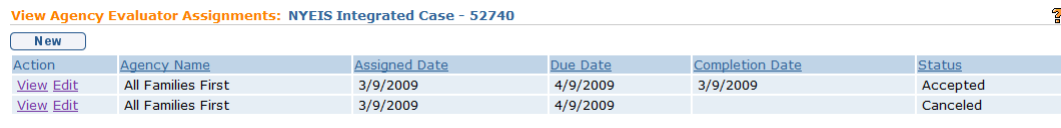
The Provider Agency who is assigned the MDE is given five days to accept or reject the assignment via the **Accept / Reject MDE Assignment** task that is created in their **Evaluations** work queue. If after five days the Provider Agency has not responded (i.e., accepted/rejected the Task), a Notification is created by the system and sent to the EIO/D. The User receiving the task 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. The EIO/D can opt to forward the Task to the assigned Service Coordinator to conduct the follow up.  See **Unit 1: Getting Started, Tasks** for further information about forwarding a task.

### Agency Evaluator Assignment

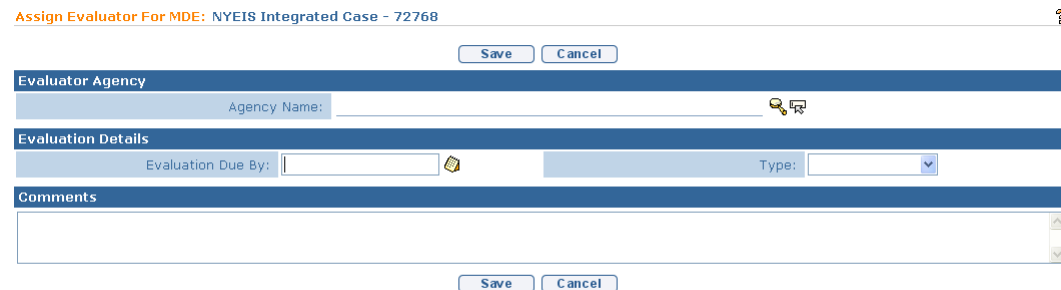
1. Display the Child's Integrated Case Home Page.  See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.



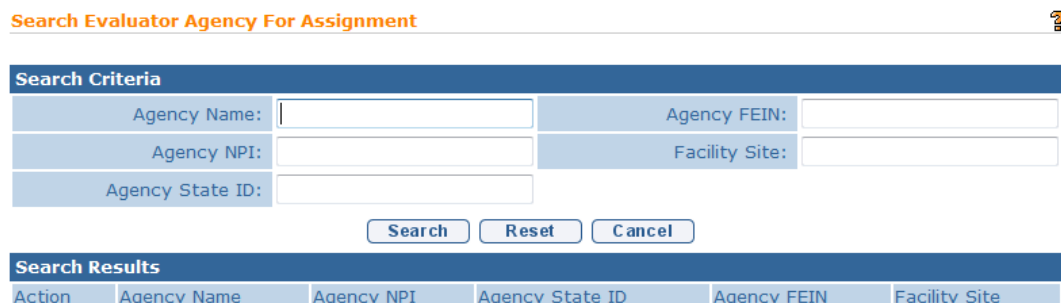
2. Click **Assign Evaluator for MDE** from the Navigation Bar. **View Agency Evaluator Assignments** page displays.



3. Click **New** button. **Assign Evaluator For MDE** page displays.



4. Click **Search** icon to identify Agency Name. **Search Evaluator Agency For Assignment** page displays.



Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. *To search again, click **Reset** button.* Click **Select** link under **Action** column to identify Evaluator Agency Name. **Assign Evaluator For MDE** page displays.

5. Type **Evaluation Due By** field. *Date fields must be formatted as mm/dd/yyyy format.* Type **Comments** (Optional).

The **Evaluation Due By** field may be entered by the Municipality. Contractual requirements may be reflected with Agency Evaluators to have the completed MDE to the Municipality within a required time frame. This ensures the initial IFSP will be completed within 45-days of the Child's Referral (e.g., completed MDE *must* be back to the Municipality within 30 days of assignment).


Select **Type** field and designate if the Evaluation is an **Initial** or an **Ongoing** MDE.

#### **Important Information**

If there is an observable change in the child's developmental status that indicates a potential change in eligibility, the EIO or any member of the IFSP team may request a determination to be made of whether the child continues to be eligible for the EIP. Continuing eligibility for the EIP must be established by a Multidisciplinary Evaluation (MDE). When ongoing eligibility has been questioned, the **Ongoing** type should be selected. Please reference 10 NYCRR §69-4.23(b) for additional information on establishing ongoing eligibility for the EIP.


6. Click **Save** button. **View Agency Evaluator Assignments** page displays.

#### **Notes:**

- When performing an **Agency Name** search, the results will *only* display agencies with agreements in place whose catchment areas include the child's catchment area.
- When the Service Coordinator or EIO/D assigns an evaluating Agency to complete the MDE in NYEIS, workflow is created that will result in a Task labeled **Accept / Reject MDE Assignment** appearing in the Agency's **Evaluations** work queue.  See **Reserving a MDE** for further information.

### **Viewing Agency Evaluator Assignment**

**View** function provides access to the **Cancel Assignment** and **Edit** options.

1. Display the Child's Integrated Case Home Page.  See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.

2. Click **Assign Evaluator for MDE** from the Navigation Bar. **View Agency Evaluator Assignments** page displays.

Action	Agency Name	Assigned Date	Due Date	Completion Date	Status
<a href="#">View Edit</a>	Healthy Children	1/26/2011	1/28/2011		Canceled
<a href="#">View Edit</a>	Albany County Department of Children, Youth & Families	1/26/2011	1/28/2011		Canceled
<a href="#">View Edit</a>	Toonces Academy	1/26/2011	1/28/2011		Assigned

The Status Column displays the current status of the MDE Assignment:

- **Assigned** – either the 1) EIO/D has either assigned the MDE to the Agency, or 2) the Agency has accepted the assignment.
- **MDE Submitted** – the assigned Provider has submitted the Evaluation for review.
- **MDE Accepted** – the EIO/D has accepted the submitted evaluation.
- **MDE Rejected** – the submitted Evaluation was rejected by the EIO/D.
- **Rejected** – the Agency has rejected the MDE Assignment. The EIO/D receives a task in their Assigned Tasks Inbox to re-assign the MDE to a different Agency.
- **Canceled** – the EIO/D has canceled the MDE Assignment.

3. Click **View** link under **Action** column. **View Agency Evaluator Assignment** page displays.

View Agency Evaluator Assignment: NYEIS Integrated Case - 41987

Close Cancel Assignment Edit

**Evaluator Agency**

Agency Name: Toonces Academy

**Evaluation Details**

Evaluation Due By: 2/3/2011 Type: Initial

**Comments**

Close Cancel Assignment Edit

4. Click **Close** button to return to the **View Agency Evaluator Assignments** page.

**Note:**

- To cancel an Agency Evaluator assignment, See **Canceling Agency Evaluator Assignment** for further information.

**Editing Agency Evaluator Assignment**

The *only* data that can be edited is the **Evaluation Due Date** and **Comments**.

To edit **Evaluator Agency** data or assign a new Evaluator Agency, you *must* cancel the current assignment first. See **Canceling Agency Evaluator Assignment** for further information.

1. Display the Child's Integrated Case Home Page. See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.
2. Click **Assign Evaluator for MDE** from the Navigation Bar. **View Agency Evaluator Assignments** page displays.

Action	Agency Name	Assigned Date	Due Date	Completion Date	Status
<a href="#">View</a> <a href="#">Edit</a>	The Bernard Academy for Children	12/8/2010	12/17/2010		Canceled
<a href="#">View</a> <a href="#">Edit</a>	Children's Health Care	12/21/2010	12/24/2010		Accepted

3. Click **Edit** link under **Action** column. **Modify Agency Evaluator Assignment** page displays.

4. Edit **Date**. *Date fields must be formatted as mm/dd/yyyy format.* Edit **Comments** as needed.
5. Click **Save** button. **View Agency Evaluator Assignments** page displays with date the information changed.

### Canceling Agency Evaluator Assignment

The EIO/D or SC have the option of canceling the MDE Assignment. If the MDE Assignment has been not yet been accepted by the Agency, the Cancel action will remove the Accept / Reject MDE Assignment task from the Agency Evaluations work queue.



If an Agency has rejected the MDE Assignment, the EIO/D must action the task to reassign a new Agency.

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 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 the Reserved Tasks Inbox of the Agency user who reserved it, and erase any data entry that has occurred to date.

1. Display the Child's Integrated Case Home Page. See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.
2. Click **Assign Evaluator for MDE** from the Navigation Bar. **View Agency Evaluator Assignments** page displays.

View Agency Evaluator Assignments: NYEIS Integrated Case - 41987					
New					
Action	Agency Name	Assigned Date	Due Date	Completion Date	Status
<a href="#">View</a> <a href="#">Edit</a>	Toonces Academy	1/29/2011	2/3/2011		Rejected
<a href="#">View</a> <a href="#">Edit</a>	Albany County Department of Children, Youth & Families	1/29/2011	2/4/2011		Canceled

3. Click **View** link under **Action** column. **View Agency Evaluator Assignment** page displays.

View Agency Evaluator Assignment: NYEIS Integrated Case - 41987	
<input type="button" value="Close"/> <input type="button" value="Cancel Assignment"/> <input type="button" value="Edit"/>	
<b>Evaluator Agency</b>	
Agency Name: Toonces Academy	
<b>Evaluation Details</b>	
Evaluation Due By: 2/3/2011	Type: Initial
<b>Comments</b>	
<input type="button" value="Close"/> <input type="button" value="Cancel Assignment"/> <input type="button" value="Edit"/>	

4. Click **Cancel Assignment** button. **Cancel Evaluator Assignment** page displays with the message *Are you sure you want to cancel the assignment of this evaluator?*

Cancel Evaluator Assignment: NYEIS Integrated Case - 41987	
Are you sure you want to cancel the assignment of this evaluator?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

5. Click **Yes** button. **View Agency Evaluator Assignments** page displays. **Status** displays **Canceled**.


## MANAGING THE MULTI-DISCIPLINARY EVALUATION

The Evaluation process is managed in NYEIS through system-generated tasks. After the MDE Assignment is made by the Child's EIO/D, the assigned agency must first process a task to accept the MDE assignment. Once accepted, the system automatically generates a new task that gives the Agency access to the sections of the MDE that must be data entered and submitted for approval.

Once the MDE is submitted by the Provider and approved by the Child's assigned EIO/D, the system generates the Service Authorizations for the portions of the MDE that the Agency completed such as the Screening or Developmental Assessment.



### Important Information

- Provider *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. Normally, a Provider is subscribed to their Agency's Work Queues when their NYEIS user account is created. However, a Provider can also be subscribed to a Work Queue by the Municipal Administrator.
- If a Provider Agency does not have at least one User subscribed to the Agency's **Evaluations** work queue, the system automatically directs tasks associated with the Evaluation process to the Child's assigned EIO/D. The task is placed in the EIO/D's **Assigned Tasks** Inbox. The EIO/D should address completion of the MDE with the Agency in the same manner as their current MDE process. *Additionally, The EIO/D may choose to work with the Agency and Municipality to ensure that a Provider Agency staff person is assigned to the appropriate role which will allow them to access the Evaluations work queue.  See Appendix I: Work Queues by User Role for further guidance.*

## Accepting/Rejecting the MDE Assignment

Agency Evaluators must accept or reject a MDE assigned to them by processing a task labeled **Accept/Reject MDE Assignment**.

1. Display the **Inbox**.
2. Click **Work Queue** from the Navigation Bar. **My Work Queues** page displays.



**My Work Queues: Bob Smith**

Action	Name	Subscription Date
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_Evaluations	3/9/2009 10:32
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_Financials	3/24/2009 07:41
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_General	3/9/2009 10:32
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_ServiceAuthorizations	3/9/2009 10:32


- Click the **View** link for the **Evaluations Work Queue**. **Work Queue Tasks** page displays.

**Work Queue Tasks: 16640\_Evaluations**

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

Click the **Task ID number** listed in the **Task ID** column. (Using this method will allow the task to remain in the **Evaluations** work queue for other users to access.)

OR

Click **Reserve** Link for the **Accept/Reject MDE Assignment** for <child name> task. Clicking **Reserve** moves the task to the user’s **Reserved Tasks** Inbox. When reserved, the task cannot be accessed by any other user.  See **Unit 1: Getting Started, Working with Tasks** for information about what happens with a task when it is Reserved by a user.

The Task Home page displays. Click the **Accept/Reject MDE** link in the **Primary Action** cluster. The **Manage Agency Evaluator Assignment** page displays.



**Important Information**

**The Supporting Information** section of the **Task Homepage** provides a link to the **Child’s Homepage**. The Evaluator should access the Child’s Homepage for additional child and family information that may be useful in scheduling / completing the evaluation.

Manage Agency Evaluator Assignment ?

<b>Evaluator Agency</b>	
Agency Name:	Best Intentions Therapies
<b>Evaluation Details</b>	
Evaluation Due By:	11/11/2010
Type:	Initial
<b>Comments</b>	
<input type="button" value="Accept"/> <input type="button" value="Reject"/> <input type="button" value="Close"/>	

The **Agency Name**, **Evaluation Due By** date (if previously entered) and evaluation **Type** are displayed. Users can do one of three things:

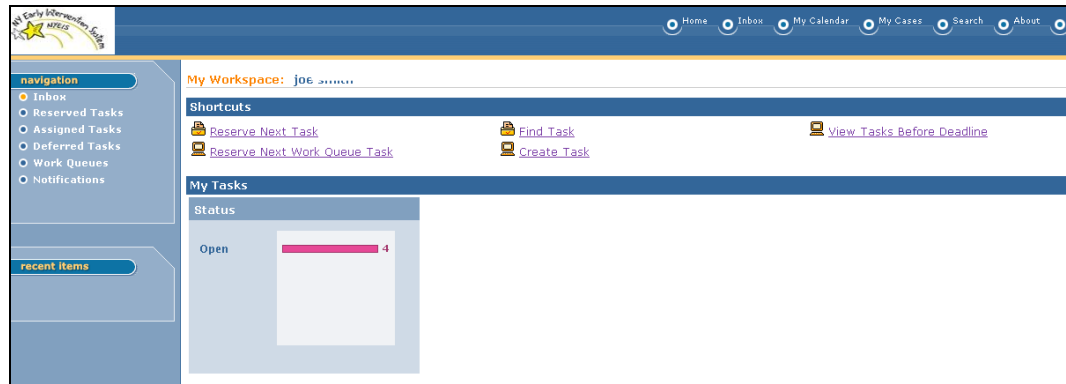
- **Accept** – Accepts the MDE Assignment. A new task is created in the Provider's **Evaluations** work queue labeled **A Multidisciplinary Evaluation has been assigned to <Agency> for <Child Name>** to complete the MDE.  See **Completing an MDE** in this unit for more information.
- **Reject** – Rejects the assignment. A task is created in the Child's **EIO/D Assigned Tasks** Inbox that the Agency has rejected the assignment of the MDE and a new Agency must be assigned to complete the child's MDE.  See **Agency Evaluator Assignment** in this unit for more information.
- **Close** – Close the page and leaves the **Accept/Reject MDE** Task unchanged.

## Completing an MDE

If a MDE has been assigned to an Agency and the Agency has accepted the assignment, the system creates a 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.

On the **Task Homepage** in the **Supporting Information** cluster, there is a link to the **Child's Homepage**. Evaluators can access the child's Homepage for additional child and family information that may be useful in scheduling / completing the evaluation.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.



2. Click **Work Queues** from the Navigation Bar. **My Work Queues** page displays.

My Work Queues: Bob Smith		
Action	Name	Subscription Date
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_Evaluations	3/9/2009 10:32
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_Financials	3/24/2009 07:41
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_General	3/9/2009 10:32
<a href="#">View</a>   <a href="#">Reserve Next Task</a>	1234_ServiceAuthorizations	3/9/2009 10:32

3. Click **View** link under **Action** column for the **Evaluations** work queue. **Work Queue Tasks** page displays.

Work Queue Tasks: 16640_Evaluations										
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline	
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57	
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany		
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35	
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer		

Click the **Task ID** number listed in the **Task ID** column next to the **A Multidisciplinary Evaluation has been assigned to <Agency> for <Child Name>** task. The **Task Home** page displays. (Using this method will allow the task to remain in the **Evaluations** work queue for other users to access.)

OR

Click **Reserve** Link for the **A Multidisciplinary Evaluation has been assigned to <Agency> for <Child Name>** task. Clicking **Reserve** moves the task to the user's **Reserved Tasks** Inbox. When reserved, the task cannot be accessed by any other user. See **Unit 1: Getting Started, Working with Tasks** for information about what happens with a task when it is Reserved by a user.

**Task Home:** [Manage MDE - 75816](#) 

**Manage**

[Add Comment](#)   [Reserve](#)   [Forward](#)   [Restart](#)  
[Close](#)   [Un-Reserve](#)   [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to Fellowship Provider Services for Jonathan Olsen

**Details**

Task ID:	75816	Status:	Open
Priority:		Deadline:	
Reserved By:		Last Assigned:	5/12/2010 10:58
Time Worked:	00:00 <a href="#">[Change]</a>		


**Primary Action**      **Supporting Information**

[Manage MDE](#)      [Child's Home Page](#)

Click the **Manage MDE** link in the **Primary Action** cluster. The **Create MDE Home** page displays.

### Important Information

The **Supporting Information** section of the **Task Homepage** provides a link to the **Child's Homepage**. The Evaluator should access the Child's Homepage for additional child and family information that may be useful in scheduling / completing the evaluation.

 See *Screening, Developmental Assessment, Family Assessment, Supplemental Evaluations, External Evaluations* and *MDE Summary* sections for information about completing each of the sections on the Create MDE page.

### Notes:

- **Once an MDE is submitted or approved, it cannot be cancelled.**
- The Evaluation team may only partially complete data entry of an MDE and save it prior to completing the MDE and submitting it for 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 for approval.
- To add information in any section of the MDE, first navigate to the section by clicking the link on the **Create MDE Home** page Navigation Bar. Next, click the **New** button to create a record.
- To edit information already entered in any section of the MDE, first navigate to the section by clicking the link on the **Create MDE Home** page Navigation Bar. Next, click the **View** link in the **Action** column next to the existing record. Next, click the **Edit** button.

- Additional documentation for the MDE can be uploaded to NYEIS by using the **Attachment** function from the **Create MDE** Home page Navigation Bar. 📖 See **Creating MDE Attachments** for further information.

## SCREENING

The Evaluator is responsible for obtaining parental consent to perform the screening and/or Evaluation prior to initiating Evaluation procedures. The Evaluator may, with parental consent, screen the Child to determine what type of Evaluation, if any, is necessary unless the Child has a Confirmed Diagnosis with a high probability of resulting in developmental delay. When a Child has a Confirmed Diagnosis or a condition with a high probability of resulting in developmental delay (e.g., Down Syndrome), the Child will be eligible and a Screening is not permitted.

For additional information on NYS regulatory requirements of a screening the User should reference 10NYCRR §69-4.8, Title 10 §69-4.30-Computation of Rates for Early Intervention Services, and NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program.

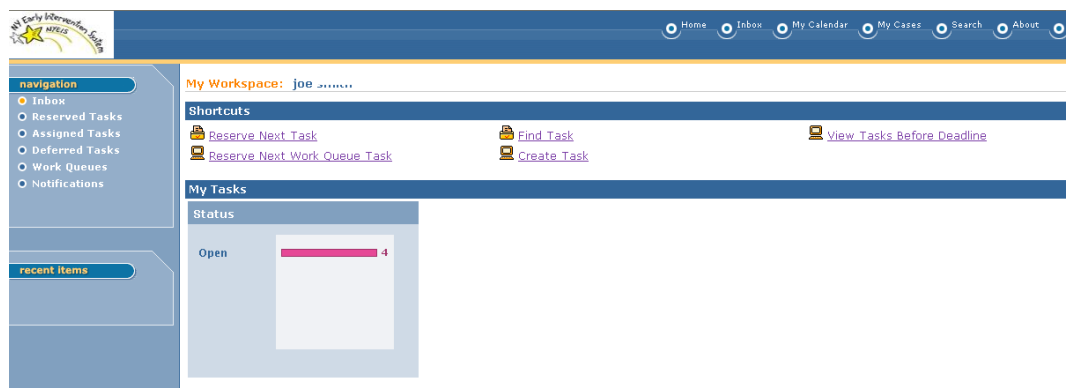
### Important Information

- The MDE Navigation Bar contains the following sections that require data to be entered in NYEIS: **Screening, Developmental Assessment** and **Family Assessment**. In addition, two sections that *may* require data entry: **Supplemental Evaluations** and **External Evaluations**.
- NYEIS requires names of Qualified Personnel responsible for the data. As required by regulation, **two** Qualified Personnel *must* be assigned to complete the Developmental Assessment section of the MDE. These Qualified Personnel **must** be an employee or contractor with the agency that was assigned to complete the MDE. 📖 See **Unit 9: Provider Management, Employees and Contractor** for additional information.
- For sections of the MDE where Qualified Personnel are required to complete the MDE, the Agency assigned to complete the MDE *must* identify the Qualified Personnel that have been assigned as Rendering Providers to complete each section of the MDE. However, identifying the Rendering Provider in NYEIS does not require that the Rendering Provider actually data enter the information in to NYEIS. MDE data entry may be completed by another authorized User.
- If the Child was referred to EI with an EI Eligible Diagnosed Condition, a Screening cannot be completed.

➔ A Screening should not be completed for an **Ongoing** Evaluation. If the evaluator submits an Ongoing Evaluation with a Screening entered, the EIO/D must "reject" the MDE. Subsequently the evaluator will need to delete the screening and re-submit to the EIO/D for acceptance. 📖 See **Reviewing Submitted MDE** for more information.

**Entering Screening Evaluation Data**

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.



2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	105224	A Multidisciplinary Evaluation has been assigned to iHope Inc. for Provider Restriction3	7/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Greg Avella	8/22/2011		8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	Employee/Contractors Ref. Source1		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**  
A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda_Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**    **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Betty Biggles - 289** [Submit] [Close] [Print MDE]

**Child Details**

Name:	Betty Biggles	Date of Birth:	9/22/2009
Primary Phone Number:	(518) 555-1212	Evaluation Due By:	11/30/2009
Primary Address:	33 Main Drive Albany (Albany) New York 12207	Reason for Delay:	

**Completed Sections**

**MDE Summary Details**

[View]

Date Eligibility Determined: [ ] Date Provider Completed: [ ]

Eligibility Status: [ ]

**E/O/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Submit] [Close] [Print MDE]

- Click **Screening** from the Navigation Bar.
- Click **New** button. **Screening Necessary** page displays.

**Screening Necessary: Walter Webster - 302** [?]

Was a screening deemed necessary?: [ ]

[Save] [Cancel]

- Click the **Was a screening deemed necessary?** field drop down. Select **No**, **Yes** or **No - Child w/Diagnosed Condition**. Click **Save** button.

If **No** or **No-Child w/ Diagnosed Condition** is selected, the **Completed Sections** cluster on the **Create MDE** page will display **“No Screening Necessary”**. Proceed to complete other sections of the MDE.

**Create MDE: Carmen Casidy - 306**

Record results of the MDE using left hand navigation links prior to completing MDE Summary.

[Submit] [Close] [Print MDE]

**Child Details**

Name:	Carmen Casidy	Date of Birth:	9/22/2008
Primary Phone Number:	(518) 555-1212	Evaluation Due By:	12/1/2009
Primary Address:	10 Main Street Albany (Albany) New York 12208	Reason for Delay:	

**Completed Sections**

Screening	No Screening Necessary
Developmental Assessment - Adaptive	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	In-Progress
Developmental Assessment - Social/Emotional	In-Progress
Developmental Assessment - Physical	In-Progress
Family Assessment	Offered and Refused
Supplemental Evaluation	0 of 1 Completed
External Evaluation	0 of 3 Completed

If **Yes** is selected, the **Modify Screening** page displays with the following sections: **Child Details**, **Evaluator Agency Details**, **Evaluator Details**, **Screening Necessary**, **Screening Location**, **Screen Domains**, **Concern**

## About Specific Domains, Reason for Screen, Parent Informed and Screening Details.

Modify Screening: **Walter Webster - 302**



Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Evaluator NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Evaluator Details	
Evaluator Name:	Qualified Personnel:
Evaluator NPI:	Date Assigned:

Screen Domains	Concern About Specific Domains
<input type="checkbox"/> Domain	<input type="checkbox"/> Domain
<input type="checkbox"/> Adaptive	<input type="checkbox"/> Adaptive
<input type="checkbox"/> Cognitive	<input type="checkbox"/> Cognitive
<input type="checkbox"/> Communication	<input type="checkbox"/> Communication
<input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Social/Emotional
<input type="checkbox"/> Physical	<input type="checkbox"/> Physical

Reason for Screen (Choose all that apply)	
Concern about child's overall development?:	
Concern about child's hearing?:	
Concern about child's vision?:	
Performed specific diagnostic screening test?:	
If yes, which test?:	

Parent Informed	
Was parent informed of results?:	If yes, enter date informed:

Screening Details	
Date Screening Completed or Decision Not to Screen:	
Screening Results:	

- Enter appropriate information in each of the sections. Click **Save** button. **View Screening** page displays.

View Screening: **Nancy Noodle - 412**



Child Details	
Name:	Nancy Noodle
Primary Phone Number:	
Primary Address:	123 Main Street Troy (Rensselaer) New York 12222
Date of Birth:	5/12/2009
Evaluation Due By:	

Evaluator Agency Details	
Agency Name:	Dr Kildares Happy Place
Evaluator NPI:	9998887776
Agency State ID:	34305
Reviewer Name:	Dr Kildares Happy Place

Evaluator Details	
Evaluator Name:	Qualified Personnel:
Evaluator NPI:	Date Assigned:

Screening Necessary	
Was a screening deemed necessary?:	Yes

Screening Location	
Location Type:	
Location Address:	Provider Location:



9. Click **Change / Assign Rendering Provider** button below the **Evaluator Agency Details** section to search and select the QP that completed the Screening. **Search Evaluator For Assignment** page displays.

Search Evaluator For Assignment: Walter Webster - 302 ?

Search Criteria			
Employee/Contractor Name:	<input type="text"/>	Employee/Contractor FEIN/SSN:	<input type="text"/>
Employee/Contractor NPI:	<input type="text"/>	License/Certification Number:	<input type="text"/>
Employee/Contractor State ID:	<input type="text"/>	Qualified Personnel:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			



Search Results					
Action	Employee/Contractor Name	Employee/Contractor NPI	Employee/Contractor State ID	Qualified Personnel	License/Certification Number

10. Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. Providers employed or contracted with the assigned Agency to complete the MDE are the *only* Providers that display in the **Search Results**.

*To search again, click Reset button. Click **Select** link under **Action** column to identify Employee / Contractor Name. **View Screening** page displays with the name and other details about the selected Provider in the **Evaluator Details** cluster.*

11. Click **Close** button. **Create MDE** page displays.

### Notes:

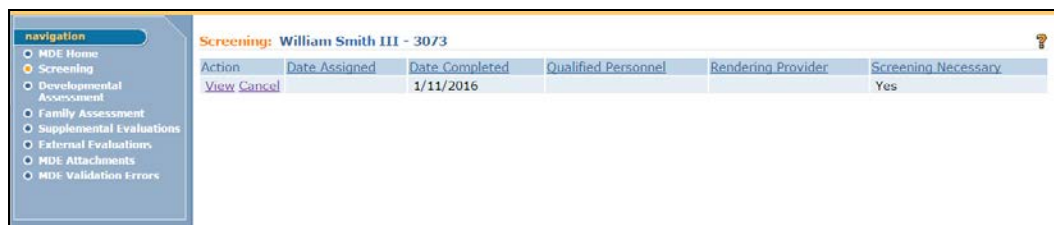
- Each Service Authorization date is generated by the **date completed** fields in NYEIS. For example, if the Screening was completed on 10/2/2011, this is the date that should be entered in the **Date Screening Completed** field. NYEIS will generate the Service Authorization based on this date.
- *All MDE validation rules are processed when the entire MDE is submitted. If any validation errors are detected concerning the Screening, they will be displayed in the MDE Validation Error page after the user clicks the Submit button.  See **Submitting an MDE** for further information.*
-  *See **Screening-Only MDE** if the Child passes the Screening and a Developmental Assessment is not needed.*
- If a different Rendering Provider needs to be assigned, click **Change/Assign Rendering Provider** button. Select new Provider.

## Editing Screening Evaluation Data

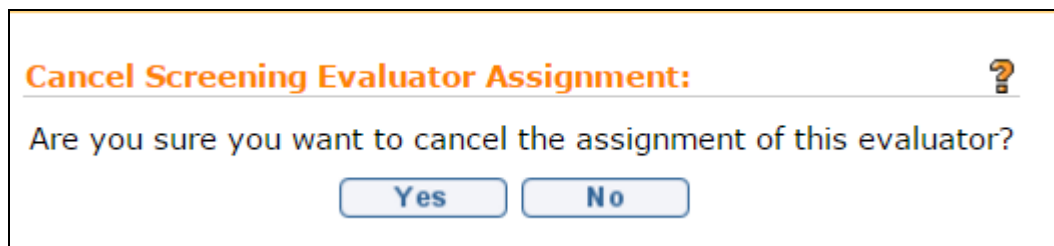
The Screening may require editing prior to the MDE being submitted for approval. If required, access the **Screening** from the **Create MDE** Navigation Bar. Select the **View** link under **Action** column of the **Screening Home** page. **View Screening** page displays. Click **Edit** button to edit the Screening.

When editing a Screening, the user will first be asked to indicate if the Screening was necessary or not necessary. If at this point the user selects the **No Screening Was Necessary** option, all screening data that was previously recorded and saved will be deleted. This provides the user the opportunity to essentially cancel the Screening if it was created in error.

To cancel a previously recorded Screening, you can also select the 'Cancel' link for any existing screening records. The 'Cancel Screening Evaluator Assignment' Page displays:



Action	Date Assigned	Date Completed	Qualified Personnel	Rendering Provider	Screening Necessary
<a href="#">View</a> <a href="#">Cancel</a>		1/11/2016			Yes



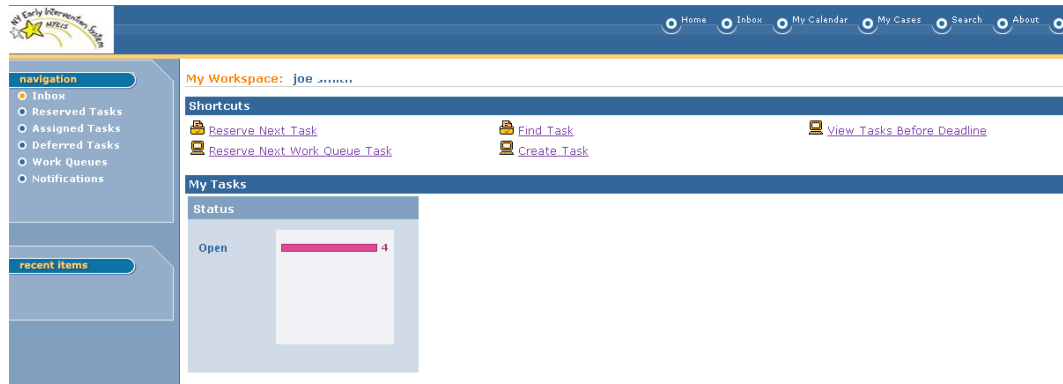
**Cancel Screening Evaluator Assignment:**

Are you sure you want to cancel the assignment of this evaluator?

Click 'Yes' to cancel the Screening. Click 'No' to abort canceling the screening. The MDE Screening list page displays.

If at any time the Screening is saved but a date in the **Date Screening Completed** or **Decision Not to Screen** field has not been recorded, the **Completed Sections** cluster on the **Create MDE** page lists the Screening as *In Progress*. Once the **Date Screening Completed** or **Decision Not to Screen** field is recorded and the Screening saved, the **Completed Sections** cluster on the **Create MDE Home** page will list the Screening as *Completed*.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.



2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action** | **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE Home** page displays.

**Create MDE: Walter Webster - 302**

Buttons: [Submit](#) [Close](#) [Print MDE](#)

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208		
Reason for Delay:			

**Completed Sections**

Screening: In-Progress

**MDE Summary Details**

View

Date Eligibility Determined:      Date Provider Completed:

Eligibility Status:

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reasons Code	Reason

Buttons: [Submit](#) [Close](#) [Print MDE](#)

5. Click **Screening** from the Navigation Bar. **Screening** page displays. Click **View** link under **Action** column. **View Screening** page displays.

**View Screening: Nancy Noodle - 412**

Buttons: [Edit](#) [Close](#)

**Child Details**

Name:	Nancy Noodle	Date of Birth:	5/12/2009
Primary Phone Number:		Evaluation Due By:	
Primary Address:	123 Main Street Troy (Rensselaer) New York 12222		

**Evaluator Agency Details**

Agency Name:	Dr Kildares Happy Place	Agency State ID:	34305
Evaluator NPI:	9998887776	Reviewer Name:	Dr Kildares Happy Place

[Change/Assign Rendering Provider](#)

**Evaluator Details**

Evaluator Name:	Frodo Baggins	Qualified Personnel:	Physician Other Than Pediatrician
Evaluator NPI:	LOTR003	Date Assigned:	5/27/2010

**Screening Necessary**

Was a screening deemed necessary?: Yes

**Screening Location**

Location Type:

Location Address:      Provider Location:

**Screen Domains**      **Concern About Specific Domains**

6. Select **Edit** button to enter/edit information on the Screening. **Screening Necessary** page displays. Click the **Was a screening deemed necessary?** drop-down field. Select **Yes**. Click **Save** button.
7. **Modify Screening** page displays with the following sections: **Child Details**, **Evaluator Agency Details**, **Evaluator Details**, **Screening Location**, **Screen Domains**, **Concern About Specific Domains**, **Reason for Screen**, **Parent Informed** and **Screening Details**. Enter appropriate information in each of the sections.

Modify Screening: Walter Webster - 302

Save Cancel

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009


Evaluator Agency Details	
Agency Name:	All Families First
Evaluator NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Evaluator Details	
Evaluator Name:	Dan Blink
Evaluator NPI:	
Qualified Personnel:	
Date Assigned:	10/9/2009

Screening Location	
If selected Location Type is "Child's Home", then the Location Address is mandatory. If selected Location Type is "Provider's Location", then the Provider Location is mandatory.	
Location Type:	Caregiver Home
Location Address:	600 Main St, Albany (Albany), NY 12065
Provider Location:	

Screen Domains	Concern About Specific Domains
<input type="checkbox"/> Domain	<input type="checkbox"/> Domain
<input type="checkbox"/> Adaptive	<input type="checkbox"/> Adaptive

- The **Screening Location** cluster is required. If the user selects any **Location Type** field option other than the **Child's Home**, she/he must record the address in the **Location Address** field. If the **Location Type** field option selected is **Agency Provider Site**, the user must record the address in the **Provider Location** field.

To record a **Location Address**, click the **Search**  icon. The **Address Validation** page displays.

Address Validation

Validate an entered address with USPS


Submit Cancel

Address Line 1:		Address Line 2:	
*City:		*State:	
*County:		*Zip:	
Census Tract:			

Submit Cancel

Action	Formatted Address Value

Use the **Tab** key to move from field-to-field to fill in information. **City**, **State**, **County** and **Zip** are required fields. **Census Tract** field will not be used at this time. Click **Submit** button. Lower section of page provides a list of available addresses. The first address listed in the results is the address that was manually entered. Click **Select** link under **Action** column. Address displays in the field.

To record a **Provider Location**, click the **Search**  icon. The User is presented a list of locations that are recorded in the system for the Agency Provider. Select the appropriate location.

9. Record **Screen Domains** and **Concern About Specific Domains** data by click individual checkboxes or click the checkbox next to **Domain** link to select all. **Screen Domains Cluster** should indicate the developmental domains that were assessed during the screening process. **Concern About Specific Domains** cluster should indicate if there was a concern about specific developmental domain(s) indicated by the referral source, parent or evaluator. *A Screening can be completed in up to five domains and these can be individually selected or click checkbox next to **Domain** link to select all.*

Remaining fields can be entered by selecting data from drop down. Enter information in the appropriate date fields. *Date fields must be formatted as mm/dd/yyyy format.*

Click **Save** button. **View Screening** page displays. Click **Close** button to return to **Create MDE** page.

**View Screening: Nancy Noodle - 412** ?

Child Details	
Name:	Nancy Noodle
Date of Birth:	5/12/2009
Primary Phone Number:	Evaluation Due By:
Primary Address:	123 Main Street Troy (Rensselaer) New York 12222

Evaluator Agency Details	
Agency Name:	Dr Kildares Happy Place
Agency State ID:	34305
Evaluator NPI:	9998887776
Reviewer Name:	Dr Kildares Happy Place


Evaluator Details	
Evaluator Name:	Frodo Baggins
Qualified Personnel:	Physician Other Than Pediatrician
Evaluator NPI:	LOTR003
Date Assigned:	5/27/2010

Screening Necessary	
Was a screening deemed necessary?:	Yes

Screening Location	
Location Type:	
Location Address:	Provider Location:


Screen Domains	Concern About Specific Domains

### Notes:

- The **Date Screening Completed or Decision Not to Screen** field located in the **Screening Details** cluster *must* be recorded before the MDE is to be submitted for approval. Otherwise, an error will be received when attempting to submit the MDE.
-  See **Screening-Only MDE** if the Child passes the Screening and a Developmental Assessment is not needed.

## DEVELOPMENTAL ASSESSMENT

### Important Information

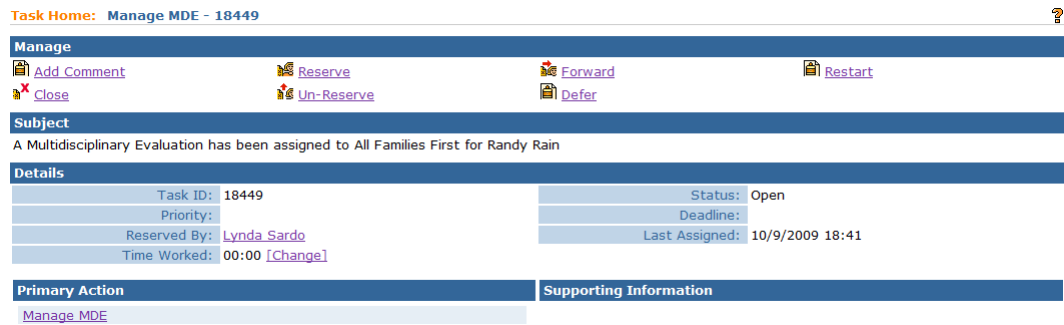
- The MDE Navigation Bar contains the following sections that require data to be entered in NYEIS: **Screening, Developmental Assessment and Family Assessment**. In addition, two sections that *may* require data entry: **Supplemental Evaluations and External Evaluations**.
- NYEIS requires names of Qualified Personnel responsible for the data. As required by regulation, **two** Qualified Personnel *must* be assigned to complete the Developmental Assessment section of the MDE. These Qualified Personnel **must** be an employee or contractor with the agency that was assigned to complete the MDE.  **See Unit 9: Provider Management, Employees and Contractor** for additional information.
- For sections of the MDE where Qualified Personnel are required to complete the MDE, the Agency assigned to complete the MDE *must* identify the Qualified Personnel that have been assigned as Rendering Providers to complete each section of the MDE. However, identifying the Rendering Provider in NYEIS does not require that the Rendering Provider actually data enter the information in to NYEIS. MDE data entry may be completed by another authorized User.
- 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.

### Entering a Developmental Assessment

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.



- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.



- Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
- View Developmental Assessment** page displays with the following sections: **Child Details, Evaluator Agency Details, Qualified Personnel Involved, Developmental Domain Results, Location, Evaluation Diagnosis Results, Evaluation Methods, Diagnostic Tests Administered, General Evaluation Comments and Parent Caregiver Report/Comments.**



**View Developmental Assessment: Walter Webster - 302** ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

**Qualified Personnel Involved**

Action	Date Assigned	Rendering Provider	Qualified Personnel

Developmental Domain Results				
Action	Domain	Developmental Status	Discipline/QP	Date Completed
<a href="#">View</a> <a href="#">Cancel</a>	Adaptive			
<a href="#">View</a> <a href="#">Cancel</a>	Cognitive			
<a href="#">View</a> <a href="#">Cancel</a>	Communication			
<a href="#">View</a> <a href="#">Cancel</a>	Social/Emotional			
<a href="#">View</a> <a href="#">Cancel</a>	Physical			

**Location**



Before any data can be entered into the Developmental Assessment section of the MDE, two Qualified Personnel *must* be assigned in the **Qualified Personnel Involved** section. These Qualified Personnel **must** be an employee or contractor with the agency that was assigned to complete the MDE. See **Unit 9: Provider Management, Employees and Contractor** for additional information.

- Click **New** button in the **Qualified Personnel Involved** section to add at least two **Qualified Personnel**. **Search Evaluator For Assignment** page displays. Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. *To search again, click **Reset** button.* Click **Select** link under **Action** column to identify **Employee/Contractor Name**. **View Developmental Assessment** page displays.

**View Developmental Assessment: Walter Webster - 302** ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First


**Qualified Personnel Involved**

Action	Date Assigned	Rendering Provider	Qualified Personnel
<a href="#">Cancel</a>	10/9/2009	Lori Ceiclski	Occupational Therapist
<a href="#">Cancel</a>	10/9/2009	Ann Berry	

**Developmental Domain Results**


**Important Information**

Only the names of Providers currently employed or contracted with the Agency will display in the search results when identifying Qualified

Personnel.  See **Unit 9: Provider Management,**

*Employees/Contractors* for information about adding an employee.

- Only providers with an approved and active QP will display in the search results.
- Only providers whose License is active (i.e., not expired) will display in the search results.
- All known Qualified Personnel that completed the assessment of the five developmental domains should be entered at this time. *At least two Qualified Personnel must be added.*
- To cancel Qualified Personnel involved, click **Cancel** button. **View Developmental Assessment** page displays. Qualified Personnel is no longer listed in the Qualified Personnel Involved section.

8. Repeat **Step 7** to add the second Qualified Personnel.
9. Click **View** link for each of the domains in the **Developmental Domain Results** section to add Developmental Domain data.  See **Adding/Editing Developmental Domain Results - Developmental Assessment** for further information.

### **Adding/Editing Developmental Domain Results – Developmental Assessment**

The Developmental Domain Details *must* be completed for all five Developmental Domain Results: Adaptive, Cognitive, Communication, Physical and Social/Emotional. One Rendering Provider may have assessed more than one developmental domain.

NYS EIP Regulations 69-4.3 (a)(2)(iv) require that for children who have been found to have a delay only in the communication domain, delay shall be defined as a score of 2.0 standard deviations below the mean in the area of communication; or, if no standardized test is available or appropriate for the child, or the tests are inadequate to accurately represent the child's developmental level in the informed clinical opinion of the evaluator, a delay in the area of communication shall be a severe delay or marked regression in communication development as determined by specific qualitative evidence-based criteria articulated in clinical practice guidelines issued by the Department.

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. The **External Evaluation** section of the MDE is one area in which this information can be captured. If an external evaluation is not completed with this information, it *must* be documented in the comments section of the Physical Domain field in the **Developmental Assessment** section of the MDE or in the scanned copy of the completed MDE report that should be attached to the MDE in NYEIS.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations										
Action	Task ID	Subject	Referral Data	Referral Source	Agency Name	Service Coordinator	Assignment Data	Municipality	Deadline	
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57	
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany		
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35	
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer		

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: [Manage MDE - 18449](#)

---

**Manage**

[Add Comment](#)      [Reserve](#)      [Forward](#)      [Restart](#)  
[Close](#)      [Un-Reserve](#)      [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

Create MDE: Walter Webster - 302

Submit Close Print MDE

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009
Reason for Delay:	

Completed Sections	
Screening	In-Progress
Developmental Assessment - Adaptive	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	In-Progress
Developmental Assessment - Social/Emotional	In-Progress
Developmental Assessment - Physical	In-Progress

MDE Summary Details

View

Date Eligibility Determined: Date Provider Completed:

Eligibility Status:

EIO/D Evaluation Rejection Reasons		
Rejection Date	Reason Code	Reason

Submit Close Print MDE

- Click **Developmental Assessment** from the Navigation Bar. **View Developmental Assessment** page displays.
- Click **View** link under **Action** column for one of the 5 Developmental Domains.
- Continue to click **View** link for each of the 5 domains in the **Developmental Domain Results** section to add **Developmental Domain** data. **Select Qualified Personnel for Developmental Domain** page displays with the names of at least 2 QP that were assigned.

Select Qualified Personnel for Developmental Domain: Walter Webster - 302

Cancel

Qualified Personnel Involved			
Action	Rendering Provider	Qualified Personnel	Date Assigned
Select	Lori Ceiclski	Occupational Therapist	10/9/2009
Select	Ann Berry		10/9/2009

Cancel

### Important Information

It is not necessary to select the Qualified Personnel that assessed the Developmental Domain when editing the Developmental Domain details. If Qualified Personnel needs to be edited see Canceling Qualified Personnel in this unit.

- Click **Select** link under Action column to identify Qualified Personnel that assessed that developmental domain. **View Developmental Domain Details** page displays with the following sections: **Child Details, Evaluator Agency Details, Evaluator Details, Developmental Domain Details** and **Comments**.

**View Developmental Domain Details: Walter Webster - 302** ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Evaluator Details	
Evaluator Name:	Lori Ceiclski
Qualified Personnel:	Occupational Therapist
Evaluator NPI:	829465

Developmental Domain Details	
Developmental Domain:	Adaptive
Domain Status:	
Date Completed:	

Comments

**Important Information**  
 Only one QP may be selected as having assessed the developmental domain. If more than one QP assessed a domain the user should select the primary QP associated with the assessment of the domain and additional information on the additional QP can be recorded in the comments section.

9. Click **Edit** button. **Modify Developmental Domain Details** page displays.

**Modify Developmental Domain Details: Walter Webster - 302** ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Evaluator Details	
Evaluator Name:	Lori Ceiclski
Qualified Personnel:	Occupational Therapist
Evaluator NPI:	829465

Developmental Domain Details	
Developmental Domain:	Adaptive
Domain Status:	<input type="text"/>
Date Completed:	<input type="text"/>

Comments

10. Navigate from field-to-field using **Tab** key to fill in information. *Date fields must be formatted as mm/dd/yyyy format.*

*You must complete a developmental domain details page for the five developmental domains that were evaluated. Select one developmental domain at a time. Select the Qualified Personnel who completed the*

*assessment and enter appropriate **Developmental Domain Details**. This must be done for each of the five Developmental Domains: Adaptive, Cognitive, Communication, Physical and Social/Emotional). One Rendering Provider may have assessed more than one developmental domain. (E.g., Special Educator assessed Cognitive and Social Emotional Domain)*

### **Important Information**

- Regulations require that for children who have been found to have a delay only in the communication domain, delay shall be defined as a score of 2.0 standard deviations below the mean in the area of communication; or, if no standardized test is available or appropriate for the child, or the tests are inadequate to accurately represent the child’s developmental level in the informed clinical opinion of the evaluator, a delay in the area of communication shall be a severe delay or marked regression in communication development as determined by specific qualitative evidence-based criteria articulated in clinical practice guidelines issued by the Department. To accommodate this requirement, two additional options are available in the Communication Domain Status drop-down field labeled “No Standardized test Available” and “Test Inadequately Represents Child’s Developmental Level”.
- If the evaluation is the Initial MDE, neither the option “1.0 Standard deviation or more below the mean” nor “Outside expected range’ can be selected.
- When completing an Ongoing MDE to establish a child’s continued eligibility for the EIP either the option “1.0 Standard deviation or more below the mean” or “Outside expected range’ must be selected in the Developmental Domain Details section.
- NYS EIP Regulations 69-4.3(b) require continuing eligibility to be based on: a delay consistent with the criteria established for initial eligibility; or, a delay in one or more domains, such that child’s development is not within the normal range expected for his or her chronological age, as documented using clinical procedures, observations, assessments, and informed clinical opinion; or, a score of 1.0 standard deviation or greater below the mean in one or more developmental domains; or, the continuing presence of a diagnosed physical or mental condition with a high probability of resulting in a developmental delay.

Modify Developmental Domain Details: Jake Tanner - 1542

Save Cancel

Child Details	
Name:	Jake Tanner
Primary Phone Number:	(518) 274-9991
Primary Address:	12995 5th St Troy (Rensselaer) New York 10011
Date of Birth:	9/10/2010
Evaluation Due By:	9/17/2010

Evaluator Agency Details	
Agency Name:	Early Health
Agency NPI:	1234569987
Agency State ID:	28928
Reviewer Name:	Early Health

Evaluator Details	
Evaluator Name:	Yolanda Yearning
Qualified Personnel:	Teacher of Speech and Hearing Handicapped
Evaluator NPI:	965487321

Developmental Domain Details	
Developmental Domain:	Communication
Domain Status:	
Date Completed:	

Evidence-Based Criteria	
If no test appropriate or test inadequately represents child's developmental level, a delay in development as determined by specific qualitative evidence-based criteria articulated in clinical practice guidelines issued by the Department. Please select all that apply.	
<input type="checkbox"/> <b>Child younger than 18 months of age</b>	<input type="checkbox"/> Criteria Documentation that the child has attained none of the normal language milestones expected for children in the next younger age
<input type="checkbox"/> <b>Child 18 months of age or older</b>	<input type="checkbox"/> No Delay 2.0 SD or more below the mean 1.5 SD or more below the mean 12 month or more delay 33% or more delay 25% or more delay No Standardized Test Appropriate Test Inadequately Represents Child's Developmental Level 1.0 SD or more below the mean Outside Expected Range

**Important Information**

If either “No Standardized Test Available” or “Test Inadequately Represents Child’s Developmental Level” is selected for the Communication (only) Domain Status, at least one supporting criteria must be selected in either the **Child younger than 18 months of age** column or the **Child 18 months of age or older** (depending on the age of the child being evaluated) column found in the **Evidence Based Criteria** cluster. Failure to check at least one of the criteria options will result in an error when saving the **Communication Developmental Domain Details** page.


Developmental Domain Details	
Developmental Domain:	Communication
Domain Status:	No Standardized Test Appropriate
Date Completed:	9/13/2010

Evidence-Based Criteria	
If no test appropriate or test inadequately represents child's developmental level, a delay in the area of communication shall be a severe delay or marked regression in communication development as determined by specific qualitative evidence-based criteria articulated in clinical practice guidelines issued by the Department. Please select all that apply.	
Child younger than 18 months of age	Child 18 months of age or older
<input type="checkbox"/> <b>Criteria</b> Documentation that the child has attained none of the normal language milestones expected for children in the next younger age range, and none for the upper limit of the child's current chronological age range, and the presence of a preponderance of established prognostic indicators of communication delay that will not resolve without intervention, as specified in clinical practice guidelines issued by the Department.	<input type="checkbox"/> <b>Criteria</b> <input type="checkbox"/> No single words by 18 months of age <input type="checkbox"/> Vocabulary of fewer than 30 words by 24 months of age <input type="checkbox"/> No two-word combinations by 36 months of age <input type="checkbox"/> Documented presence of a clinically significant number of known predictors of continued language delay at 18-36 months of age <input type="checkbox"/> Language Production - Particularly small vocabulary for age <input type="checkbox"/> Language Production - Less diverse vocabulary particularly in regard to verbs <input type="checkbox"/> Language Production - Preponderance of general all-purpose verbs such as "do," "make," "want," "go" <input type="checkbox"/> Language Production - More transitive and fewer intransitive verbs such as "give ball" <input type="checkbox"/> Language comprehension - Presence of 6 month comprehension delay <input type="checkbox"/> Large comprehension - Production gap with comprehension deficit <input type="checkbox"/> Phonology - Few pre-linguistic vocalizations

11. Click **Save** button. **View Developmental Domain Details** page displays.

12. Click **Close** button. **View Developmental Assessment** page displays.
13. Remember you *must* continue through the Developmental Domain Results section to complete each developmental domain. Use **Step 6** through **Step 12** as a guide.

**Notes:**


- **Date Completed** *must* be entered for each developmental domain details page before the Evaluation will be able to be submitted.
- An attachment can also be applied.  See **Creating MDE Attachments for Providers** for further information.

**Editing a Developmental Assessment**





1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.




Work Queue Tasks: 16640_Evaluations										
Action	Task ID	Subject	Referral Data	Referral Source	Agency Name	Service Coordinator	Assignment Data	Municipality	Deadline	
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57	
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany		
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35	
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer		

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449 

**Manage**

 [Add Comment](#)
 [Reserve](#)
 [Forward](#)
 [Restart](#)

 [Close](#)
 [Un-Reserve](#)
 [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID: 18449	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Lynda Sardo</a>	Last Assigned: 10/9/2009 18:41
Time Worked: 00:00 <a href="#">[Change]</a>	

**Primary Action**

[Manage MDE](#)

**Supporting Information**

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.



Create MDE: Walter Webster - 302

Submit Close Print MDE

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009
Reason for Delay:	

Completed Sections	
Screening	In-Progress
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed

MDE Summary Details

View

Date Eligibility Determined: Date Provider Completed:

Eligibility Status:

EIO/D Evaluation Rejection Reasons		
Rejection Date	Reason Code	Reason

Submit Close Print MDE

5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.

View Developmental Assessment: Walter Webster - 302

Edit Close

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Qualified Personnel Involved


New

Action	Date Assigned	Rendering Provider	Qualified Personnel
<a href="#">Cancel</a>	10/9/2009	Lori Ceiclski	Occupational Therapist
<a href="#">Cancel</a>	10/9/2009	Ann Berry	Speech Language Pathologist

Developmental Domain Results				
Action	Domain	Developmental Status	Discipline/QP	Date Completed
<a href="#">View</a> <a href="#">Cancel</a>	Adaptive	2.0 SD or more below the mean	Occupational Therapist	10/5/2009
<a href="#">View</a> <a href="#">Cancel</a>	Cognitive	12 month or more delay	Speech Language Pathologist	10/5/2009
<a href="#">View</a> <a href="#">Cancel</a>	Communication	2.0 SD or more below the mean	Occupational Therapist	10/1/2009
<a href="#">View</a> <a href="#">Cancel</a>	Social/Emotional	12 month or more delay	Occupational Therapist	10/1/2009
<a href="#">View</a> <a href="#">Cancel</a>	Physical	12 month or more delay	Occupational Therapist	9/30/2009

6. Click **View** link under Action column for specific Developmental Assessment. **View Developmental Assessment** page displays with the following sections: **Child Details, Evaluator Agency Details, Qualified Personnel Involved, Developmental Domain Results, Location, Evaluation Diagnosis Results, Evaluation Methods, Diagnostic Tests Administered, General Evaluation Comments and Parent Caregiver Report/Comments.**
7. Click **Edit** button. **Modify Developmental Assessment** page displays.

**Important Information**

Individual Developmental Domain data cannot be edited from this page.  See **Adding/Editing Developmental Domain Results** in this unit for further information.

Modify Developmental Assessment: **Walter Webster - 302**

Child Details				
Name:	Walter Webster	Date of Birth:	5/20/2009	
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009	
Primary Address:	33 Main Street Albany (Albany) New York 12208			
Evaluator Agency Details				
Agency Name:	All Families First	Agency State ID:	28416	
Agency NPI:	1234551	Reviewer Name:	All Families First	
Qualified Personnel Involved				
Date Assigned	Rendering Provider	Qualified Personnel		
10/9/2009	Lori Ceiclski	Occupational Therapist		
10/9/2009	Ann Berry	Speech Language Pathologist		
Developmental Domain Results				
Domain	Developmental Status	Discipline/OP	Bilingual Evaluation?	Date Completed
Adaptive	2.0 SD or more below the mean	Occupational Therapist		10/5/2009
Cognitive	12 month or more delay	Speech Language Pathologist		10/5/2009
Communication	2.0 SD or more below the mean	Occupational Therapist		10/1/2009
Social/Emotional	12 month or more delay	Occupational Therapist		10/1/2009
Physical	12 month or more delay	Occupational Therapist		9/30/2009

If the **Location** section requires editing, be aware of the following items:

If **Location Type** is the Child's Home, then **Location Address** and **Provider Location** are *not* required.

If **Location Type** is Agency Provider Site, you *must* search and select the correct **Location Address** and establish a **Provider Location**.

**Important Information**

If the Developmental Assessment is completed in more than one location, the evaluator should select the location where the majority of the developmental assessment was completed and enter information on the additional location in the "general evaluation comments" section. If portions of the MDE were equally completed in two locations, the evaluator should choose one location to list in the location cluster and note the additional location in the "general evaluation comments" section.

8. Data can be edited for **Diagnosis Code (ICD)** by selecting the **Search**  icon. **ICD Diagnosis** page displays.

Click **Select** link under **Action** column for the **ICD Diagnosis**. This list is the ICD Codes that make the Child eligible for the Early Intervention Program.

## ICD Diagnosis

[Cancel](#)

Diagnoses	
Action	Diagnosis
<a href="#">Select</a>	772.10 - Intraventricular Hemorrhage (grade IV)
<a href="#">Select</a>	774.70 - Kernicterus
<a href="#">Select</a>	389.00 - Conductive Hearing Loss (Nos.)
<a href="#">Select</a>	389.10 - Sensorineural Hearing Loss (Nos.)
<a href="#">Select</a>	389.20 - Mixed Conductive and Sensorineural Hearing Loss
<a href="#">Select</a>	759.70 - CHARGE Association (multiple anomalies)
<a href="#">Select</a>	759.81 - Prader-Willi Syndrome
<a href="#">Select</a>	759.83 - Fragile X Syndrome
<a href="#">Select</a>	759.89 - Angelman's Syndrome (syndromes affecting multiple systems)
<a href="#">Select</a>	760.71 - Fetal Alcohol Syndrome
<a href="#">Select</a>	765.01 - Extreme Prematurity Less than 500 grams
<a href="#">Select</a>	765.02 - Extreme Prematurity 500-749 grams
<a href="#">Select</a>	765.03 - Extreme Prematurity 750-999 grams

**Important Information**

If there has been a diagnosis established while assessing all of the five developmental domains, two methods are available for entering information. [Use the **EI Eligible ICD Codes** (codes that make a Child eligible for the Early Intervention Program) or **Other Eligible Diagnosis Code** and a justification *must* be entered.]


9. To add data for the **Other Diagnosis Code** field, select the **Search**  icon. **Search ICD** page displays.

## Search ICD

Search Criteria				
ICD Code:	<input type="text"/>			
ICD Category:	<input type="text"/>			
ICD Description:	<input type="text"/>			
EI Eligible ICD?:	<input type="checkbox"/>			
<a href="#">Search</a> <a href="#">Reset</a> <a href="#">Cancel</a>				
Search Results				
Action	ICD Code	ICD Description	Start Date	EI Eligible ICD?

Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. This is *any other* ICD Code, including unspecified developmental delay, which makes the Child eligible for the Early Intervention Program. If selecting **Other Eligible ICD** code, the **Justification** field *must* be completed. *To search again, click Reset button.* Click **Select** link under **Action** column to identify ICD Code. **Modify Developmental Assessment** page displays.

10. Type information in the appropriate date fields. Date fields must be formatted as **mm/dd/yyyy** format.


11. Click the **Bilingual Evaluation** drop down. **Yes** or **No must be selected**. If **Yes**, select the language the Evaluation was completed in from the **If Yes, language** drop down. *This Bilingual Evaluation designation will initiate payment for a bilingual Evaluation upon acceptance of the MDE.*
12. To complete **Evaluation Methods** data, click individual checkboxes or click the checkbox next to the **Evaluation Method** description which selects all Methods. At least one Evaluation Method *must* be selected. *Depending on the Evaluation Method used to assess a domain, completion of diagnostic test information should be included.*  See **Adding Diagnostic Test Administered – Developmental Assessment** section for further information.

#### **Important Information**

Select each Evaluation method used in the assessment of each Developmental Domain completed.

13. Type any appropriate comments in the **General Evaluation Comments** and **Parent Caregiver Report/Comments** sections.
14. Click Save button. View Developmental Assessment page displays.

#### **Notes:**

- If at any time the Developmental Assessment is saved but no date Developmental Assessment completed is entered, the Developmental Assessment displays *In Progress* under in the **Completed Sections** section on the **Create MDE** page.
- 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.
- If saved developmental domain information needs to be edited prior to submission,  See **Adding/Editing Developmental Domain Results** section in this unit.

- When the dates completed are entered for all five developmental domains, the Developmental Assessment will show as **Completed** in the **Completed Sections** section on the **Create MDE** page.

**Canceling a Developmental Domain Results – Developmental Assessment**

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

---

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID: 18449	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Lynda Sardo</a>	Last Assigned: 10/9/2009 18:41
Time Worked: 00:00 <a href="#">[Change]</a>	

**Primary Action**     **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

Create MDE: **Walter Webster - 302**

[Submit](#) [Close](#) [Print MDE](#)

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009
Reason for Delay:	

Completed Sections	
Screening	In-Progress
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed

MDE Summary Details	
<a href="#">View</a>	
Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

EIO/D Evaluation Rejection Reasons		
Rejection Date	Reason Code	Reason

[Submit](#) [Close](#) [Print MDE](#)

5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
6. Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.

**View Developmental Assessment: Walter Webster - 302**

[Edit](#) [Close](#)

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Qualified Personnel Involved			
<a href="#">New</a>			
Action	Date Assigned	Rendering Provider	Qualified Personnel
<a href="#">Cancel</a>	10/9/2009	Lori Ceiclski	Occupational Therapist
<a href="#">Cancel</a>	10/9/2009	Ann Berry	Speech Language Pathologist

Developmental Domain Results				
Action	Domain	Developmental Status	Discipline/QP	Date Completed
<a href="#">View</a> <a href="#">Cancel</a>	Adaptive	2.0 SD or more below the mean	Occupational Therapist	10/5/2009
<a href="#">View</a> <a href="#">Cancel</a>	Cognitive	12 month or more delay	Speech Language Pathologist	10/5/2009
<a href="#">View</a> <a href="#">Cancel</a>	Communication	2.0 SD or more below the mean	Occupational Therapist	10/1/2009
<a href="#">View</a> <a href="#">Cancel</a>	Social/Emotional	12 month or more delay	Occupational Therapist	10/1/2009
<a href="#">View</a> <a href="#">Cancel</a>	Physical	12 month or more delay	Occupational Therapist	9/30/2009

7. To cancel a specific developmental domain, scroll to the **Developmental Domain Results** section. Click **Cancel** link under **Action** column for the selected domain. **Cancel Developmental Domain Results** page displays.

**Cancel Developmental Domain Results: Kate Kelly - 347**

Are you sure you would like to cancel the domain results?

[Yes](#) [No](#)

- Click **Yes** button. **View Developmental Assessment** page displays. Any entries appearing previously are now cleared in the **Developmental Domain Results** section.

### Adding Diagnostic Test Administered – Developmental Assessment

Information for all five developmental domains should be completed before the User adds information about the diagnostic tests (*used when evaluating all five domains*). If the Evaluation Method selected was either Clinical Assessment, Standardized Test or Criterion Referenced Test completion of diagnostic test information must be included.

NYS EIP Regulations 69-4.8 (6)(i) require evaluators, in conjunction with informed clinical opinion, to utilize a standardized instrument or instruments approved by the Department to be used when conducting multidisciplinary evaluations (see Appendix K). If the evaluator does not utilize an instrument approved by the Department as part of the multidisciplinary evaluation of a child the evaluator must provide written justification in the evaluation report why such instrument or instruments are not appropriate or if an instrument is not available for the child.

Qualified Personnel are responsible to know which standardized tests require the use and documentation of Sub-Scores.

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home:** [Manage MDE - 18449](#) ?

---

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

---

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

---

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

---

**Primary Action**     **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE:** [Walter Webster - 302](#) ?

[Submit](#)   [Close](#)   [Print MDE](#)

---

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208	Reason for Delay:	

---

**Completed Sections**

Screening	In-Progress
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed

---

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

---

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Submit](#)   [Close](#)   [Print MDE](#)

- Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
- Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.



<a href="#">View</a> <a href="#">Cancel</a>	Communication	2.0 SD or more below the mean	Occupational Therapist	5/20,
<a href="#">View</a> <a href="#">Cancel</a>	Social/Emotional	33% or more delay	Licensed Master Social Worker	5/20,
<a href="#">View</a> <a href="#">Cancel</a>	Physical	No Delay	Occupational Therapist	5/19,

**Location**

Location Type: Child's Home

Location Address:	2 Van Rensselaer Ct East Greenbush (Rensselaer) New York 10001	Provider Location:	
-------------------	--	--------------------	--

**Evaluation Diagnosis Results**

EI Eligible Diagnosis Code: 741.00 - Spina Bifida with hydrocephalus (unspecified region)

Other Eligible Diagnosis Code: 733.45 - Aseptic necrosis of jaw

If other ICD code, justification:

Date of Diagnosis: 5/20/2010

Diagnosis Made By: MDE Team Member

Bilingual Evaluation?: No

If yes, language:

If Other, description:

Date Developmental Assessment Complete: 5/20/2010

**Evaluation Methods**

Evaluation Method	<input type="button" value="New"/>
Evaluator Observation	
Standardized Test	
Criterion Referenced Test	

**Diagnostic Tests Administered**

Action	Test Name	Date Test Administered

- Click **New** button above the Diagnostic Tests Administered section. Add Diagnostic Test Administered page displays.

Add Diagnostic Test Administered: Jake Tanner - 1542 ?

**Diagnostic Test Details**

Test Name:	<input type="text"/>
If Other, enter test name:	<input type="text"/>
Justification why other test used:	<input type="text"/>
Date Test Administered:	<input type="text"/>
Standard Deviation:	<input type="text"/>
Percentile Rank:	<input type="text"/>
Mean:	<input type="text"/>
T-Score:	<input type="text"/>
Z-Score:	<input type="text"/>

- Enter data in the **Diagnostic Test Details** section. If a diagnostic test is entered, then the appropriate fields should be entered (**Standard Deviation, Percentile Rank, Mean, T-Score** or **Z-Score**). If the name of the test does not appear in the **Test Name** field drop-down menu, enter the name of the test in the **If Other, enter test name** field and record a justification for using the test in the **Justification why other test used** field.



**Important Information**

- The tests listed in the Test Name field drop-down are the full Interim List of Developmental Assessment Instruments. EIP Regulations require evaluators to provide written justification within the evaluation summary, and report when an instrument is used that is not on the list.
- If an evaluator is using the most recent version of a test that has not yet been updated in the available List of Developmental Assessment Instruments, they

should include the name of the test in the “If Other, enter test name” field and enter “updated version of approved assessment instrument” in the “Justification why other test used” field.

Click **Save** button. **View Developmental Assessment** page displays.

Or

Click **Save & Add Subscore** button to enter Sub-Score Details. To add Sub-Scores,  See **Adding Diagnostic Test Sub-Scores – Developmental Assessment** for further information. To edit Sub-Scores,  See **Editing Diagnostic Test Sub-Scores – Developmental Assessment** for further information.

### Notes:

- More than one diagnostic test may have been used in the process of assessing the 5 developmental domains.
- Additional **Diagnostic Tests** and **Sub-Score Details** can be added and edited by cycling through the **Add, View** and **Edit** options.

## Viewing Diagnostic Test Administered – Developmental Assessment

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449** ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
6. Click **View** link under **Action** column for specific Development Assessment. **View Developmental Assessment** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

**View Diagnostic Test Administered: Jake Tanner - 1542** ?

[Edit](#)   [Delete](#)   [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)   [Delete](#)   [Close](#)

8. Click **Close** button. **View Developmental Assessment** page displays.

### Editing Diagnostic Test Administered – Developmental Assessment

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Reserved Tasks** from the Navigation Bar. **Reserved Tasks** page displays.
3. Click **View** link under **Action** column. **Task Home** page displays.

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
6. Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.
7. Click **Edit** link under Action column from the Diagnostic Tests Administered section for specific test. **Modify Diagnostic Test Administered** page displays.

Modify Diagnostic Test Administered: Jake Tanner - 1542 ?

Save Cancel

Diagnostic Test Details	
Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

Save Cancel

8. Edit data in the **Diagnostic Test Details** section.
9. Click **Save** button. **View Developmental Assessment** page displays.

### Deleting Diagnostic Test Administered – Developmental Assessment

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Data	Referral Source	Agency Name	Service Coordinator	Assignment Data	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home:** Manage MDE - 18449 ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
6. Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

**View Diagnostic Test Administered:** Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)   [Delete](#)   [Close](#)

8. Click **Delete** button. **Confirm Delete** page displays with the message *Are you sure you want to remove this diagnostic test?*
9. Click **Yes** button. **View Developmental Assessment** page displays with the Diagnostic Test Administered removed.

### Adding Diagnostic Test Sub-Scores – Developmental Assessment

Qualified Personnel are responsible to know which standardized tests require the use and documentation of Sub-Scores.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
6. Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: Jake Tanner - 1542

Edit Delete Close

**Diagnostic Test Details**

Test Name: Adaptive Behavior Assessment System  
 If Other, enter test name:  
 Justification why other test used:  
 Date Test Administered: 9/21/2010  
 Standard Deviation: 2  
 Percentile Rank: 0  
 Mean: 0  
 T-Score: 0  
 Z-Score: 0

New

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

Edit Delete Close

8. Click **New** above the **Sub-Score Details** section. **Create Standardized Test Sub-Score** page displays with the following sections: Sub-Score Details and Sub-Score Comments.

Create Standardized Test Sub-Score: Jake Tanner - 1542

Save Save & Add Subscore Cancel

**Sub-Score Details**

\*Sub-Score Type:

\*Sub-Score Name:

\*Sub-Score Value:

**Sub-Score Comments**

Save Save & Add Subscore Cancel

9. Enter data in the **Sub-Score Details** section. **Sub-Score Type** should correspond to the developmental domain that the diagnostic test was administered. **Sub Score Name** should be entered based on the assessment instrument used. Not all assessment instruments provide specific sub score names. If the assessment instrument used does not provide a specific sub score name, the evaluator should enter an appropriate sub score name describing the area of development assessed.
10. Type **Sub-Score Comments** (*Optional*).
11. Click **Save** button to return to **View Diagnostic Test Administered** page.  
 Or  
 Click **Save & Add Subscore** button to enter additional **Sub-Score Test Details** for this diagnostic test.

## Viewing Diagnostic Test Sub-Scores – Developmental Assessment

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.

- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action** **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
- Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
- Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.
- Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

**View Diagnostic Test Administered: Jake Tanner - 1542**

[Edit](#) [Delete](#) [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value
<a href="#">Edit</a>			
<a href="#">Delete</a>			
<a href="#">Close</a>			



- Click **View** link under **Action** column of the **Sub-Score Details** section for Sub-Score details. **View Standardized Test Sub-Score** page displays.

View Standardized Test Sub-Score: Jake Tanner - 1542

?

Sub-Score Details	
Sub-Score Type:	Adaptive
Sub-Score Name:	Subscore name
Sub-Score Value:	2

Sub-Score Comments

- Click **Close** button. **View Diagnostic Test Administered** page displays.

### Editing Diagnostic Test Sub-Scores – Developmental Assessment

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

?

**Manage**

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

- Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.
- Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.
- Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: Jake Tanner - 1542

?

[Edit](#) [Delete](#) [Close](#)

Diagnostic Test Details	
Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

Sub-Score Details			
Action	Sub-Score Type	Sub-Score Name	Sub-Score Value
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Close</a>			

- Click **Edit** link under **Action** column of the Sub-Score Details section for Sub-Score details. **Modify Standardized Test Sub-Score** page displays.

Modify Standardized Test Sub-Score: Jake Tanner - 1542

?

[Save](#) [Cancel](#)

Sub-Score Details	
*Sub-Score Type:	Adaptive
*Sub-Score Name:	Subscore name
*Sub-Score Value:	2

Sub-Score Comments	

[Save](#) [Cancel](#)

- Apply necessary adjustments.
- Click **Save** button. **View Diagnostic Test Administered** page displays.

### Deleting Diagnostic Test Sub-Score – Developmental Assessment

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**  
 A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda_Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

5. Click **Developmental Assessment** from the Navigation Bar. **Developmental Assessment** page displays.

6. Click **View** link under **Action** column for specific Developmental Assessment. **View Developmental Assessment** page displays.

7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

**View Diagnostic Test Administered: Jake Tanner - 1542**

[Edit](#)    [Delete](#)    [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)    [Delete](#)    [Close](#)

8. Click **View** link under **Action** column of the Sub-Score Details section for Sub-Score details. **View Standardized Test Sub-Score** page displays.

View Standardized Test Sub-Score: Jake Tanner - 1542 ?

Sub-Score Details	
Sub-Score Type:	Adaptive
Sub-Score Name:	Subscore name
Sub-Score Value:	2

Sub-Score Comments

- Click **Delete** button. **Confirm Delete** page displays with the message *Are you sure you want to delete the Standardized Test Sub-Score?* Click **Yes** button. **View Diagnostic Test Administered** page displays with the Diagnostic Test Sub-Score removed.

## FAMILY ASSESSMENT

### Entering/Editing a Family Assessment

For additional information on NYS regulatory requirements of the Family Assessment, the User should reference 10NYCRR §69-4.8(a)(8) and NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program.



Before any data can be entered into the Family Assessment section of the MDE, a Rendering Provider *must* be assigned to this section.

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Data	Referral Source	Agency Name	Service Coordinator	Assignment Data	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

Create MDE: Walter Webster - 302

[Submit](#)    [Close](#)    [Print MDE](#)

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208	Reason for Delay:	

**Completed Sections**

Screening	In-Progress
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Submit](#)    [Close](#)    [Print MDE](#)

**Important Information**  
 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 is documented in NYEIS in **Step 5**.

- Click **Family Assessment** from the Navigation Bar. **Family Assessment** page displays.

If the family has been offered Family Assessment and refused, click **Assessment Offered and Refused** button. Confirm Family Assessment Refused page displays with the message *Please confirm that a Family Assessment has been offered to the family and has been refused*. Click **Yes** button. **Create MDE** page displays.

*No further data entry is required in the Family Assessment section. The Family Assessment displays as Offered and Refused in the completed sections on the **Create MDE** page. If the family has refused to participate in the*

Family Assessment, written documentation of the refusal *must* be kept in the Child's record.

Or

To complete Family Assessment, click **New** button. **Search Evaluator For Assignment** page displays.

Search Evaluator For Assignment: Walter Webster - 302 ?

Search Criteria			
Employee/Contractor Name:	<input type="text"/>	Employee/Contractor FEIN/SSN:	<input type="text"/>
Employee/Contractor NPI:	<input type="text"/>	License/Certification Number:	<input type="text"/>
Employee/Contractor State ID:	<input type="text"/>	Qualified Personnel:	<input type="text"/>

Search Results					
Action	Employee/Contractor Name	Employee/Contractor NPI	Employee/Contractor State ID	Qualified Personnel	License/Certification Number

Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. *To search again, click Reset button.* Click **Select** link under **Action** column to identify Employee/Contractor Name. **View Family Assessment** page displays with the following sections **Child Details**, **Evaluator Agency Details**, **Evaluator Details**, **Methods Used to Conduct Family Assessment**, **Family Participants**, **I want to know more about**, **I want help for my family in the following areas**, **Comments** and **Evaluation Details**.



Providers employed or contracted with the assigned Agency to complete the MDE are the *only* Providers that display in the **Search Results**. See **Unit 9: Provider Management, Employees and Contractor** for additional information.

- To add Family Participants, click **New** button in the **Family Participants** section. **Create Family Participants** page displays.

Create Family Participants: Tim burton - 30000105 ?

Family Participants	
*Name:	<input type="text"/>
*Relationship:	<input type="text"/>

**Name** and **Relationship** are *required* fields. Type data into the **Name** field and select **Relationship** from the drop down. Click **Save & New** button to enter an additional **Family Participant** or click **Save** button to return to the **View Family Assessment** page.

- To complete **Methods Used to Complete Family Assessment**, **I want to know more about**, **I want help for my family in the following areas**,

**Comments**, and **Evaluation Details** sections, first click **Edit** button. **Modify Family Assessment** page displays.

- For **I want to know more about** and **I want help for my family in the following areas** sections, click individual checkboxes for the information the Family has requested. To select all, click the checkbox next to **Select Area** description.
- For **Methods Used to Complete Family Assessment** section if a **Family Assessment Tool** is used, must enter the **Tool Name**. If **Other Method** is used, must describe **Other Method** used.

8. Type **Comments** (*Optional*).
9. Enter Evaluation Details. *Date fields must be formatted as mm/dd/yyyy format.*
10. Click **Save** button. **View Family Assessment** page displays.  
To enter Methods Used To Conduct Family Assessment needs, click Edit button. **Modify Family Assessment** page displays.

Modify Family Assessment: Walter Webster - 302 ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009

Evaluator Agency Details	
Agency Name:	All Families First
Evaluator NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First


Evaluator Details	
Evaluator Name:	Bill O'Mally
Qualified Personnel:	Licensed Master Social Worker
Evaluator NPI:	572534
Date Assigned:	10/9/2009

Methods Used To Conduct Family Assessment	
Family Assessment Tool:	<input type="text"/>
Other Method:	<input type="text"/>
Personal Interview:	<input type="text"/>
Tool name:	<input type="text"/>
If "Other Method", describe:	<input type="text"/>

11. Click **Save** button if editing. **View Family Assessment** page displays. Click **Close** button. **Create MDE** page displays.

### Notes:

- A family assessment can be completed by any member of the evaluation team that is properly trained in family assessment.
- If **Assessment Offered and Refused** was originally selected and the family changes their mind prior to the MDE being accepted, the information can be changed by canceling the original family refusal. Click **Cancel** link from **Action** column on the **Family Assessment** page.

- **Date Completed** *must* be completed before the Evaluation will be able to be submitted.
- Attachment can also be applied.  See **Creating MDE Attachments for Providers** for further information.
- To delete a Family Participant, display the View Family Assessment page. Click Delete link under Action column from the Family Participants section. Confirm Delete page displays with the message *Are you sure you want to delete this Family Participant?* Click Yes button. View Family Assessment page displays with the Family Participant removed.
- If at any time the Family Assessment is saved but no date Family Assessment completed is entered, the Family Assessment displays as *In Progress* under in the **Completed Sections** section on the **Create MDE** page.
- If saved Family Assessment information needs to be edited prior to submission, it can be accessed by selecting **Family Assessment** from the Create MDE Navigation Bar. Select the View link under **Action** column for the Qualified Personnel involved in completing the Family Assessment. Click **Edit** button.
- When the **Date Completed** is entered, the Family Assessment displays **Completed** in the **Completed Sections** section on the **Create MDE** page.

## SUPPLEMENTAL EVALUATIONS AS PART OF AN IFSP

For additional information on NYS regulatory requirements of supplemental Evaluations and the MDE, the User should reference 10NYCRR §69-4.8, Title 10 §69-4.30-Computation of Rates for Early Intervention Services, and NYS DOH Memorandum 2005-2 Standards and Procedures for Evaluations, Evaluation Reimbursement and Eligibility Requirements and Determination Under the Early Intervention Program.



The MDE may or may not include a Supplemental Evaluation. If a Supplemental is not conducted, a Rendering Provider does not need to be assigned. No data needs to be entered into the Supplemental Evaluation.

### Entering/Editing Supplemental Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.



- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
- Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
- Click **New** button. **Select Supplemental Evaluation Type** page displays. Select the Supplemental Evaluation Type form the drop down list.

**Select Supplemental Evaluation type** Lila Rouse - 132

Supplemental Evaluation Type:

- Click **Search** button to search for and select the rendering provider that performed the evaluation. **Search Evaluator for Assignment** page displays. Click **Cancel** button to cancel action.
- Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. *To search again, click **Reset** button.*

**Important Information**



- Providers currently employed or contracted with the assigned Agency are the *only* providers that display in the **Search Results**. See **Unit 9: Provider Management, Employees and Contractor** for additional information.
- Only providers with an approved and active QP that is authorized to conduct the Supplemental Evaluation type selected in the previous step will display in the search results.
- Only providers whose License is active (i.e., not expired) will display in the search results.

**Search Evaluator For Assignment: Lila Rouse - 132**

**Search Criteria**

Employee/Contractor Name: %  Employee/Contractor FEIN/SSN:

Employee/Contractor NPI:  License/Certification Number:

Employee/Contractor State ID:  Qualified Personnel:

**Search Results (Number of Items: 13)**

Action	Employee/Contractor Name	Employee/Contractor NPI	Employee/Contractor State ID	Qualified Personnel
<a href="#">Select</a>	Lane Meyers			Licensed Clinical Social Worker
<a href="#">Select</a>	Rebecca Simpson			Licensed Master Social Worker
<a href="#">Select</a>	Crown, Monica			Occupational Therapist
<a href="#">Select</a>	Rebecca Simpson			Licensed Psychologist
<a href="#">Select</a>	Molly Rosengill			Physical Therapist
<a href="#">Select</a>	Smithers, Gina			Physical Therapist

Click **Select** link under **Action** column to identify Employee/Contractor Name.

9. **View Supplemental Evaluation** page displays with the following sections: **Child Details, Evaluator Agency Details, Evaluator Details, Type of Evaluation, Developmental Domain Results, Location, Evaluation Diagnosis Results, Evaluation Methods, Diagnostic Tests Administered, General Evaluation Comments and Parent Caregiver Report/Comments.**

Note that the selected Supplemental Evaluation Type is recorded in the **Evaluation Diagnosis Results** section **Supplemental Evaluation Type** field.

**View Supplemental Evaluation: Lila Rouse - 132**

**Child Details**

Name: Lila Rouse Date of Birth: 8/15/2010  
 Primary Phone Number: (518) 333 Evaluation Due By: 2/29/2012  
 Primary Address: 123 Main St  
 Albany (Albany)  
 New York 12206

**Evaluator Agency Details**

Agency Name: Lisakill Intervention Services Agency State ID: 259  
 Evaluator NPI: 47894564 Reviewer Name: Lisakill Intervention Services

**Evaluator Details**

Evaluator Name: Lane Meyers Evaluator NPI: 44778954  
 Qualified Personnel: Licensed Clinical Social Worker Date Assigned: 4/17/2012

**Type of Evaluation**

In Depth Assessment - Developmental Domain:  Diagnostic Evaluation - General Area:

**Developmental Domain Results**

Action	Domain	Developmental Status	Qualified Personnel	Date Completed

**Location**

Location Address:  Location Type:  Provider Location:

Evaluation Diagnosis Results	
Eligible Diagnosis Code:	
Other Eligible Diagnosis Code:	
If other ICD Code, justification:	
Date of Diagnosis:	
Diagnosis Made By:	
Supplemental Evaluation Type:	Non-physician Supplemental Eval - Assistive Technology
Date Supplemental Completed:	
Bilingual Evaluation?:	
If yes, language:	
If Other, description:	

Evaluation Methods	New
Evaluation Method	

Diagnostic Tests Administered		
Action	Test Name	Date Test Administered

General Evaluation Comments
Parent Caregiver Report/Comments (Optional)

10. Click **New** button in the **Developmental Domain Results** section to add Developmental Domain data. **Select Developmental Domain** page displays.

Select Developmental Domain ?

Developmental Domain
Developmental Domain: <span style="border: 1px solid black; padding: 2px;">Adaptive</span>

11. Select the Developmental Domain that the Supplemental Evaluation is recorded for and click the **Save** button. **Add New Developmental Domain Details** page displays.

Add New Developmental Domain Details: Lila Rouse - 132 ?

Child Details	
Name:	Lila Rouse
Date of Birth:	8/15/2010
Primary Phone Number:	(518) 333
Evaluation Due By:	2/29/2012
Primary Address:	123 Main St Albany (Albany) New York 12206

Evaluator Agency Details	
Agency Name:	Lisakill Intervention Services
Agency State ID:	259
Agency NPI:	47894564
Reviewer Name:	Lisakill Intervention Services

Evaluator Details	
Evaluator Name:	Lane Meyers
Evaluator NPI:	44778954
Qualified Personnel:	Licensed Clinical Social Worker

Developmental Domain Details	
Developmental Domain:	Adaptive
Domain Status:	
Discipline/QP:	Licensed Clinical Social Worker
Date Completed:	<input type="text"/>

Comments

12. Enter information in the **Developmental Domain Details** section. Note that the Discipline/QP of the selected rendering provider is recorded in the **Developmental Domain Results** section **Discipline/QP** field.

**Important Information**

- Regulations require that for children who have been found to have a delay only in the communication domain, delay shall be defined as a score of 2.0 standard deviations below the mean in the area of communication; or, if no standardized test is available or appropriate for the child, or the tests are inadequate to accurately represent the child’s developmental level in the informed clinical opinion of the evaluator, a delay in the area of communication shall be a severe delay or marked regression in communication development as determined by specific qualitative evidence-based criteria articulated in clinical practice guidelines issued by the Department. To accommodate this requirement, two additional options are available in the Communication Domain Status drop-down field labeled “No Standardized test Available” and “Test Inadequately Represents Child’s Developmental Level”.
- If the evaluation is the Initial MDE, neither the option “1.0 Standard deviation or more below the mean” nor “Outside expected range’ can be selected.

13. Click **Save** button. **View Supplemental Evaluation** page displays.

14. Click **Edit** button. **Modify Supplemental Evaluation** page displays.

Modify Supplemental Evaluation: Fred Peabody - 1483

?

Save Cancel

Child Details			
Name:	Fred Peabody	Date of Birth:	1/1/2010
Primary Phone Number:	(518) 1111111	Evaluation Due By:	9/17/2010
Primary Address:	One Sycaway Ave Troy (Rensselaer) New York 12180		

Evaluator Agency Details			
Agency Name:	Early Nutrition Care	Agency State ID:	38144
Evaluator NPI:	12012	Reviewer Name:	Early Nutrition Care

Evaluator Details			
Evaluator Name:	Adam Oakley	Evaluator NPI:	
Qualified Personnel:	Teacher of Speech and Language Disabilities	Date Assigned:	9/13/2010

Type of Evaluation			
In Depth Assessment - Developmental Domain:	<input type="text"/>	Diagnostic Evaluation - General Area:	<input type="text"/>

Developmental Domain Results			
Domain	Developmental Status	Qualified Personnel	Date Completed
Communication	No Standardized Test Appropriate	Teacher of Speech and Language Disabilities	

Location	
If selected location is other than "Child's Home", must enter "Location Address". If location is at a provider's site, must select the "Provider Location".	
Location Type:	<input type="text"/>
Location Address:	<input type="text"/>
Provider Location:	<input type="text"/>


15. Complete the **Type of Evaluation** section to explain the purpose for the Supplemental Evaluation. If an in-depth assessment for a developmental domain was needed, select the domain the Supplemental Evaluation is completed in.

**OR**

If there was an area of general concern, such as hearing or vision, select the **Diagnostic Evaluation – General Area**.

**Important Information**


A User should only select one **Type of Evaluation**.

- Click **Search**  icon to identify **Location Address** or **Provider Location** data. If selected location is other than **Child's Home**, a **Location Address** *must* be entered. If the location is at a **Provider's Site**, an address *must* be entered in the **Provider Location** field.


If the **Location** section requires editing, be aware of the following items:

If **Location Type** is the Child’s Home, then **Location Address** and **Provider Location** are not required.

If **Location Type** is Agency Provider Site, you *must* search and select the correct **Location Address** and establish a **Provider Location**.

- Data can be edited for **EI Eligibility Diagnosis Code (ICD)** by selecting the **Search**  icon. **ICD Diagnosis** page displays.

Click **Select** link under **Action** column for the **ICD Diagnosis**. This list is the EI Eligible ICD Codes that make the Child eligible for the Early Intervention Program.

**ICD Diagnosis** 

Diagnoses	
Action	Diagnosis
<a href="#">Select</a>	772.10 - Intraventricular Hemorrhage (grade IV)
<a href="#">Select</a>	774.70 - Kernicterus
<a href="#">Select</a>	389.00 - Conductive Hearing Loss (Nos.)
<a href="#">Select</a>	389.10 - Sensorineural Hearing Loss (Nos.)
<a href="#">Select</a>	389.20 - Mixed Conductive and Sensorineural Hearing Loss
<a href="#">Select</a>	759.70 - CHARGE Association (multiple anomalies)
<a href="#">Select</a>	759.81 - Prader-Willi Syndrome
<a href="#">Select</a>	759.83 - Fragile X Syndrome
<a href="#">Select</a>	759.89 - Angelman's Syndrome (syndromes affecting multiple systems)
<a href="#">Select</a>	760.71 - Fetal Alcohol Syndrome
<a href="#">Select</a>	765.01 - Extreme Prematurity Less than 500 grams

**Important Information**

If there has been a diagnosis established while completing the supplemental evaluation, two methods are available for entering information. Use the **EI Eligible ICD Codes** (codes that make a Child eligible for the Early Intervention Program) or **Other Eligible Diagnosis Code**. Justification *must* be entered.

18. To add data for the **Other Eligible Diagnosis Code** field, select the **Search**  icon. **Search ICD** page displays.

**Search ICD**

Search Criteria	
ICD Code:	<input type="text"/>
ICD Category:	<input type="text"/>
ICD Description:	<input type="text"/>
EI Eligible ICD?:	<input type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
Search Results	
Action	ICD Code
ICD Description	Start Date
EI Eligible ICD?	

Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. This is *any other* ICD Code which makes the Child eligible for the Early Intervention Program. *To search again, click **Reset** button.* Click **Select** link under **Action** column to identify **ICD Code**. **Modify Supplemental Evaluation** page displays. If selecting **Other Eligible Diagnosis Code**, the **If other ICD Code, justification** field *must* be completed.


#### **Important Information**

**EI Eligible Diagnosis Code** and **Other Eligible Diagnosis Code** fields are not required for Supplemental Evaluations but should be entered if a diagnosis is determined in the Evaluation process.

19. To complete **Evaluation Methods** data, click individual checkboxes. To select all Methods, click checkbox next to the **Evaluation Method** description.
20. Type any appropriate comments in the **General Evaluation Comments** and **Parent Caregiver Report/Comments (Optional)** sections.
21. Click **Save** button. **View Supplemental Evaluation** page displays.

#### **Notes:**

- If a supplemental evaluation is completed, **Date Completed** *must* be entered before the MDE will be able to be submitted.
- A service authorization for the supplemental will be generated based on the date entered in the **date supplemental completed** field.

- Attachment can also be applied.  See **Creating MDE Attachments for Providers** for further information.
- If at any time the Supplemental Evaluation is saved and **Date Supplemental Completed** was not filled in, the **Supplemental Evaluation** displays as *# of # Completed*.
- Select **Supplemental Evaluation** from the **Create MDE** Navigation Bar if Supplemental Evaluation needs to be edited. Select the **View** link under **Action** column for the Qualified Personnel involved in completing the Supplemental Evaluation. Click **Edit** button.
- To enter up to four supplemental evaluations as part of the MDE, click **Supplemental Evaluation** from the Navigation Bar. Click **New** button on the **Supplemental Evaluation** page.

**Editing Developmental Domain Results – Supplemental Evaluations**

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

---

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

---

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

---

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda_Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

---

Primary Action	Supporting Information
<a href="#">Manage MDE</a>	

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.

View Supplemental Evaluation: Walter Webster - 302

Edit

Close

Child Details				
Name:	Walter Webster	Date of Birth:	5/20/2009	
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009	
Primary Address:	33 Main Street Albany (Albany) New York 12208			
Evaluator Agency Details				
Agency Name:	All Families First	Agency State ID:	28416	
Evaluator NPI:	1234551	Reviewer Name:	All Families First	
Evaluator Details				
Evaluator Name:	Roseanne Litz	Evaluator NPI:	758290	
Qualified Personnel:	Physical Therapist	Date Assigned:	10/9/2009	
Type of Evaluation				
In Depth Assessment - Developmental Domain:		Diagnostic Evaluation - General Area:		
Developmental Domain Results				
Action	Domain	Developmental Status	Qualified Personnel	Date Completed
<a href="#">View</a> <a href="#">Edit</a>	Adaptive	12 month or more delay	Physical Therapist	10/5/2009

7. Click **Edit** link under **Action** column of the **Developmental Domain Results** section. **Modify Developmental Domain Details** page displays.
8. Make necessary changes. Click **Save** button. **View Supplemental Evaluation** page displays.
9. Click **Close** button. **Create MDE** page displays.

### Adding Diagnostic Test Administered – Supplemental Evaluations

Information for a developmental domain *must* be completed before the User can add information about the diagnostic tests that were used when evaluating that developmental domain. Completion of diagnostic test information should be included, depending on the Evaluation method used to assess a domain.

Qualified Personnel are responsible to know which standardized tests require the use and documentation of Sub-Scores.

NYS EIP Regulations 69-4.8 (6)(i) require evaluators, in conjunction with informed clinical opinion, to utilize a standardized instrument or instruments approved by the Department to be used when conducting multidisciplinary evaluations (see Appendix K). If the evaluator does not utilize an instrument approved by the Department as part of the multidisciplinary evaluation of a child



the evaluator must provide written justification in the evaluation report why such instrument or instruments are not appropriate or if an instrument is not available for the child.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	105224	A Multidisciplinary Evaluation has been assigned to iHope Inc. for Provider Restriction3	7/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Greg Avella	8/22/2011		8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	Employee/Contractors Ref. Source1		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449 ?

Manage

[Add Comment](#)
 [Reserve](#)
 [Forward](#)
 [Restart](#)

[Close](#)
 [Un-Reserve](#)
 [Defer](#)

Subject

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

Details

Task ID: 18449	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Lynda Sardo</a>	Last Assigned: 10/9/2009 18:41
Time Worked: 00:00 <a href="#">[change]</a>	

Primary Action

Supporting Information

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **New** button above the **Diagnostic Tests Administered** section. **Add Diagnostic Test Administered** page displays.

Add Diagnostic Test Administered: Jake Tanner - 1542

Save Save & Add Subscore Cancel

Diagnostic Test Details	
Test Name:	<input type="text"/>
If Other, enter test name:	<input type="text"/>
Justification why other test used:	<input type="text"/>
Date Test Administered:	<input type="text"/>
Standard Deviation:	<input type="text"/>
Percentile Rank:	<input type="text"/>
Mean:	<input type="text"/>
T-Score:	<input type="text"/>
Z-Score:	<input type="text"/>

Save Save & Add Subscore Cancel

- Enter information in the **Diagnostic Test Details** section. If the name of the test does not appear in the **Test Name** field drop-down menu, enter the name of the test in the **If Other, enter test name** field and record a justification for using the test in the **Justification why other test used** field.
- Click **Save** button. **View Supplemental Evaluation** page displays.

Or

Click **Save & Add Subscore** button to enter Sub-Score Details. To add Sub-Scores, See **Adding Diagnostic Test Sub-Scores – Supplemental Evaluation** for further information. To edit Sub-Scores, See **Editing Diagnostic Test Sub-Scores – Supplemental Evaluation** for further information.

### Viewing Diagnostic Test Administered – Supplemental Evaluations

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home:** Manage MDE - 18449 ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the Diagnostic Tests Administered section. **View Diagnostic Tests Administered** page displays.

**View Diagnostic Test Administered:** Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)   [Delete](#)   [Close](#)

8. Click **Close** button. **View Supplemental Evaluation** page displays.

## Editing Diagnostic Test Administered – Supplemental Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	101218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**     **Supporting Information**

[Manage MDE](#)

- Click **Reserved Tasks** from the Navigation Bar. **Reserved Tasks** page displays.
- Click **View** link under **Action** column. **Task Home** page displays.
- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
- Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
- Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
- Click **Edit** link under **Action** column from the Diagnostic Tests Administered section for specific test. **Modify Diagnostic Test Administered** page displays.

Modify Diagnostic Test Administered: Jake Tanner - 1542 ?

Diagnostic Test Details	
Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	<input type="text"/>
Justification why other test used:	<input type="text"/>
Date Test Administered:	9/21/2010
Standard Deviation:	<input type="text" value="2"/>
Percentile Rank:	<input type="text" value="0"/>
Mean:	<input type="text" value="0"/>
T-Score:	<input type="text" value="0"/>
Z-Score:	<input type="text" value="0"/>

10. Edit data in the **Diagnostic Test Details** section.

11. Click **Save** button. **View Supplemental Evaluation** page displays.

### Deleting Diagnostic Test Administered – Supplemental Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	105224	A Multidisciplinary Evaluation has been assigned to iHope Inc. for Provider Restriction3	7/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Greg Avella	8/22/2011		8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	Employee/Contractors Ref. Source1		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449 ?

Manage	
<a href="#">Add Comment</a>	<a href="#">Reserve</a>
<a href="#">Close</a>	<a href="#">Un-Reserve</a>
<a href="#">Forward</a>	<a href="#">Restart</a>
<a href="#">Defer</a>	
Subject	
A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain	
Details	
Task ID: 18449	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Lynda_Sardo</a>	Last Assigned: 10/9/2009 18:41
Time Worked: 00:00 <a href="#">[Change]</a>	
Primary Action	Supporting Information
<a href="#">Manage MDE</a>	

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: Jake Tanner - 1542 ?

Diagnostic Test Details	
Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

Sub-Score Details			
Action	Sub-Score Type	Sub-Score Name	Sub-Score Value
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>			

8. Click **Delete** button. **Confirm Delete** page displays with the message *Are you sure you want to remove this diagnostic test?*
9. Click **Yes** button. **View Supplemental Evaluation** page displays with the Diagnostic Test Administered removed.

### Adding Diagnostic Test Sub-Scores – Supplemental Evaluations

Qualified Personnel are responsible to know which standardized tests require the use and documentation of Sub-Scores.

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	105224	A Multidisciplinary Evaluation has been assigned to iHope Inc. for Provider Restriction3	7/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	Employee/Contractors Ref. Source1	iHope Inc.	Greg Avella	8/22/2011		8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	Employee/Contractors Ref. Source1		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: [Manage MDE - 18449](#) ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluations. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: [Jake Tanner - 1542](#) ?

[Edit](#)   [Delete](#)   [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)   [Delete](#)   [Close](#)

8. Click **New** above the Sub-Score Details section. **Create Standardized Test Sub-Score** page displays with the following sections: Sub-Score Details and Sub-Score Comments.

Create Standardized Test Sub-Score: Jake Tanner - 1542

Save Save & Add Subscore Cancel

**Sub-Score Details**

\*Sub-Score Type: [Dropdown]

\*Sub-Score Name: [Text Box]

\*Sub-Score Value: [Text Box]

**Sub-Score Comments**

[Text Area]

Save Save & Add Subscore Cancel

9. Enter data in the **Sub-Score Details** section. **Sub-Score Type** should correspond to the developmental domain that the diagnostic test was administered. **Sub Score Name** should be entered based on the assessment instrument used. Not all assessment instruments provide specific sub score names. If the assessment instrument used does not provide a specific sub score name, the evaluator should enter an appropriate sub score name describing the area of development assessed.
10. Type **Sub-Score Comments** (*Optional*).
11. Click **Save** button to return to **View Diagnostic Test Administered** page.

Or

Click **Save & Add Subscore** button to enter additional **Sub-Score Test Details** for this diagnostic test.

### Viewing Diagnostic Test Sub-Scores – Supplemental Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.



**Task Home:** Manage MDE - 18449 ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**  
A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda_Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

**View Diagnostic Test Administered:** Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

[Edit](#)   [Delete](#)   [Close](#)

8. Click **View** link under **Action** column of the **Sub-Score Details** section for the specific **Sub-Score**. **View Standardized Test Sub-Score** page displays.

**View Standardized Test Sub-Score:** Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

**Sub-Score Details**

Sub-Score Type:	Adaptive
Sub-Score Name:	Subscore name
Sub-Score Value:	2

**Sub-Score Comments**

[Edit](#)   [Delete](#)   [Close](#)

9. Click **Close** button. **View Diagnostic Test Administered** page displays.

## Editing Diagnostic Test Sub-Scores – Supplemental Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda_Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: Jake Tanner - 1542

**Diagnostic Test Details**

Test Name: Adaptive Behavior Assessment System  
 If Other, enter test name:  
 Justification why other test used:  
 Date Test Administered: 9/21/2010  
 Standard Deviation: 2  
 Percentile Rank: 0  
 Mean: 0  
 T-Score: 0  
 Z-Score: 0

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value

- Click **Edit** link under **Action** column of the **Sub-Score Details** section for the specific **Sub-Score**. **Modify Standardized Test Sub-Score** page displays.

Modify Standardized Test Sub-Score: Jake Tanner - 1542

**Sub-Score Details**

\*Sub-Score Type: Adaptive  
 \*Sub-Score Name: Subscore name  
 \*Sub-Score Value: 2

**Sub-Score Comments**

- Apply necessary adjustments.
- Click **Save** button. **View Diagnostic Test Administered** page displays.

**Deleting Diagnostic Test Sub-Score – Supplemental Evaluations**

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449 ?

---

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

---

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

---

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

---

Primary Action	Supporting Information
<a href="#">Manage MDE</a>	

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
5. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.
6. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.
7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

View Diagnostic Test Administered: Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

---

**Diagnostic Test Details**

Test Name:	Adaptive Behavior Assessment System
If Other, enter test name:	
Justification why other test used:	
Date Test Administered:	9/21/2010
Standard Deviation:	2
Percentile Rank:	0
Mean:	0
T-Score:	0
Z-Score:	0

[New](#)

---

**Sub-Score Details**

Action	Sub-Score Type	Sub-Score Name	Sub-Score Value
<a href="#">Edit</a>			
<a href="#">Delete</a>			
<a href="#">Close</a>			

8. Click **View** link under **Action** column of the **Sub-Score Details** section for the specific **Sub-Score**. **View Standardized Test Sub-Score** page displays.

View Standardized Test Sub-Score: Jake Tanner - 1542 ?

[Edit](#)   [Delete](#)   [Close](#)

---

**Sub-Score Details**

Sub-Score Type:	Adaptive
Sub-Score Name:	Subscore name
Sub-Score Value:	2


---

**Sub-Score Comments**

[Edit](#)   [Delete](#)   [Close](#)

Click **Delete** button. **Confirm Delete** page displays with the message *Are you sure you want to delete the Standardized Test Sub-Score?* Click **Yes** button. **View Diagnostic Test Administered** page displays with the Diagnostic Tests Sub-Score removed.

## 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.  See **Appendix E** for additional information about the use of External Evaluations.

The External Evaluation section of the MDE is not required to be entered in NYEIS. However 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. The **External Evaluation** section of the MDE is one area in which this information can be captured. If an External Evaluation is not completed with this information, it *must* be documented in the comments section of the **Physical Domain** field in the **Developmental Assessment** section of the MDE or in the scanned copy of the completed MDE report that should be attached to the MDE in NYEIS.

### Entering/Editing External Evaluations

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	101218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**  
 A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.
- Click **External Evaluations** from the Navigation Bar. **External Evaluation** page displays.
- Click **New** button. **Create External Evaluation** page displays with the following sections: **Child Details, Evaluator Agency Details, Evaluator Details, Please Check All That Apply, Type of Evaluation, Approved Evaluator Team Must Certify That, Health Assessment, General Health Status/Health Concerns, Evaluation Diagnosis Result, Evaluation Methods and General Evaluation Comments.**

**Create External Evaluation: Walter Webster - 302**

[Save](#)    [Cancel](#)

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208		

**Evaluator Agency Details**

Agency Name:	All Families First	Agency State ID:	28416
Agency NPI:	1234551	Reviewer Name:	All Families First

**Evaluator Details**

\*Evaluator Name:       \*Agency Affiliation Name:

\*Profession:

\*Date Evaluation Conducted:

**Please Check All That Apply**

- Obtained records with parental consent
- Reviewed child's records
- Consulted with external evaluator by phone or through correspondence
- Used results to establish eligibility - in-depth assessment
- Used results to establish eligibility - diagnostic evaluation

7. Complete the **Evaluator Details** section. Fields in the **Evaluator Details** section are *required*. Navigate from field-to-field using **Tab** key to fill in information

**Date Evaluation Conducted** should reflect the date the External Evaluation was completed.

**Evaluator Name** is the name of the licensed/certified individual that completed the Evaluation. Be sure to enter the **Agency Affiliation Name** (e.g., hospital, therapeutic group) and profession of the licensed/certified individual that completed the External Evaluation. *Date fields must be formatted as mm/dd/yyyy format.*

8. Select from the **Please Check All That Apply** section using the checkboxes.
9. Complete the **Type of Evaluation** section to explain the purpose for the External Evaluation. If an in-depth assessment for a developmental domain was needed, select the domain the External Evaluation is completed in.

**OR**

If there was an area of general concern, such as hearing or vision, select the **Diagnostic Evaluation – General Area**.

<p><b>Important Information</b></p>
-------------------------------------

<p>A User should only select one <b>Type of Evaluation</b>.</p>
---

10. Complete the **Approved Evaluator Team Must Certify That** section.


Evaluators must select “Yes” to these three certifications statements in order to indicate that the results of the external evaluation were used consistent with Early Intervention Program regulations.

11. Complete the **Health Assessment** and the **General Health Status/Health Concerns** sections.


When using the External Evaluation pages in NYEIS to capture the results of the regulatory required review of the child’s recent health’s assessment, the evaluator must certify that the health assessment was performed within sufficient recent that an additional health assessment is not required.

In addition, when documenting the required review of the health assessment as an External Evaluation, text must be entered in the **General Health Status/Health Concerns** section. This text may indicate to “See attached” for a copy of the Health Assessment that was attached to the MDE using the

Attachments function, or may indicate information on the child's current health status.

12. Data can be entered for **Other Diagnosis Code** by selecting the **Search**  icon. **Search ICD** page displays.

Click **Select** link under **Action** column for the ICD Diagnosis. This list is the EI Eligible ICD Codes that make the Child eligible for the Early Intervention Program.

**Search ICD** 

Search Criteria	
ICD Code:	<input type="text"/>
ICD Category:	<input type="text"/>
ICD Description:	<input type="text"/>
EI Eligible ICD?:	<input type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
Search Results	
Action	ICD Code
ICD Description	Start Date
EI Eligible ICD?	

11. To add data for additional **Other Diagnosis Code** field, select the **Search**  icon. **Search ICD** page displays.

Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. This is *any other* ICD Code, including unspecified developmental delay, which may have resulted from the completion of the external evaluation. Click **Select** link under **Action** column to identify ICD Code. *To search again, click Reset button.*

#### Important Information


- **Other Diagnosis Code** field is not required for External Evaluations but should be entered if a diagnosis is determined in the Evaluation process.
- In order for an ICD code identified during an external evaluation to be available on the MDE summary, an external evaluation and ICD code must be recorded in NYEIS.

12. To complete **Evaluation Methods** data, click individual checkboxes or click the checkbox next to the **Evaluation Method** description which selects all Methods. At least one Evaluation Method *must* be selected.
13. Type **General Evaluation Comments** (*Optional*).
14. Click **Save** button. **View External Evaluation** page displays.





15. Click **New** button in the Developmental Domain Results section to add Developmental Domain data. **Add New Developmental Domain Details** page displays.
16. Enter information in the **Developmental Domain Details** section.
17. Click **Save** button. **View External Evaluation** page displays.
18. Click **New** button above the Diagnostic Tests Administered section. **Add Diagnostic Test Administered** page displays.

Add Diagnostic Test Administered: Jake Tanner - 1542 ?


Diagnostic Test Details	
Test Name:	<input type="text"/>
If Other, enter test name:	<input type="text"/>
Justification why other test used:	<input type="text"/>
Date Test Administered:	<input type="text"/> 
Standard Deviation:	<input type="text"/>
Percentile Rank:	<input type="text"/>
Mean:	<input type="text"/>
T-Score:	<input type="text"/>
Z-Score:	<input type="text"/>

19. Enter information in the **Diagnostic Test Details** section.
20. Click **Save** button. **View External Evaluation** page displays.


Or

Click **Save & Add Subscore** button to enter Sub-Score Details. To add Sub-Scores,  See **Adding Diagnostic Test Sub-Scores – Supplemental Evaluation** for further information in this unit. To edit Sub-Scores,  See **Editing Diagnostic Test Sub-Scores – Supplemental Evaluation** for further information in this unit.

### Notes:

- If an External Evaluation was completed, **Date Completed** *must* be entered for the **External Evaluation** section prior to an MDE submission.
- Attachment can also be applied.  See **Creating MDE Attachments for Providers** for further information.
- Select **External Evaluation** from the Create MDE Navigation Bar if External Evaluation needs to be edited. Select the **View** link under the Action column. Click **Edit** button.

## MDE SUMMARY

The Evaluator determines the Child’s eligibility. Before the MDE is submitted, eligibility data is entered using the **MDE Summary Details** section. **MDE Summary** displays pre-populated data for review. To edit limited MDE Summary information,  See **Editing MDE Summary Details** for further information.

### Creating MDE Summary Details

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.





Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	




3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

---

**Manage**

 [Add Comment](#)
 [Reserve](#)
 [Forward](#)
 [Restart](#)

 [Close](#)
 [Un-Reserve](#)
 [Defer](#)

---

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

---

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

---

Primary Action	Supporting Information
<a href="#">Manage MDE</a>	

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Walter Webster - 302**

Submit Close Print MDE

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208	Reason for Delay:	

**Completed Sections**

Screening	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	In-Progress
Supplemental Evaluation	0 of 1 Completed
External Evaluation	0 of 2 Completed

**MDE Summary Details**

View

Date Eligibility Determined: Date Provider Completed:

Eligibility Status:

5. Click **View** button in the **MDE Summary Details** section. **View MDE Summary** page displays.

**View MDE Summary: Walter Webster - 302**

Edit Close

**Evaluator Agency Details**

Agency Name:	All Families First	Agency State ID:	28416
Agency NPI:	1234551	Reviewer Name:	All Families First

**Evaluators Assigned**

Evaluation	Evaluator Name	Qualified Personnel	Developmental Domain	Developmental Domain Status
Screening	Dan Blink			
Family Assessment	Bill O'Mally	Licensed Master Social Worker		
Developmental	Kim Orcand	Speech Language Pathologist	Adaptive	1.5 SD or more below the mean
Developmental	Lori Ceiclski	Occupational Therapist	Communication	1.5 SD or more below the mean
Developmental	Lori Ceiclski	Occupational Therapist	Social/Emotional	No Eligible Delay
Developmental	Lori Ceiclski	Occupational Therapist	Physical	No Eligible Delay
Developmental	All Families First	Speech Language Pathologist	Cognitive	No Eligible Delay

**External Evaluators**

Evaluator Name	Agency Affiliation	Profession	Developmental Domain	Developmental Domain Status

**Eligibility**

Eligibility Status:

Date Eligibility Determined:

Date Full MDE Completed:

Parent(s) received summary of MDE?:

Parent(s) received summary of MDE in their dominant language:

Parent(s) received the full evaluation report:

6. Click **Edit** button. **Modify MDE Summary** page displays.

Modify MDE Summary: Walter Webster - 302



Save Cancel

Evaluator Agency Details			
Agency Name:	All Families First	Agency State ID:	28416
Agency NPI:	1234551	Reviewer Name:	All Families First

Evaluators Assigned			
Evaluator Name	Affiliated Agency	Qualified Personnel	Individual NPI
Dan Blink	All Families First		
Bill O'Mally	All Families First	Licensed Master Social Worker	572534
Kim Orcand	All Families First	Speech Language Pathologist	4928607
Lori Ceiclski	All Families First	Occupational Therapist	829465
Lori Ceiclski	All Families First	Occupational Therapist	829465
Lori Ceiclski	All Families First	Occupational Therapist	829465
All Families First	All Families First		1234551

External Evaluators			
Evaluator Name	Agency Affiliation	Date of Evaluation	Profession

Eligibility	
Eligibility Status:	<input type="text"/>
Date Eligibility Determined:	<input type="text"/>
Date Full MDE Completed:	<input type="text"/>
Parent(s) received summary of MDE?:	<input type="text"/>
Parent(s) received summary of MDE in their dominant language:	<input type="text"/>
Parent(s) received the full evaluation report:	<input type="text"/>

Diagnosis Details	
EI Eligible Diagnosis Code:	<input type="text"/>
Date of Diagnosis:	<input type="text"/>
Diagnosis Made By:	<input type="text"/>
Other Eligible Diagnosis Code:	<input type="text"/>
If other ICD code, Justification:	<input type="text"/>
Other Diagnosis not related to eligibility:	<input type="text"/>
Other Diagnosis not related to eligibility:	<input type="text"/>
Other Diagnosis not related to eligibility:	<input type="text"/>
Screening Only Diagnosis Code:	<input type="text"/>

Evaluation Methods Used	
Evaluation Name	Method Used
Developmental	Clinical Assessment
Supplemental	

Eligibility Statement	
Is parent able to provide transportation?: <input type="text"/>	
List any special needs, safety issues and parental concerns related to transportation	

Edit Close

- Navigate from field-to-field using **Tab** key to fill in information. *Date fields must be formatted as mm/dd/yyyy format.*
- Complete the **Eligibility** section.

Understand these system rules while completing the **Eligibility** and **Diagnosis Details** sections:

- If **Eligibility Status** option *Eligible – Developmental Delay* is selected, the system is expecting a **Other Eligible Diagnosis Code** to be selected in the **Diagnosis Details** section.
- If **Eligibility Status** option *Eligible – Diagnosed Condition* is selected, the system is expecting an **EI Eligible Diagnosis Code** to be selected in the **Diagnosis Details** section.

### Important Information

All data in the **Eligibility** section *must* be entered before submitting MDE if the child is Eligible. **Date Eligibility Determined, Date Full MDE Completed**, and answers to all Parent questions *must* be provided before

submitting. **Parents received summary of MDE?** *Must* be **Yes** (required by regulation) and **Parents received summary of MDE in their dominant language** *must* be **Yes**.

An **Eligibility Statement** *must* be entered before submitting MDE.

9. Complete the **Diagnosis Details** section if Child is eligible based on the diagnosed condition.


#### Important Information

- Every Child *must* have an ICD (diagnosis) code entered, even when the child is determined Ineligible.
- If there has been a diagnosis established while assessing all of the five developmental domains, two methods are available for entering information. Use the **EI Eligible ICD Codes** (codes that make a Child eligible for the Early Intervention Program) or **Other Eligible Diagnosis Code**. Justification *must* be entered when using **Other Eligible Diagnosis Code**.

An ICD code can be selected and recorded in several different parts of the Multidisciplinary Developmental Evaluation. These sections include the:

- Developmental Assessment
- Supplemental Evaluation
- External Evaluation

#### EI Eligibility Diagnosis Code


An **EI Eligibility Diagnosis Code (ICD)** that was recorded in the Developmental Assessment and/or a Supplemental Evaluation will be displayed and selectable when the user clicks the **Search**  icon next to the **EI Eligibility Diagnosis Code (ICD)** field. **Select Eligible Diagnosis** page displays.

#### Select Eligible Diagnosis

Action	Diagnosis Code	Diagnosis Description
Select	760.71	Fetal Alcohol Syndrome
Select	765.02	Extreme Prematurity 500-749 grams

Click **Select** link under **Action** column for the ICD Diagnosis. This list is the **EI Eligible ICD Codes** that make the Child eligible for the Early Intervention Program.

### **Other Eligible Diagnosis Code**


An **Other Eligible Diagnosis Code** that was recorded in the Developmental Assessment and/or Supplement Evaluation, and an **Other Diagnosis Code** that was recorded in the External Evaluation, will be displayed and selectable when the user clicks the **Search**  icon next to the **Other Eligible Diagnosis Code** field. The **Select Other Eligible Diagnosis** pop-up page displays.

Select Other Eligible Diagnosis		
Action	Diagnosis Code	Diagnosis Description
<a href="#">Select</a>	285.3	285.3 - Anemia d/t antineo chemo
<a href="#">Select</a>	286.4	286.4 - Von willebrands disease
<a href="#">Select</a>	443.21	443.21 - Dissect carotid artery
<a href="#">Select</a>	315.9	315.9 - Development delay NOS

Click **Select** link under **Action** column to identify **ICD Code**. **Modify MDE Summary** page displays.

When selecting **Other Eligible Diagnosis** code, the **If Other ICD Code, Justification** field *must* be completed.

### **Other Diagnosis not related to Eligibility**


A User can choose to display additional Diagnosis Codes that were identified and recorded in the Developmental Assessment, Supplement Evaluation, and/or the External Evaluation in these fields. These codes are not used for determining eligibility. Rather, these codes provide additional information about the child's developmental evaluation. All codes identified in the Developmental Assessment and Supplement Evaluation (recorded in the **Other Eligible Diagnosis** code field) and the External Evaluation (recorded in the Other Diagnosis Code fields) will be displayed and selectable when the user clicks the **Search**  icon next to the **Other Diagnosis not related to eligibility** field. The **Select Other Diagnosis Not Related to Eligibility** pop-up page displays.

**Select Other Diagnosis Not Related to Eligibility**

Action	Diagnosis Code	Diagnosis Description
<a href="#">Select</a>	285.3	285.3 - Anemia d/t antineo chemo
<a href="#">Select</a>	286.4	286.4 - Von willebrands disease
<a href="#">Select</a>	443.21	443.21 - Dissect carotid artery

Click **Select** link under **Action** column to identify **ICD Code**. **Modify MDE Summary** page displays.

**Important Information**

If additional ICD codes need be entered that were the result of other portions of the MDE and were unable to be recorded and therefore are not available in the “Other Diagnosis not Related to Eligibility” field, these should be entered in the MDE Summary Comments section. In addition, if a code 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.  See **Unit 4: Case Management, Health Assessments** for further information.

10. Enter information into the following sections: **Eligibility Statement** and **Child Transportation Needs**. Transportation needs *must* be documented as directed by regulation. Documentation of **Child Transportation Needs** should be used as part of the discussion for appropriate services at the IFSP meeting.
11. Click **Save** button. **View MDE Summary** page displays.
12. Click **Edit** button to edit data or **Close** button to return to **Create MDE** page.

**Viewing MDE Summary Details**

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

**Work Queue Tasks: 16640\_Evaluations**

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	101218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	06003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**  
 A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Walter Webster - 302**

[Submit](#)   [Close](#)   [Print MDE](#)

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208	Reason for Delay:	

**Completed Sections**

Screening	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	In-Progress
Supplemental Evaluation	0 of 1 Completed
External Evaluation	0 of 2 Completed

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

5. Click **View** button from the **MDE Summary Details** section. **View MDE Summary** page displays.



View MDE Summary: Walter Webster - 302

[Edit](#) [Close](#)

Evaluator Agency Details				
Agency Name:	All Families First		Agency State ID:	28416
Agency NPI:	1234551		Reviewer Name:	All Families First
Evaluators Assigned				
Evaluation	Evaluator Name	Qualified Personnel	Developmental Domain	Developmental Domain Status
Screening	Dan Blink			
Family Assessment	Bill O'Mally	Licensed Master Social Worker		
Developmental	Kim Orcand	Speech Language Pathologist	Adaptive	1.5 SD or more below the mean
Developmental	Lori Ceiclski	Occupational Therapist	Communication	1.5 SD or more below the mean
Developmental	Lori Ceiclski	Occupational Therapist	Social/Emotional	No Eligible Delay
Developmental	Lori Ceiclski	Occupational Therapist	Physical	No Eligible Delay
Developmental	All Families First	Speech Language Pathologist	Cognitive	No Eligible Delay
External Evaluators				
Evaluator Name	Agency Affiliation	Profession	Developmental Domain	Developmental Domain Status
Eligibility				
Eligibility Status:				
Date Eligibility Determined:				
Date Full MDE Completed:				
Parent(s) received summary of MDE?:				
Parent(s) received summary of MDE in their dominant language:				
Parent(s) received the full evaluation report:				

6. Click **Close** button. **Create MDE** page displays.

### Editing MDE Summary Details

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Data	Referral Source	Agency Name	Service Coordinator	Assignment Data	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: Manage MDE - 18449

Manage	
<a href="#">Add Comment</a>	<a href="#">Reserve</a>
<a href="#">Close</a>	<a href="#">Un-Reserve</a>
<a href="#">Forward</a>	<a href="#">Restart</a>
<a href="#">Defer</a>	
Subject	
A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain	
Details	
Task ID: 18449	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Lynda Sardo</a>	Last Assigned: 10/9/2009 18:41
Time Worked: 00:00 <a href="#">[Change]</a>	
Primary Action	Supporting Information
<a href="#">Manage MDE</a>	

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

Create MDE: Walter Webster - 302 ?

Child Details	
Name:	Walter Webster
Primary Phone Number:	(518) 555-1211
Primary Address:	33 Main Street Albany (Albany) New York 12208
Date of Birth:	5/20/2009
Evaluation Due By:	10/25/2009
Reason for Delay:	

Completed Sections	
Screening	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	In-Progress
Supplemental Evaluation	0 of 1 Completed
External Evaluation	0 of 2 Completed

MDE Summary Details	
<input type="button" value="View"/>	
Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

- Click **View** button from the **MDE Summary Details** section. **View MDE Summary** page displays.

View MDE Summary: Walter Webster - 302 ?

Evaluator Agency Details	
Agency Name:	All Families First
Agency NPI:	1234551
Agency State ID:	28416
Reviewer Name:	All Families First

Evaluators Assigned				
Evaluation	Evaluator Name	Qualified Personnel	Developmental Domain	Developmental Domain Status
Screening	Dan Blink			
Family Assessment	Bill O'Mally	Licensed Master Social Worker		
Family Assessment	Kim Orcand	Speech Language Pathologist		
Developmental	Lori Ceiclski	Occupational Therapist	Communication	1.5 SD or more below the mean
Developmental	Lori Ceiclski	Occupational Therapist	Social/Emotional	12 month or more delay
Developmental	Lori Ceiclski	Occupational Therapist	Physical	12 month or more delay
Developmental	All Families First		Cognitive	

External Evaluators				
Evaluator Name	Agency Affiliation	Profession	Developmental Domain	Developmental Domain Status
Eligibility				
Eligibility Status:				
Date Eligibility Determined:				
Date Full MDE Completed:				
Parent(s) received summary of MDE?:				
Parent(s) received summary of MDE in their dominant language:				
Parent(s) received the full evaluation report:				

- Click **Edit** button. **Modify MDE Summary** page displays.

Modify MDE Summary: Walter Webster - 302



Save Cancel

Evaluator Agency Details			
Agency Name:	All Families First	Agency State ID:	28416
Agency NPI:	1234551	Reviewer Name:	All Families First
Evaluators Assigned			
Evaluator Name	Affiliated Agency	Qualified Personnel	Individual NPI
Dan Blink	All Families First		
Bill O'Mally	All Families First	Licensed Master Social Worker	572534
Kim Orcand	All Families First	Speech Language Pathologist	4928607
Lori Ceiclski	All Families First	Occupational Therapist	829465
Lori Ceiclski	All Families First	Occupational Therapist	829465
Lori Ceiclski	All Families First	Occupational Therapist	829465
All Families First	All Families First		1234551
External Evaluators			
Evaluator Name	Agency Affiliation	Date of Evaluation	Profession

7. Apply necessary changes. *Date fields must be formatted as mm/dd/yyyy format.*

Data can be edited for **Eligibility Diagnosis Code (ICD)** by selecting the **Search** icon. **Select Eligible Diagnosis** page displays.

Select Eligible Diagnosis

Cancel


Action	Diagnosis Code	Diagnosis Description
Select	760.71	Fetal Alcohol Syndrome
Select	765.02	Extreme Prematurity 500-749 grams

Cancel

**Important Information**  
 Every Child *must* have an ICD (diagnosis) code entered. Only ICD codes that have been entered during the completion of the MDE (Developmental Assessment, any Supplemental Evaluations, or External Evaluation) will show up on search.

Click **Select** link under **Action** column for the ICD Diagnosis. This list is the EI Eligible ICD Codes that make the Child eligible for the Early Intervention Program.


**Important Information**  
 If there has been a diagnosis established while assessing all of the five developmental domains, two methods are available for entering information. Use the **EI Eligible ICD Codes** (codes that make a Child eligible for the Early Intervention Program) or **Other Eligible Diagnosis Code**. Justification *must* be entered.

To add data for the **Other Eligible Diagnosis Code** field, select the Search  icon. **Select Other Eligible Diagnosis** page displays.

#### Select Other Eligible Diagnosis

Action	Diagnosis Code	Diagnosis Description
Select	288.59	288.59 - Decreased WBC count NEC


#### **Important Information**

If additional ICD codes need be entered that were the result of other portions of the MDE and were unable to be recorded and therefore are not available in the “Other Diagnosis not Related to Eligibility” field, these should be entered in the MDE Summary Comments section. In addition, if a code 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.  *See Unit 4 – Health Assessments for more information.*

Click **Select** link under **Action** column to identify **ICD Code**. **Modify MDE Summary** page displays. If selecting **Other Eligible Diagnosis** code, the **If Other ICD Code, Justification** field *must* be completed.

8. Click **Save** button. **View MDE Summary** page displays.
9. Click **Close** button. **Create MDE** page displays.

#### **Note:**

- Attachment can also be applied.  *See Creating MDE Attachments for Providers* for further information.

## **MDE ATTACHMENTS**

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.

Any file type may be attached depending on the Users software installed on their Personal Computer. Sample file types are (but not limited to): Word, Excel, PDF and JPG.

## Adding MDE Attachments

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	Lynda_Sardo	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**     **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Junior Sullivan - 500370**

Record results of the MDE using left hand navigation links prior to completing MDE Summary.

[Submit](#)   [Close](#)   [Print MDE](#)

**Child Details**

Name:	Junior Sullivan	Date of Birth:	1/10/2011
Primary Phone Number:	(518) 858	Evaluation Due By:	6/30/2011
Primary Address:	202 Main St Albany (Albany) New Mexico 12202	Reason for Delay:	Data Entry Lag

**Completed Sections**

Screening	No Screening Necessary
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emobional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Offered and Refused
Supplemental Evaluation	Completed

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	8/16/2011	Date Provider Completed:	8/16/2011
Eligibility Status:	Eligible - Diagnosed Condition		

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Submit](#)   [Close](#)   [Print MDE](#)

5. Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments** page displays.

View MDE Attachments: Tiffany Martin - 30000117 ?

Action	Receipt Date	Document Type	Status	File Name
--------	--------------	---------------	--------	-----------

6. Click **New** button. **Submit Full Evaluation** page displays.

Submit Full Evaluation: Marty Brown - 500087 ?

**Details**


Child's Name: Marty Brown      Date of Birth: 12/31/2008

**Evaluation File**

Type of Attachment:       File Reference:

**Comments**

\*Comments:

7.  See **Unit 1: Getting Started, Attaching Files to a Case** for further instruction regarding attaching a file if needed.

### Viewing MDE Attachments

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640\_Evaluations ?

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home:** [Manage MDE - 18449](#)

---

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

---

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

---

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

---

**Primary Action**     **Supporting Information**

[Manage MDE](#)

- Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Joseph Boxer - 424**

Record results of the MDE using left hand navigation links prior to completing MDE Summary.

[Submit](#)   [Close](#)   [Print MDE](#)

---

**Child Details**

Name:	Joseph Boxer	Date of Birth:	5/16/2009
Primary Phone Number:	(518) 098-7654	Evaluation Due By:	5/20/2010
Primary Address:	2 Van Rensselaer Ct East Greenbush (Rensselaer) New York 12001	Reason for Delay:	

---

**Completed Sections**

Screening	Completed
Developmental Assessment - Adaptive	In-Progress
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Completed
Supplemental Evaluation	Completed

---

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	5/20/2010	Date Provider Completed:	5/20/2010
Eligibility Status:	Eligible - Diagnosed Condition		

---

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Submit](#)   [Close](#)   [Print MDE](#)

- Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments** page displays.

**View MDE Attachments: Tiffany Martin - 30000117**

[New](#)

Action	Receipt Date	Document Type	Status	File Name
<a href="#">View</a>	4/10/2009	Full Evaluation	Active	Test for Attachments.doc

- See **Unit 1: Getting Started, Viewing Attachments** for further instruction if needed.

## Editing MDE Attachments

1. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
2. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	95506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

3. Click **Task ID** link next to the task. **Task Home** page displays.

**Task Home: Manage MDE - 18449**

**Manage**

[Add Comment](#)
[Reserve](#)
[Forward](#)
[Restart](#)

[Close](#)
[Un-Reserve](#)
[Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[change]</a>		

**Primary Action** | **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

**Create MDE: Joseph Boxer - 424**

Record results of the MDE using left hand navigation links prior to completing MDE Summary.

[Submit](#) [Close](#) [Print MDE](#)

**Child Details**

Name:	Joseph Boxer	Date of Birth:	
Primary Phone Number:	(518) 098-7654	Evaluation Date:	
Primary Address:	2 Van Rensselaer Ct East Greenbush (Rensselaer) New York 10001	Reason for Referral:	

**Completed Sections**

- Screening
- Developmental Assessment - Adaptive
- Developmental Assessment - Cognitive
- Developmental Assessment - Communication
- Developmental Assessment - Social/Emotional
- Developmental Assessment - Physical
- Family Assessment
- Supplemental Evaluation

5. Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments** page displays.



**View MDE Attachments: Tiffany Martin - 30000117**

Action	Receipt Date	Document Type	Status	File Name
<a href="#">View</a>	4/10/2009	Full Evaluation	Active	Test for Attachments.doc

- Click **View** link under **Action** column. **View Attachment** page displays.

**View Attachment: Tiffany Martin - 30000117**

Details	
Name:	Test for Attachments.doc
Location:	
Document Type:	Full Evaluation
Status:	Active
Participant Name:	
Reference:	
Receipt Date:	4/10/2009

**Attachment Description**

Test

- See **Unit 1: Getting Started, Editing/Replacing Attachments or Deleting Attachments** for further instruction if needed.

## SUBMITTING AN MDE

Prior to submitting an MDE, be sure that eligibility information has been entered. See **Creating MDE Summary Details** for further information. When the User submits the MDE the system reviews the data entered and validates that the entries correspond to Evaluation rules. The system identifies any violation of the rules in the MDE Validation Errors section. See **Appendix N – MDE Errors by Section** for the complete list of potential MDE errors.

- Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
- Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays. Click **View** next to the **Evaluations** work queue. **Work Queue Tasks: Evaluations** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	05506	Accept/Reject MDE Assignment for Provider Restriction3	7/1/2011	James Smith	iHope Inc.	Michael Jones	8/18/2011	Albany	8/23/2011 17:57
<a href="#">Reserve</a>	104218	The MDE Evaluation for Provider Restriction3 is overdue	7/1/2011	James Smith		Michael Jones	8/18/2011	Albany	
<a href="#">Reserve</a>	96003	Accept/Reject MDE Assignment for Transfer Child	8/1/2011	James Smith	iHope Inc.	Greg Avella	8/22/2011	Albany	8/27/2011 09:35
<a href="#">Reserve</a>	104220	The MDE Evaluation for Transfer Child is overdue	8/1/2011	James Smith		Greg Avella	8/22/2011	Rensselaer	

- Click **Task ID** link next to the task. **Task Home** page displays.

Task Home: [Manage MDE - 18449](#) ?

**Manage**

[Add Comment](#)    [Reserve](#)    [Forward](#)    [Restart](#)  
[Close](#)    [Un-Reserve](#)    [Defer](#)

**Subject**

A Multidisciplinary Evaluation has been assigned to All Families First for Randy Rain

**Details**

Task ID:	18449	Status:	Open
Priority:		Deadline:	
Reserved By:	<a href="#">Lynda Sardo</a>	Last Assigned:	10/9/2009 18:41
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**      **Supporting Information**

[Manage MDE](#)

4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

Create MDE: [Walter Webster - 302](#) ?

**Child Details**

Name:	Walter Webster	Date of Birth:	5/20/2009
Primary Phone Number:	(518) 555-1211	Evaluation Due By:	10/25/2009
Primary Address:	33 Main Street Albany (Albany) New York 12208	Reason for Delay:	

**Completed Sections**

Screening	In-Progress
Developmental Assessment - Cognitive	In-Progress
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	In-Progress
Supplemental Evaluation	0 of 1 Completed
External Evaluation	0 of 2 Completed

**MDE Summary Details**


Date Eligibility Determined:	Date Provider Completed:
Eligibility Status:	

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason


      

On **Create MDE** page, click **Submit** button. The **Confirm MDE Submission** page displays with the message **Are you sure you want to submit this MDE?** Click **Yes** button.


Errors or additional information required displays. Errors will be listed and separated for each section of the MDE. These errors must be corrected before proceeding with submission process. Once the MDE is submitted and has errors in need of correction, the list of Validation Errors can be viewed by clicking **MDE Validation Errors** from the Navigation Bar. To fix errors, use the **Create MDE** page to navigate to the section(s) the error(s) are describing.  See **Appendix N – MDE Errors by Section** for the complete list of potential MDE errors.

## MDE Validation Errors: Joseph Boxer - 424

Sequence	Validation Message
1	----- Screening -----
2	"Concern about child's hearing" is mandatory.
3	"Concern about child's vision" is mandatory.
4	----- Developmental -----
5	Only 5 different domains may be completed for a Developmental Assessment and each must have a Date Completed.
6	If "Other Eligible Diagnosis Code" is entered, then "If other ICD Code, justification" must be entered.
7	If a Developmental Assessment contains an evaluation method of either Standardized Test or Criterion Referenced Test, at least must be entered.
8	----- Family Assessment -----
9	----- Supplemental -----
10	Only one "Type of Evaluation" may be entered.
11	If "Other Eligible Diagnosis Code" is entered, then "If other ICD Code, justification" must be entered.
12	----- External -----
13	----- MDE Summary -----
14	If 'Other Eligible Diagnosis Code' is entered, then 'If other ICD code, justification' must be entered.

- To print errors, click **Print**  button on the Internet Browser toolbar. *If **Print** button is directly clicked, page prints automatically to the default printer.*
- When MDE is submitted successfully, message displays **The MDE was submitted successfully** and **Manage MDE Task** is closed and *no longer accessible*. Click **Close** button and **My Workspace** page displays.

**Notes:**

- Users may print the list of MDE errors to assist in correction.
- When an error is corrected, it is not removed from the list of errors unless the MDE is re-submitted.
- When an MDE is submitted successfully, workflow is created for the Early Intervention Official/Designee (EIO/D) to review the MDE for completeness and all regulatory requirements.  See **Reviewing Submitted MDE** for further information.

**REVIEWING A SUBMITTED MDE**

Activities in this section are performed only by an EIO/D after an MDE has been submitted.

- Navigate to **Inbox**. Click **Assigned Tasks** from the Navigation Bar. **Assigned Tasks** page displays.

- Click **Reserve** and return to **Assigned Tasks** or **Reserve and View** to view the task.

Note:

- Once a task is Reserved it may be accessed by clicking the Reserved Tasks link from a user's Inbox.

- From **Reserved Tasks** click **View** link under **Action** column to select the Submitted Provider Evaluation. **Task Home** page displays.

**Task Home: Allocate Task - 18694**

Manage			
<a href="#">Add Comment</a>	<a href="#">Reserve</a>	<a href="#">Forward</a>	<a href="#">Restart</a>
<a href="#">Close</a>	<a href="#">Un-Reserve</a>	<a href="#">Defer</a>	

**Subject**  
Review Submitted Provider Evaluation for Nicole Barnes, Case Reference 22805

**Details**

Task ID: 18694	Status: Open
Priority:	Deadline:
Reserved By: <a href="#">Art Art</a>	Last Assigned: 10/10/2009 19:47
Time Worked: 00:00 <a href="#">[Change]</a>	

Primary Action	Supporting Information
<a href="#">Manage Submitted MDE</a>	<a href="#">Child's Integrated Case</a>

- Click **Manage Submitted MDE** link in Primary Action section. **View Submitted MDE** page displays.

**View Submitted MDE: Nicole Barnes - 281**

[Accept](#) [Reject](#) [Pend](#) [Print MDE](#)

**Child Details**

Name: Nicole Barnes	Date of Birth: 1/1/2009
Primary Phone Number: (518) 3331111	Evaluation Due By: 10/16/2009
Primary Address: One Albany Street Albany (Albany) New York 12222	Reason for Delay:

**Completed Sections**

Screening	No Screening Necessary - Diagnosed Condition
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Offered and Refused

**MDE Summary Details**

[View](#)

Date Eligibility Determined: 10/10/2009	Date Provider Completed: 10/10/2009
Eligibility Status: Eligible - Diagnosed Condition	

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason

[Accept](#) [Reject](#) [Pend](#) [Print MDE](#)

- To see further details about the MDE, use the Navigation Bar to review each submitted section.
- Each Submitted MDE has three options available from the **View Submitted MDE** page.



Evaluation Rejection Confirmation: ?

Save Cancel

Reason

\*Rejection Reason Code: Incomplete

Rejection Reason

Save Cancel

A **Rejection Reason Code** *must* be selected from the drop down. Add **Comments**, if appropriate. Click **Save** button. A **Task** for the Provider goes to the Provider's Evaluations Work Queue to review reject reason and to make appropriate changes to the MDE. Once changes are made, the MDE is re-submitted and a task is generated to the assigned EIO/D to manage / review the resubmitted MDE.

#### Important Information

Comments for a rejected MDE should be as comprehensive as possible. EIO/Ds should provide specific information on the reason the MDE is being rejected and references to the portion of the MDE that is need of additional information / corrections. If needed, text from the evaluation section of the MDE in need of clarification/correction can be copied in to the comments section for reference.

#### Option 3

If there is a decision to delay review of MDE, click **Pend** button. MDE remains in the EIO/D Reserved Tasks list.


MDEs should not be pended unless there are extraordinary circumstances. The review of the submitted MDE by the EIO/D needs to take place in a timely manner so that any corrections can be made and the initial IFSP meeting can be held within 45 days of Referral.

#### Note:

- To print the MDE, click **Print MDE** button from the **View Submitted MDE** page.

## VIEWING AN ACCEPTED EVALUATION

A Provider associated with a Child or User with assigned access rights is able to view information on Completed MDEs listed in the System.

1. Display the Child's Integrated Case Home Page.  See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.

- Click **Child’s Completed Evaluations** from the Navigation Bar. **View Accepted Evaluations** page displays.

NYEIS Integrated Case - 22805

**View Accepted Evaluations: NYEIS Integrated Case - 22805**

Action	Evaluation Agency Name	Date Completed
<a href="#">View</a>	All Families First	10/10/2009

- Click **View** link under **Action** column for specific Evaluation. **View Completed MDE** page displays. All data on this page is read-only.

To view data for each section of the MDE, click links on left-hand navigation bar.

**View Completed MDE: Nicole Barnes - 281** Close Print MDE

**Child Details**

Name:	Nicole Barnes	Date of Birth:	1/1/2009
Primary Phone Number:	(518) 3331111	Evaluation Due By:	10/16/2009
Primary Address:	One Albany Street Albany (Albany) New York 12222	Reason for Delay:	

**Completed Sections**

Screening	No Screening Necessary - Diagnosed Condition
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Offered and Refused

**MDE Summary Details**

[View](#)

Date Eligibility Determined:	10/10/2009	Date Provider Completed:	10/10/2009
Eligibility Status:	Eligible - Diagnosed Condition		

**EIO/D Evaluation Rejection Reasons**

Rejection Date	Reason Code	Reason
----------------	-------------	--------

Close Print MDE

- Click **View** button under the **MDE Summary Details** section. **View MDE Summary** page displays. All data on this page is read-only.

**View MDE Summary: Nicole Barnes - 281** Close

**Evaluator Agency Details**

Agency Name:	All Families First	Agency State ID:	28416
Agency NPI:	1234551	Reviewer Name:	All Families First

**Evaluators Assigned**

Evaluation	Evaluator Name	Qualified Personnel	Developmental Domain	Developmental Domain Status
Screening	All Families First			
Family Assessment	All Families First			
Developmental	Megan Rose	Audiologist	Adaptive	1.5 SD or more below the mean
Developmental	Megan Rose	Audiologist	Cognitive	1.5 SD or more below the mean
Developmental	Megan Rose	Audiologist	Communication	1.5 SD or more below the mean
Developmental	Roseanne Litz	Physical Therapist	Social/Emotional	1.5 SD or more below the mean
Developmental	Roseanne Litz	Physical Therapist	Physical	1.5 SD or more below the mean

**External Evaluators**

Evaluator Name	Agency Affiliation	Profession	Developmental Domain	Developmental Domain Status
----------------	--------------------	------------	----------------------	-----------------------------

**Eligibility**

Eligibility Status:	Eligible - Diagnosed Condition
Date Eligibility Determined:	10/10/2009
Date Full MDE Completed:	10/10/2009
Parent(s) received summary of MDE?:	Yes
Parent(s) received summary of MDE in their dominant language?:	Yes
Parent(s) received the full evaluation report?:	Yes

- Click **Close** button to return to the **View Completed MDE** page.
- Click **Close** button to return to the **View Accepted Evaluations** page.

**Note:**

- To print the MDE, click **Print MDE** button from the **View Completed MDE** page.

**EDITING AN ACCEPTED EVALUATION**


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.

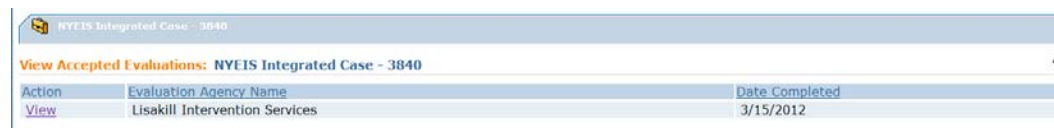
Reopening the MDE causes all existing MDE Service Authorizations that were created after the original MDE was accepted to be deleted. Because of that, the assigned evaluating agency is required to void all claims submitted against the MDE Service Authorizations prior to the EIOD reopening the Evaluation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

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**.

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 below.

The system 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

1. Display the Child's Integrated Case Home Page.  See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.
2. Click **Childs Completed Evaluations** from the Navigation Bar. **View Accepted Evaluations** page displays.



Action	Evaluation Agency Name	Date Completed
<a href="#">View</a>	Lisakill Intervention Services	3/15/2012

3. Click the **View** link in the **Action** column next to the Evaluation to reopen. **View Completed MDE** page displays.



Note the **MDE Modification Request History** section at the bottom of the page. The system records all requests and decisions concerning requests to reopen an MDE.

**View Completed MDE: Kevin Albany - 162**

Close Print MDE Modify Approved MDE

Child Details	
Name:	Kevin Albany
Primary Phone Number:	(518) 877-9871
Primary Address:	1 Nostreet Lane Albany (Albany) New York 00000
Date of Birth:	1/2/2010
Evaluation Due By:	10/30/2010
Reason for Delay:	

Completed Sections	
Screening	Completed
Developmental Assessment - Adaptive	Completed
Developmental Assessment - Cognitive	Completed
Developmental Assessment - Communication	Completed
Developmental Assessment - Social/Emotional	Completed
Developmental Assessment - Physical	Completed
Family Assessment	Completed
Supplemental Evaluation	Completed
External Evaluation	Completed

**MDE Summary Details**

View

Date Eligibility Determined: 9/27/2010 Date Provider Completed: 9/27/2010  
Eligibility Status: Eligible - Diagnosed Condition

EIO/D Evaluation Rejection Reasons		
Rejection Date	Reason Code	Reason
9/27/2010	Provider Reported Error - Request Return	Provider called and needs MDE returned to make changes
3/15/2012		3/15/2012 1.6 Test

MDE Modification Request History			
Decision Date	Decision	Reason	User

Close Print MDE Modify Approved MDE

- EIOD clicks the **Modify Approved MDE** button to initiate the MDE reopening. The **Confirm That MDE should be reopened** confirmation page displays.

**Confirm That MDE should be reopened**

Confirm that you would like to re-open the previously submitted and approved MDE. Reopening the MDE will enable the assigned Evaluator to edit the approved MDE. The evaluator will be able to change any field in the evaluation or add a new evaluation data. The current Service Authorizations that were created when the evaluation was approved will be set to a status of 'Removed' and claiming will be prevented. New Service Authorizations will be created after the modified evaluation is submitted and approved by the EIOD.

Yes No

The EIOD clicks the **No** button to cancel the reopen MDE process, or clicks the **Yes** button to reopen the MDE.

If the EIOD clicks **Yes**, and the child's Eligibility Determination Date is 90 days or greater, a second confirmation page displays indicating that request will be reviewed and decided by the Bureau of Early Intervention.

**Confirm That MDE should be reopened**

The MDE modification request will be reviewed by the Bureau of Early Intervention as the request occurs more than 90 days after the child's eligibility determination date.

Continue Cancel

If the EIOD clicks the **Cancel** button, the reopen MDE process is canceled. If the EIOD clicks the **Continue** button, the system creates a task for the Bureau of Early Intervention to review the request and approve or deny it.

- The system records the MDE reopen action in the **MDE Modification Request History** section of the View Completed MDE page.

MDE Modification Request History			
Decision Date	Decision	Reason	User
4/17/2012	Modification Request Submitted		John Bobeck

The record indicates the date the request was approved or submitted if BEI is required to review it, the decision, the reason the request was denied if BEI does not allow the MDE to be reopened, and the name of the user associated with the action.

- If the request occurs less than 90 days after the child’s eligibility determination date and the EIOD reopens the MDE, the system creates a task in the assigned evaluating agency’s Evaluations work queue

**Work Queue Tasks:** 259\_Evaluations

Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
Reserve	213544	The MDE for Kevin Albany has been reopened for correction. Make corrections and resubmit for EIOD review.	9/27/2010	Lisakill Intervention Services	Lisakill Intervention Services	Max Bieber	9/27/2010	Albany	

- If the request occurs 90 days or more after the child’s eligibility determination date and the EIOD reopens the MDE, the system creates a task in the Statewide\_BEIReview work queue.

**Work Queue Tasks:** Statewide\_BEIReview

Action	Task ID	Subject	Priority	Status	Deadline
Reserve	213543	User John Bobeck has requested that the approved MDE for Kevin Albany be modified for correction. The request occurs 90 days after the child's eligibility was determined.		Open	


If BEI denies the request, the decision is recorded in the **MDE Modification Request History** and a Notice is sent to the EIOD informing of the decision. The EIOD contacts the evaluating agency and informs them of the decision.

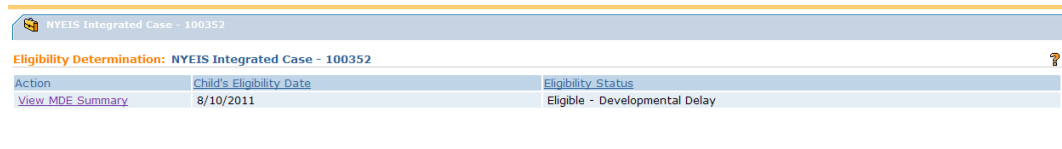
If BEI approves the request, the decision is recorded in the **MDE Modification Request History** and the task described in step 6 is created in the evaluating agency’s Evaluations work queue.

- The assigned evaluator actions the task in the same manner as described earlier in the section **Completing an MDE**.
- The EIOD reviews the submitted MDE in the same manner as described earlier in the section **Reviewing Submitted MDE**.
- When the MDE is approved by the EIOD, the system creates a new set of Service Authorizations as prescribed by the parts of the MDE completed. The evaluating agency can then submit their claims.

## VIEWING ELIGIBILITY

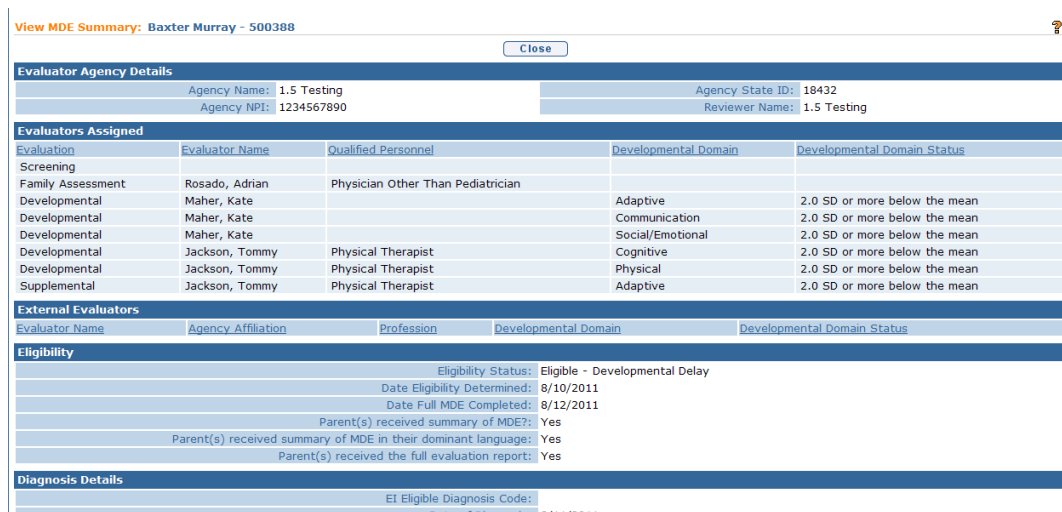
A Provider associated with the Child or other User with assigned access rights is able to view information on Eligibility listed in the System.

11. Display the Child's Integrated Case Home Page.  See **Unit 1: Getting Started, Displaying Integrated Case Home Page** for further information.
12. Click **Eligibility** from the Navigation Bar. **Eligibility Determination** page displays.



NYEIS Integrated Case - 100352		
<b>Eligibility Determination: NYEIS Integrated Case - 100352</b>		
Action	Child's Eligibility Date	Eligibility Status
<a href="#">View MDE Summary</a>	8/10/2011	Eligible - Developmental Delay

13. Click **View MDE Summary** link under **Action** column. **View MDE Summary** page displays. All data on this page is read-only.





View MDE Summary: Baxter Murray - 500388				
<a href="#">Close</a>				
Evaluator Agency Details				
Agency Name: 1.5 Testing		Agency State ID: 18432		
Agency NPI: 1234567890		Reviewer Name: 1.5 Testing		
Evaluators Assigned				
Evaluation	Evaluator Name	Qualified Personnel	Developmental Domain	Developmental Domain Status
Screening				
Family Assessment	Rosado, Adrian	Physician Other Than Pediatrician		
Developmental	Maher, Kate		Adaptive	2.0 SD or more below the mean
Developmental	Maher, Kate		Communication	2.0 SD or more below the mean
Developmental	Maher, Kate		Social/Emotional	2.0 SD or more below the mean
Developmental	Jackson, Tommy	Physical Therapist	Cognitive	2.0 SD or more below the mean
Developmental	Jackson, Tommy	Physical Therapist	Physical	2.0 SD or more below the mean
Supplemental	Jackson, Tommy	Physical Therapist	Adaptive	2.0 SD or more below the mean
External Evaluators				
Evaluator Name	Agency Affiliation	Profession	Developmental Domain	Developmental Domain Status
Eligibility				
Eligibility Status: Eligible - Developmental Delay				
Date Eligibility Determined: 8/10/2011				
Date Full MDE Completed: 8/12/2011				
Parent(s) received summary of MDE?: Yes				
Parent(s) received summary of MDE in their dominant language: Yes				
Parent(s) received the full evaluation report: Yes				
Diagnosis Details				
EI Eligible Diagnosis Code:				
Date of Diagnosis: 8/11/2011				

14. Click **Close** button to return to the **Eligibility Determination** page.


## SCREENING-ONLY MDE


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.

1. Accept the MDE Assignment and open the MDE.  See *Manage the Multi-Disciplinary Evaluation* for information.
2. Create the Screening record.  See *Screening* for information about creating and editing a Screening.

### **Important Information**

The Evaluator can select any of the options in the **Screening Results** field of the **Screening Details** cluster.



3. Click the **Save** button after completing the Screening. **View Screening** page displays. Assign the Rendering Provider.  See *Screening* for information about Assigning a Rendering Provider to the Screening. Click **Close** button. **Create MDE Home** page displays.
4. **Do not complete any additional sections of the MDE.** The system will generate a Validation Error when submitting the MDE for approval if other sections are completed.
5. Click the **View** button below the **MDE Summary Details** cluster on the **Create MDE** page. **View MDE Summary** page displays. Click **Edit** button. **Modify MDE Summary** page displays.

Modify MDE Summary: Nicky Jones - 500042

Save Cancel

**Evaluator Agency Details**

Agency Name:	Toonces Academy	Agency State ID:	1280
Agency NPI:	1239485799	Reviewer Name:	Toonces Academy

**Evaluators Assigned**

Evaluator Name	Affiliated Agency	Qualified Personnel	Individual NPI
Sally Toonces	Toonces Academy	Physical Therapist	43838823-1

**External Evaluators**

Evaluator Name	Agency Affiliation	Date of Evaluation	Profession

**Eligibility**

Eligibility Status: No MDE - Screening Only

Date Eligibility Determined:

Date Full MDE Completed:

Parent(s) received summary of MDE?:

Parent(s) received summary of MDE in their dominant language:

Parent(s) received the full evaluation report:

**Diagnosis Details**

EI Eligible Diagnosis Code:	
Date of Diagnosis:	
Diagnosis Made By:	
Other Eligible Diagnosis Code:	
If other ICD code, Justification:	
Other Diagnosis not related to eligibility:	
Other Diagnosis not related to eligibility:	
Other Diagnosis not related to eligibility:	
Screening Only Diagnosis Code:	796.6 - Abnorm neonate screening

**Evaluation Methods Used**

Evaluation Name	Method Used

**Eligibility Statement**


State the reason for the child's eligibility determination including evaluation methods and how informed clinical opinion was used to make this determination

**Child Transportation Needs**


Is parent able to provide transportation?:

List any special needs, safety issues and parental concerns related to transportation

Save Cancel

- In order to qualify as a Screening-Only MDE, the user is limited to data entry in two fields: **Eligibility Status** and **Screening-Only Diagnosis Code**. Data recorded in any additional field in the **Eligibility**, **Diagnosis Details**, **Evaluation Methods Used**, **Eligibility Statement**, or **Child Transportation Needs** clusters will result in a Validation Error when the user submits the MDE for approval.
- Select the **No MDE – Screening Only** option in the **Eligibility Status** field of the **Eligibility** cluster. Click the **Search** icon in the **Screening Only Diagnosis Code** field of the **Diagnosis Details** cluster to search for and select the appropriate screening-only diagnosis code.
- Click the **Save** button. The **View MDE Summary** page displays. Click the **Close** button. The **Create MDE** page displays.
- Click the **Submit** button to submit the Screening-Only MDE to the Child's EIOD for review and approval.  See *Submitting an MDE* for more information.

## SUPPLEMENTAL EVALUATIONS AUTHORIZED AS A RESULT OF AN IFSP

Supplemental Evaluations may be authorized as a result of an IFSP. If the EIO/D and parent agree that there is a need for a Supplemental Evaluation in a specific developmental domain, a Service Authorization is created associated with the IFSP.  See **Unit 6: IFSP and Service Authorizations, Creating a Supplemental Evaluation Service Authorization.**

### Entering/Editing Evaluation Results – SUPPLEMENTAL EVALUATION

After the Supplemental Evaluation SA is accepted by the provider, the system creates a Task in the provider's Evaluations work queue to record the results of the evaluation. The provider records the results and submits the evaluation for review. The system creates a Task for the child's EIO/D to review the evaluation, and reject or accept. If rejected, the system marks the evaluation 'Rejected' and creates a new Task in the provider's Evaluations work queue to edit the Evaluation based on the EIO/D's comments and resubmit.

If the Supplemental Evaluation is bilingual, the User records the Bi-Lingual details in the evaluation. After the evaluation is accepted by the EIO/D, the system creates the Bi-Lingual Add-On Service Authorization and adds it to the associated IFSP. The provider subsequently references the new Bi-Lingual Add-On SA to submit a claim for the Bi-Lingual evaluation.

#### Important Note:

If a Supplemental Evaluation is NOT indicated as having been conducted bilingually, upon acceptance of the submitted evaluation the bilingual add-on Service Authorization will not generate.

22. Click **Inbox** from the Navigation Bar. **My Workspace** page displays.
23. Click **Work Queues** from the Navigation Bar. **My Work Queues Home** page displays.
24. Click **View** link under **Action** column next to **Evaluations** work queue. **Task Home** page displays.

Work Queue Tasks: 16640_Evaluations									
Action	Task ID	Subject	Referral Date	Referral Source	Agency Name	Service Coordinator	Assignment Date	Municipality	Deadline
<a href="#">Reserve</a>	105219	Record and submit the Supplemental Evaluation for Baxter Murray in Albany	7/20/2011	Employee/Contractors Ref. Source1	iHope Inc.	Kate Maher	9/26/2011	Albany	

25. Click **Task ID** link next to the Task. **Task Home** page displays.

**Task Home:** [Submit Supplemental Evaluation Task - 105219](#)

**Manage**

[Add Comment](#)     [Reserve](#)     [Forward](#)     [Restart](#)  
[Close](#)     [Un-Reserve](#)     [Defer](#)

**Subject**

Record and submit the Supplemental Evaluation for Baxter Murray in Albany

**Details**

Task ID:	105219	Status:	Open
Priority:		Deadline:	
Reserved By:		Last Assigned:	9/26/2011 12:17
Time Worked:	00:00 <a href="#">[Change]</a>		

**Primary Action**     **Supporting Information**

[Record Supplemental Evaluation results](#)     [Service Authorization Home Page](#)

26. Click **Record Supplemental Evaluation results** link in the **Primary Action** section. **View Supplemental Evaluation** page displays.

The **View Supplemental Evaluation** page includes the following sections: **Child Details, Evaluator Agency Details, Evaluator Details, Type of Evaluation, Developmental Domain Results, Location, Evaluation Diagnosis Results, Evaluation Methods, Diagnostic Tests Administered, General Evaluation Comments and Parent Caregiver Report/Comments.**

Note that the **Evaluation Status** field value in the **Evaluator Agency Details** section is 'Draft'. This indicates that the evaluation has not been submitted to the EIO/D for review.

The four Evaluation Statuses are:

- **Draft** – default status when the Supplemental Evaluation SA is created.
- **Submitted** – indicates that the provider has submitted the evaluation to the EIOD for review.
- **Rejected** – indicates that the EIO/D has reviewed the evaluation and rejected it. EIO/D records comments indicating why the evaluation was rejected. System creates a new Task in the provider's Evaluations work queue to access, edit evaluation based on EIO/D's comments, and resubmit.
- **Accepted** – indicates that the EIO/D has accepted the evaluation. Enables provider to submit a claim for the supplemental evaluation. If provider indicated that the evaluation was bilingual, the system creates the Bi-lingual Add On service authorization.

**View Supplemental Evaluation: Baxter Murray - 500388**

Close Edit Submit

**Child Details**

Name: Baxter Murray Date of Birth: 1/1/2011  
 Primary Phone Number: (518) 241 Evaluation Due By: 9/30/2011  
 Primary Address: 25 Spring St  
 Albany (Albany)  
 New York 12110

**Evaluator Agency Details**

Agency Name: iHope Inc. Agency State ID: 16640  
 Evaluator NPI: A587864765 Reviewer Name: iHope Inc.  
 Evaluation Status: Draft

**Evaluator Details**

Evaluator Name: Thompson, Bruno Evaluator NPI: 485974986  
 Qualified Personnel: Date Assigned: 9/26/2011

**Type of Evaluation**

In Depth Assessment - Developmental Domain Diagnostic Evaluation - General Area:

**Developmental Domain Results**

New

Action	Domain	Developmental Status	Qualified Personnel	Date Completed

**Location**

Location Address: Location Type: Provider Location:

**Evaluation Diagnosis Results**

Eligibility Diagnosis Code (ICD):  
 Other Eligible Diagnosis Code:  
 If other ICD Code, justification:  
 Date of Diagnosis:  
 Diagnosis Made By:

27. Click **New** Button in **Developmental Domain Results** section. **Select Developmental Domain** page displays.

**Select Developmental Domain**

Developmental Domain: Adaptive

Save Cancel

Select the applicable domain option from the drop-down and select **Save** button. **Add Developmental Domain Results** page displays.

**Add New Developmental Domain Details: Baxter Murray - 500388**

Save Cancel

**Child Details**

Name: Baxter Murray Date of Birth: 1/1/2011  
 Primary Phone Number: (518) 241 Evaluation Due By: 9/30/2011  
 Primary Address: 25 Spring St  
 Albany (Albany)  
 New York 12110

**Evaluator Agency Details**

Agency Name: iHope Inc. Agency State ID: 16640  
 Agency NPI: A587864765 Reviewer Name: iHope Inc.

**Evaluator Details**

Evaluator Name: Thompson, Bruno Evaluator NPI: 485974986  
 Qualified Personnel:

**Developmental Domain Details**

Developmental Domain: Physical  
 Domain Status:  
 Discipline/QP:  
 Date Completed:

**Comments**

Save Cancel



Record the results of the evaluation in the **Developmental Domain Details** section. Record **Comments** as needed.

Click the **Save** button. **View Supplemental Evaluation** page displays with **Developmental Domain Results** section recorded.

**View Supplemental Evaluation: Baxter Murray - 500388** ?

Child Details				
Name:	Baxter Murray	Date of Birth:	1/1/2011	
Primary Phone Number:	(518) 241	Evaluation Due By:	9/30/2011	
Primary Address:	25 Spring St Albany (Albany) New York 12110			

Evaluator Agency Details				
Agency Name:	iHope Inc.	Agency State ID:	16640	
Evaluator NPI:	A587864765	Reviewer Name:	iHope Inc.	
Evaluation Status:	Draft			

Evaluator Details				
Evaluator Name:	Thompson, Bruno	Evaluator NPI:	485974986	
Qualified Personnel:		Date Assigned:	9/26/2011	

Type of Evaluation				
In Depth Assessment - Developmental Domain:		Diagnostic Evaluation - General Area:		

Developmental Domain Results				
Action	Domain	Developmental Status	Qualified Personnel	Date Completed
<a href="#">View Edit</a>	Physical	1.5 SD or more below the mean	Registered Dietitian	9/26/2011

Location				
Location Type:				

28. Click **Edit** button. **Modify Supplemental Evaluation** page displays.

**Modify Supplemental Evaluation: Baxter Murray - 500388** ?

Child Details				
Name:	Baxter Murray	Date of Birth:	1/1/2011	
Primary Phone Number:	(518) 241	Evaluation Due By:	9/30/2011	
Primary Address:	25 Spring St Albany (Albany) New York 12110			

Evaluator Agency Details				
Agency Name:	iHope Inc.	Agency State ID:	16640	
Evaluator NPI:	A587864765	Reviewer Name:	iHope Inc.	
Evaluation Status:	Draft			

Evaluator Details				
Evaluator Name:	Thompson, Bruno	Evaluator NPI:	485974986	
Qualified Personnel:		Date Assigned:	9/26/2011	

Type of Evaluation				
In Depth Assessment - Developmental Domain:		Diagnostic Evaluation - General Area:		

Developmental Domain Results				
Domain	Developmental Status	Qualified Personnel	Date Completed	
Physical	1.5 SD or more below the mean	Registered Dietitian	9/26/2011	

Location				
If selected location is other than "Child's Home", must enter "Location Address". If location is at a provider's site, must select the "Provider Location".				
Location Type:				
Location Address:			Provider Location:	


Evaluation Diagnosis Results				
EI Eligible Diagnosis Code:				
Other Eligible Diagnosis Code:				
If other ICD Code, justification:				
Date of Diagnosis:				
Diagnosis Made By:				
Supplemental Evaluation Type:				
Date Supplemental Completed:				
Bilingual Evaluation?:				

If yes, language:	<input type="text"/>
If Other, description:	<input type="text"/>
<b>Evaluation Methods</b>	
<input type="checkbox"/>	Evaluation Method
<input type="checkbox"/>	Clinical Assessment
<input type="checkbox"/>	Informed Clinical Opinion
<input type="checkbox"/>	Evaluator Observation
<input type="checkbox"/>	Parent/Caregiver Report
<input type="checkbox"/>	Standardized Test
<input type="checkbox"/>	Criterion Referenced Test
<b>General Evaluation Comments</b>	
<input type="text"/>	
<b>Parent Caregiver Report/Comments (Optional)</b>	
<input type="text"/>	
<b>Rejection Reason(s)</b>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Navigate from section to section recording information as dictated by the evaluation results.

### Important Information

Select and define only one of the two fields in the **Type of Evaluation** cluster.

29. Click **Search**  icon to identify **Location Address** or **Provider Location** data. If selected location is other than **Child's Home**, a **Location Address** *must* be entered. If the location is at a **Provider's Site**, an address *must* be entered in the **Provider Location** field.

If the **Location** section requires editing, be aware of the following items:

If **Location Type** is the Child's Home, then **Location Address** and **Provider Location** are not required.

If **Location Type** is Agency Provider Site, you *must* search and select the correct **Location Address** and establish a **Provider Location**.

30. Data can be edited for **EI Eligibility Diagnosis Code (ICD)** by selecting the **Search**  icon. **ICD Diagnosis** page displays.

Click **Select** link under **Action** column for the **ICD Diagnosis**. This list is the EI Eligible ICD Codes that make the Child eligible for the Early Intervention Program.

## ICD Diagnosis

[Cancel](#)

Diagnoses	
Action	Diagnosis
<a href="#">Select</a>	772.10 - Intraventricular Hemorrhage (grade IV)
<a href="#">Select</a>	774.70 - Kernicterus
<a href="#">Select</a>	389.00 - Conductive Hearing Loss (Nos.)
<a href="#">Select</a>	389.10 - Sensorineural Hearing Loss (Nos.)
<a href="#">Select</a>	389.20 - Mixed Conductive and Sensorineural Hearing Loss
<a href="#">Select</a>	759.70 - CHARGE Association (multiple anomalies)
<a href="#">Select</a>	759.81 - Prader-Willi Syndrome
<a href="#">Select</a>	759.83 - Fragile X Syndrome
<a href="#">Select</a>	759.89 - Angleman's Syndrome (syndromes affecting multiple systems)
<a href="#">Select</a>	760.71 - Fetal Alcohol Syndrome
<a href="#">Select</a>	765.01 - Extreme Prematurity Less than 500 grams

**Important Information**

If there has been a diagnosis established while completing the supplemental evaluation, two methods are available for entering information. Use the **EI Eligible ICD Codes** (codes that make a Child eligible for the Early Intervention Program) or **Other Eligible Diagnosis Code**. Justification *must* be entered.

31. To add data for the **Other Eligible Diagnosis Code** field, select the **Search**  icon. **Search ICD** page displays.

**Search ICD**

Search Criteria				
ICD Code:	<input type="text"/>			
ICD Category:	<input type="text"/>			
ICD Description:	<input type="text"/>			
EI Eligible ICD?:	<input type="checkbox"/>			
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
Search Results				
Action	ICD Code	ICD Description	Start Date	EI Eligible ICD?

Type all known information in **Search Criteria** section. Click **Search** button. Records matching display in **Search Results** section. This is *any other* ICD Code, which makes the Child eligible for the Early Intervention Program. *To search again, click **Reset** button.* Click **Select** link under **Action** column to identify **ICD Code**. **Modify Supplemental Evaluation** page displays. If selecting **Other Eligible Diagnosis Code**, the **If other ICD Code, justification** field *must* be completed.

**Important Information**

An ICD code must be recorded for the supplemental evaluation for purposes of billing. A user may use an existing ICD code or may enter a new EI Eligible Diagnosis Code or Other Eligible Diagnosis Code if relevant.

32. If the evaluation is bilingual, select ‘Yes’ in the **Bilingual Evaluation?** field drop-down in the **Evaluation Diagnosis Results** section. After the evaluation is submitted to and accepted by the EIO/D, the system will automatically create the Bi-Lingual Add On Service Authorization that the provider can use to claim for the bilingual evaluation.

**Important Information**  
 Failure to select ‘Yes’ in the **Bilingual Evaluation?** field will prevent the provider from being able to claim for a Bi-Lingual Add On.

33. Click **Save** button when data entry is complete. **View Supplemental Evaluation** page displays.

View Supplemental Evaluation: Louise Wall - 200038

Close Edit Submit

Child Details	
Name:	Louise Wall
Primary Phone Number:	(518) 5441988
Primary Address:	21 Jump Street Saratoga (Saratoga) New York 12866
Date of Birth:	3/11/2011
Evaluation Due By:	1/15/2012

Evaluator Agency Details	
Agency Name:	Saratoga Health Solutions
Evaluator NPI:	987654321
Evaluation Status:	Draft
Agency State ID:	1029
Reviewer Name:	Saratoga Health Solutions

Evaluator Details	
Evaluator Name:	Hinger, Linda
Qualified Personnel:	
Evaluator NPI:	761987
Date Assigned:	4/18/2012

Type of Evaluation	
In Depth Assessment - Developmental Domain:	Diagnostic Evaluation - General Area:

Developmental Domain Results	
New	
Action	Domain
Developmental Status	Qualified Personnel
Date Completed	

Location	
Location Address:	Location Type:
	Provider Location:

Evaluation Diagnosis Results	
Eligibility Diagnosis Code (ICD):	
Other Eligible Diagnosis Code:	
If other ICD Code, justification:	
Date of Diagnosis:	
Diagnosis Made By:	
Service Type:	
Date Supplemental Completed:	
Bilingual Evaluation?:	
If yes, language:	
If Other, description:	

Evaluation Methods	
Evaluation Method	Diagnostic Tests Administered
	Action Test Name Date Test Administered

General Evaluation Comments

Parent Caregiver Report/Comments (Optional)

Rejection Reason(s)

Close Edit Submit

34. If the evaluation included the use of a Standardized Test, click **New** button above the **Diagnostic Tests Administered** section of the **View Supplemental Evaluation** page. **Add Diagnostic Test Administered** page displays.

NYS EIP Regulations 69-4.8 (6)(i) require evaluators, in conjunction with informed clinical opinion, to utilize a standardized instrument or instruments approved by the Department to be used when conducting multidisciplinary evaluations (Refer to Appendix K). If the evaluator does not utilize an

instrument approved by the Department as part of the multidisciplinary evaluation of a child the evaluator must provide written justification in the evaluation report why such instrument or instruments are not appropriate or if an instrument is not available for the child.

Add Diagnostic Test Administered: Jake Tanner - 1542

Save Save & Add Subscore Cancel

**Diagnostic Test Details**

Test Name:

If Other, enter test name:

Justification why other test used:

Date Test Administered:

Standard Deviation:

Percentile Rank:

Mean:

T-Score:



Z-Score:

Save Save & Add Subscore Cancel

Enter data in the **Diagnostic Test Details** section. If a diagnostic test is entered, then the appropriate fields should be entered (**Standard Deviation, Percentile Rank, Mean, T-Score** or **Z-Score**). If the name of the test does not appear in the **Test Name** field drop-down menu, enter the name of the test in the **If Other, enter test name** field and record a justification for using the test in the **Justification why other test used** field.

Click **Save** button. **View Developmental Assessment** page displays.

Or

Click **Save & Add Subscore** button to enter Sub-Score Details. To add Sub-Scores,  See **Unit 5 – Evaluations, Adding Diagnostic Test Sub-Scores – Developmental Assessment** for further information. To edit Sub-Scores,  See **Unit 5 – Evaluations, Editing Diagnostic Test Sub-Scores – Developmental Assessment** for further information.

**View Supplemental Evaluations** page displays.


35. Click **Submit** button if data entry is completed and ready for EIO/D review.

OR

Click **Close** button to close the evaluation but not submit for review.

36. Once submitted, the **Evaluation Status** is marked as ‘Submitted’. A Task is created in the child’s **EIO/D Assigned Tasks** inbox to review and accept / reject the evaluation.

**Important Note:**

 **See Unit 1: Getting Started - Closing a Task** for information on removing Supplemental Evaluation tasks that might not be needed.