**Document Revision History**

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<tr>
<th>Date</th>
<th>Release</th>
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<tr>
<td>6/14/2016</td>
<td>4.6</td>
<td>• Added reference to Closing Supplemental Evaluation Tasks</td>
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<tr>
<td>2/24/2016</td>
<td>4.5.1</td>
<td>• No Changes</td>
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<tr>
<td>12/15/2015</td>
<td>4.5</td>
<td>• Added New Topic: Steps for recording and submitting results of a Supplemental Evaluation that is part of an IFSP</td>
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<tr>
<td>10/27/2015</td>
<td>4.4</td>
<td>• No Changes</td>
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<tr>
<td>9/22/2015</td>
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<td>• No Changes.</td>
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<td>3/4/2013</td>
<td>1.6.2.1</td>
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<tr>
<td>2/14/2013</td>
<td>1.6.2</td>
<td>• Added functionality for adding and managing employees classified as Student Interns. New “Classification” field added to Multi-Disciplinary Evaluation pages that indicate if the rendering is a licensed professional or student intern</td>
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<td>7/19/2012</td>
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<td>• Updated Entering/Editing Supplemental Evaluations topic with revised workflow for selecting and assigning the rendering provider.</td>
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<td>• Updated the Entering a Developmental Assessment topic with added validations applied by the system when searching for and selecting the rendering providers assigned to the MDE Developmental Assessment.</td>
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<td>• Added the Editing an Accepted Evaluation topic.</td>
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<td>10/24/2011</td>
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<td>• Updated the MDE Summary subtopic.</td>
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<td>• Added a note that Submitted / Approved MDE cannot be cancelled.</td>
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<td>• Updated Child Search screen shots.</td>
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<td>3/28/2011</td>
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<td>• Added Screening-Only MDE section.</td>
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<td>• Edited Address Validation screen shots and guidance to reflect new required search fields: City, State and Zip.</td>
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<td>• Amended Agency Evaluator Assignment section with information about assignment statuses.</td>
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<td>• Amended the Assigning a Multi-Disciplinary Evaluation topic with information about a new Notification that alerts the Municipality when a Provider Agency does not respond to the MDE Assignment task.</td>
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<td>• Moved Health Assessments topic to Unit 4 Case Management.</td>
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<td>Changes</td>
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<td>• No changes.</td>
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<tr>
<td>11/4/2010</td>
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<td>• <strong>Unit Overview</strong> section – added reference to Initial and Ongoing evaluations.</td>
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<tr>
<td></td>
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<td>• <strong>Agency Evaluator Assignment</strong> section – added reference to Initial and Ongoing evaluations.</td>
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<tr>
<td></td>
<td></td>
<td>• <strong>Accept / Reject Evaluator Assignment</strong> section - added reference to evaluation type and new screen shot.</td>
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<td>• <strong>Adding/Editing Developmental Domain Results Developmental Assessment</strong> section – added guidance concerning new Communication only regulations and associated system changes.</td>
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<td>• <strong>Adding Diagnostic Test Administered Developmental Assessment</strong> section – new Add Diagnostic Test Administered screen shot and instructions added.</td>
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<tr>
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<td>• <strong>Entering/Editing Supplemental Evaluations</strong> section - added guidance concerning new Communication only regulations and associated system changes.</td>
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<td>• <strong>Adding Diagnostic Test Administered Supplemental Evaluations</strong> – new Add Diagnostic Test Administered screen shot and instructions added.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Supplemental Evaluations Authorized as a Result of an IFSP</strong> section – guidance concerning new Communication only regulations and associated system changes.</td>
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<tr>
<td>10/1/2010</td>
<td>1.0</td>
<td>• October 2010 NYEIS launch.</td>
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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)
**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**

0 **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.
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 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

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.

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

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.

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.

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.


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

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

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?

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Task ID</th>
<th>Subject</th>
<th>Referral Source</th>
<th>Agency Name</th>
<th>Referral Date</th>
<th>Agency Assignment Date</th>
<th>Municipality</th>
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<td>View</td>
<td>1234</td>
<td>Evaluations Work Queue</td>
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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.
Manages Agency Evaluator Assignment

<table>
<thead>
<tr>
<th>Evaluator Agency</th>
<th>Accept</th>
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<th>Close</th>
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<tbody>
<tr>
<td>Agency Name: Best Intentions Therapies</td>
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<table>
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<tr>
<th>Evaluation Details</th>
<th>Accept</th>
<th>Reject</th>
<th>Close</th>
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<tr>
<td>Evaluation Due By: 11/11/2010</td>
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<tr>
<td>Type: Initial</td>
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</table>

Comments

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](image)

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

![Work Queue Tasks](image)

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.
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.

3. Click **Task ID** link next to the task. **Task Home** page displays.
4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

5. Click **Screening** from the **Navigation Bar**.

6. Click **New** button. **Screening Necessary** page displays.

7. 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.

   **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.

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

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:

```
<table>
<thead>
<tr>
<th>Navigation</th>
<th>Screening</th>
<th>William Smith E1 - 3/9/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDE Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental Evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDE Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDE Validation Errors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

```
Cancel Screening Evaluator Assignment: What are you sure you want to cancel the assignment of this evaluator?

[Yes] [No]
```

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.

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

4. **Click Manage MDE** link from the **Primary Action** section. **Create MDE Home** page displays.
5. Click **Screening** from the Navigation Bar. **Screening** page displays. Click **View** link under Action column. **View Screening** page displays.

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.
8. 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.

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.

**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 enter the information into 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.
3. Click **Task ID** link next to the task. **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. **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.
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.

7. 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.

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.

 böl Only providers with an approved and active QP will display in the search results.
 böl Only providers whose License is active (i.e., not expired) will display in the search results.
 böl 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.
 böl 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.

3. Click **Task ID** link next to the task. **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. View Developmental Assessment page displays.

6. Click View link under Action column for one of the 5 Developmental Domains.

7. 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.

8. 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.

**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.
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.

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.
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.

3. Click Task ID link next to the task. 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 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.

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.
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

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.]*

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select each Evaluation method used in the assessment of each Developmental Domain completed.</td>
</tr>
</tbody>
</table>

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.

3. Click **Task ID** link next to the task. **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. 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.
8. 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.

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.

3. Click **Task ID** link next to the task. **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 **New** button above the Diagnostic Tests Administered section. Add Diagnostic Test Administered page displays.

8. 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.

3. Click Task ID link next to the task. 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 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.

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.

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.

3. Click **Task ID** link next to the task. **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 View link under Action column from the Diagnostic Tests Administered section for specific test. View Diagnostic Test Administered page displays.

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](image)

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

![Task Home](image)

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.
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**.

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.
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: Evaluations](image)

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

![Task Home: Manage MDE - 18449](image)

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 - 1042](image)
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: Jaka Tanner - 1542**

   ![View Standardized Test Sub-Score](image)

   **Sub-Score Details**
   - Sub-Score Type: Adaptive
   - Sub-Score Name: Subscore Name
   - Sub-Score Value: 0

   **Sub-Score Comments**

   ![Edit, Delete, Close buttons](image)

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

**Editing Diagnostic Test Sub-Scores – 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](image)

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

   ![Task Home](image)

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.

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

9. Apply necessary adjustments.

10. Click Save button. View Diagnostic Test Administered page displays.

**Deleting Diagnostic Test Sub-Score – 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.
3. Click **Task ID** link next to the task. **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 **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.

8. Click **View** link under **Action** column of the Sub-Score Details section for Sub-Score details. **View Standardized Test Sub-Score** page displays.
9. 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.

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.

3. Click **Task ID** link next to the task. **Task Home** page displays.
4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

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

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.

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

Create Family Participants: Tim burton - 30000105

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.

7. 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.

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.
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.

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

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 **New** button. Select Supplemental Evaluation Type page displays. Select the Supplemental Evaluation Type form the drop down list.

7. 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.

8. Type all known information in Search Criteria section. Click **Search** button. Records matching display in Search Results section. To search again, click **Reset button.**
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.

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

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

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.


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.

16. 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.

17. 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**

<table>
<thead>
<tr>
<th>Diagnoses</th>
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<tr>
<td>Action</td>
</tr>
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</table>

**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.

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.

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

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

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.
8. 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.

9. 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

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.

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

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

![Task Home: Manage MDE - 18449](image)

4. Click **Reserved Tasks** from the Navigation Bar. **Reserved Tasks** page displays.

5. Click **View** link under **Action** column. **Task Home** page displays.

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

7. Click **Supplemental Evaluations** from the Navigation Bar. **Supplemental Evaluation** page displays.

8. Click **View** link under **Action** column for specific Supplemental Evaluation. **View Supplemental Evaluation** page displays.

9. Click **Edit** link under **Action** column from the Diagnostic Tests Administered section for specific test. **Modify Diagnostic Test Administered** page displays.
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.

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

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.

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.

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

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.
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.

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

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.

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.

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<th>Reference Source</th>
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<td>16440</td>
<td>Accept/Reject MDE Assignment for Provider Restrictions</td>
<td>7/1/2011</td>
<td>James Smith</td>
<td>Epion Inc.</td>
<td>8/18/2011</td>
<td>Able</td>
<td>8/20/2011 17:57</td>
</tr>
<tr>
<td>16440</td>
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<td>James Smith</td>
<td>Epion Inc.</td>
<td>8/18/2011</td>
<td>Able</td>
<td>8/20/2011 17:57</td>
</tr>
<tr>
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<td>James Smith</td>
<td>Epion Inc.</td>
<td>8/20/2011</td>
<td>Able</td>
<td>8/20/2011 17:57</td>
</tr>
</tbody>
</table>

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

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 Diagnostic Test Administered** page displays.

7. Click **View** link under **Action** column from the **Diagnostic Tests Administered** section for specific test. **View Diagnostic Test Administered** page displays.
8. Click Edit link under Action column of the Sub-Score Details section for the specific Sub-Score. Modify Standardized Test Sub-Score page displays.

9. Apply necessary adjustments.

10. Click Save button. View Diagnostic Test Administered page displays.

**Deleting Diagnostic Test Sub-Score – 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.
3. Click **Task ID** link next to the task. **Task Home** page displays.

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.

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

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

5. Click **External Evaluations** from the Navigation Bar. **External Evaluation** page displays.

6. 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**.
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.**

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A User should only select one <strong>Type of Evaluation.</strong></td>
</tr>
</tbody>
</table>

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]

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](image)

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.

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

4. Click Manage MDE link from the Primary Action section. Create MDE page displays.
5. Click **View** button in the **MDE Summary Details** section. **View MDE Summary** page displays.

6. Click **Edit** button. **Modify MDE Summary** page displays.
7. Navigate from field-to-field using **Tab** key to fill in information. **Date fields must be formatted as mm/dd/yyyy format.**

8. 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

<table>
<thead>
<tr>
<th>Action</th>
<th>Diagnosis Code</th>
<th>Diagnosis Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>760.71</td>
<td>Fetal Alcohol Syndrome</td>
</tr>
<tr>
<td>Select</td>
<td>765.02</td>
<td>Extreme Prematurity 500-749 grams</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Diagnosis Code</th>
<th>Diagnosis Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>285.3</td>
<td>285.3 - Anemia d/t antineo chemo</td>
</tr>
<tr>
<td>Select</td>
<td>286.4</td>
<td>286.4 - Von willebrands disease</td>
</tr>
<tr>
<td>Select</td>
<td>443.21</td>
<td>443.21 - Dissect carotid artery</td>
</tr>
<tr>
<td>Select</td>
<td>315.9</td>
<td>315.9 - Development delay NOS</td>
</tr>
</tbody>
</table>

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

![Task Home: Manage MDE - 18449](image)

**Manage**
- Add Comment
- Reserve
- Forward
- Restart

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

**Details**
- **Task ID**: 18449
- **Priority**: 
- **Reserved By**: Lynda Sardo
- **Time Worked**: 00:00

**Primary Action**
- Manage MDE

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

![Create MDE: Walter Webster - 302](image)

**Child Details**
- **Name**: Walter Webster
- **Primary Phone Number**: (518) 555-1211
- **Primary Address**: 33 Main Street, Albany (Albany), New York 12208

**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**: 
- **Eligibility Status**: 
- **Date Provider Completed**: 

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

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

```markdown
### Evaluators Assigned

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Evaluator Name</th>
<th>Qualified Personnel</th>
<th>Developmental Domain</th>
<th>Developmental Domain Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening</td>
<td>Dan Blank</td>
<td>Sponsored</td>
<td>1.5 SD or more below the mean</td>
<td></td>
</tr>
<tr>
<td>Family Assessment</td>
<td>Bill O’Malley</td>
<td>Licensed Master Social Worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>Kim Orland</td>
<td>Speech Language Pathologist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>Lori Cecilia</td>
<td>Occupational Therapist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>Lori Cecilia</td>
<td>Occupational Therapist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>All Families First</td>
<td>Speech Language Pathologist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### External Evaluators

<table>
<thead>
<tr>
<th>Eligibility</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Status:</td>
<td>Date Eligibility Determined:</td>
<td>Date Full MDE Completed:</td>
</tr>
<tr>
<td>Parent(s) received summary of MDE in their dominatant language:</td>
<td>Parent(s) received the full evaluation report:</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Diagnosis Code</th>
<th>Diagnosis Description</th>
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<tr>
<td>Select</td>
<td>765.02</td>
<td>Extreme Prematurity 500-749 grams</td>
</tr>
</tbody>
</table>

**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](image)

**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.**

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

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

5. Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments page displays.**
6. Click **New** button. **Submit Full Evaluation** page displays.

**Submit Full Evaluation: Marty Brown - 500087**

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Name:</td>
<td>Marty Brown</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>12/31/2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation File</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Attachment:</td>
<td></td>
</tr>
<tr>
<td>File Reference:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

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.

3. Click **Task ID** link next to the task. **Task Home** page displays.
4. Click **Manage MDE** link from the **Primary Action** section. **Create MDE** page displays.

5. Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments** page displays.

6. **See Unit 1: Getting Started, Viewing Attachments** for further instruction if needed.
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](image)

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

   ![Task Home](image)

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

   ![Create MDE](image)

5. Click **MDE Attachments** from the Navigation Bar. **View MDE Attachments** page displays.
6. Click **View** link under **Action** column. **View Attachment** page displays.

7. 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.

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.

3. Click **Task ID** link next to the task. **Task Home** page displays.
4. Click Manage MDE link from the Primary Action section. Create MDE page displays.

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.
5. To print errors, click Print button on the Internet Browser toolbar. If Print button is directly clicked, page prints automatically to the default printer.

6. 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.

1. Navigate to Inbox. Click Assigned Tasks from the Navigation Bar. Assigned Tasks page displays.
2. 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.

3. From **Reserved Tasks** click **View** link under **Action** column to select the Submitted Provider Evaluation. **Task Home** page displays.

4. Click **Manage Submitted MDE** link in Primary Action section. **View Submitted MDE** page displays.

5. To see further details about the MDE, use the Navigation Bar to review each submitted section.

6. Each Submitted MDE has three options available from the **View Submitted MDE** page.
The EIO/D reviews all the sections of the MDE to ensure completion per regulatory requirements. The EIO/D should also view any attachments from the attachment button on the navigation bar. The EIO/D applies one of the following options:

**Option 1**
If MDE is complete and meets all regulatory requirements, click **Accept** button. **Evaluation Acceptance Confirmation** page displays with the message *Are you sure you want to accept this evaluation?*

Click **Yes** button. Task is removed from the EIO/D Reserved Task list. Workflow creates Service Authorizations for the accepted MDE based on the submitted components. Notifications and Service Authorizations are sent to the Provider indicating that the Evaluation has been accepted.

**Important Information**
Notifications are not sent to ISC. ISC should keep contact with the evaluator and EIO/D to ensure the evaluation is being completed and know the results of the MDE.

**Option 2**
If MDE is not complete and/or does not meet regulatory requirements, click **Reject** button. **Evaluation Rejection Confirmation** page displays.
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.

2. Click Child’s Completed Evaluations from the Navigation Bar. View Accepted Evaluations page displays.

3. 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.

4. Click View button under the MDE Summary Details section. View MDE Summary page displays. All data on this page is read-only.

5. Click Close button to return to the View Completed MDE page.

6. 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.


2. Click Childs Completed Evaluations from the Navigation Bar. View Accepted Evaluations page displays.

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.

4. 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](image)

   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](image)

   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.
5. The system records the MDE reopen action in the **MDE Modification Request History** section of the View Completed MDE page.

6. 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.

7. 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.

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.

8. The assigned evaluator actions the task in the same manner as described earlier in the section **Completing an MDE**.

9. The EIOD reviews the submitted MDE in the same manner as described earlier in the section **Reviewing Submitted MDE**.

10. 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.


12. Click Eligibility from the Navigation Bar. Eligibility Determination page displays.

![Eligibility Determination](image)

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](image)

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.
6. 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.

7. 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.

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

9. 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.

25. Click **Task ID** link next to the Task. **Task Home** page displays.
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.
27. Click **New** Button in **Developmental Domain Results** section. Select **Developmental Domain** page displays.

Select the applicable domain option from the drop-down and select **Save** button. **Add Developmental Domain Results** page displays.
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.

28. Click Edit button. Modify Supplemental Evaluation page displays.
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.
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.

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.

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.

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.