



Birth to Three Early Intervention System



To: Clinic Managers
Re: RBI Flow and Data Entry
From: Denise Cuff, Ed.D., Quality Management Coordinator
Date: 1/5/2017

For Children who are eligible based on *Established Condition*

- RBI is completed with parent.
- FSC obtains IFSP signature and completes initial goal development with parent.
- RBI is entered into the SEA Section under "Assessment Tool Not Otherwise Specified"
 - o CDW is the 1st Interview, therefor the Assessor
- Date of Assessment is the same date as the RBI
- The MDA/IFSP line is opened and the MDA schedule date and MDA start date will be the date of the RBI
- The Initial IFSP signature date will be the same as the RBI
 - o The IFSP should have been signed on the same date as the RBI
- Sections 4.1-4.5 have the assessment results entered as either DD, NQ or AA.
- MDA completion date is entered as the date of the RBI
- Section 4S is created
 - o Under Additional Assessment if needed section:
 - Domain Assessed = RBI
 - Assessor = Whoever was entered for the Assessment Tool Not Otherwise Specified
 - Assessment Result- Based on information from FSC. (DD, NQ,AA)
- Section 9 should indicate the following:
 - o 1st Service = Coordination
 - o 2nd Service = First Interviewer Information
 - Provider Agency = 1st interviewer information
 - Service Type = Assessment
 - Service * = RBI 1st Interviewer
 - Add On Service = No
 - ROI Signature Date = Part C Consent Date
 - Referral Start Date = Date FSC received referral or Referral Completion date from Referral Form
 - Actual Service Start Date = Date of ROI
 - Actual Service End Date = Date of ROI
 - o 3rd Service = Second Interviewer Information:
 - Provider Agency = 2nd interviewer information
 - Service Type = Assessment
 - Service * = RBI – 2nd Interviewer
 - Add On Service = No
 - ROI Signature Date = Part C Consent Date
 - Referral Start Date = Date FSC received referral or Referral Completion date from Referral Form
 - Actual Service Start Date = Date of ROI
 - Actual Service End Date = Date of ROI



Birth to Three Early Intervention System



***An MDA or domain-specific assessment may still occur for a child who is considered eligible based on established condition. In this case, refer to instructions for “Children determined eligible based on Assessment or Clinical Judgement” because there will be assessment tools used to enter in section 4.1-4.5.

For children determined eligible based on Assessment or Clinical Judgement:

- Part C Consent is entered into Eligibility
- MDA Scheduled Date is entered into MDAIFSP (MDA line is opened)
- Child has MDA
- Assessor’s fill in appropriate test tools in SEA Section
- Assessor’s complete section 4.1-4.5 respectively
- MDA Completion date is entered
- Coordinator meets with family, completes RBI and gets IFSP Signed.
- Initial IFSP date is entered into MDAIFSP
- RBI is entered into SEA under “Assessment Tool Otherwise specified:”
 - o CDW is the 1st Interview, therefore is the agency who did assessment
 - o The FSC is the assessor
 - o Assessment Date is the date of the RBI/IFSP Signature
- Section 4S is created (But only if the MDA Completion date has already been entered)
 - o Under “Additional Assessment if needed” section:
 - Domain Assessed = RBI
 - Assessor = Coordinator’s name + Assessment Tool Not Otherwise Specified
- Section 9 should indicate the following:
 - o 1st Service = Coordination
 - o 2nd Service = First Interviewer Information
 - Provider Agency = 1st interviewer information
 - Service Type = Assessment
 - Service * = RBI 1st Interviewer
 - Add On Service = No
 - ROI Signature Date = Part C Consent Date
 - Referral Start Date = Date FSC received referral or Referral Completion date from Referral Form
 - Actual Service Start Date = Date of ROI
 - Actual Service End Date = Date of ROI
 - o 3rd Service = Second Interviewer Information:
 - Provider Agency = 2nd interviewer information
 - Service Type = Assessment
 - Service * = RBI 2nd Interviewer
 - Add On Service = No
 - ROI Signature Date = Part C Consent Date
 - Referral Start Date = Date FSC received referral or Referral Completion date from Referral Form
 - Actual Service Start Date = Date of ROI
 - Actual Service End Date = Date of ROI

All RBI information is scanned into Documents.



Birth to Three Early Intervention System



Thanks in advance for attention, cooperation and compliance.

If you have any questions or concerns regarding the content of this memo please contact Hope.Rose@state.de.us or Denise.Cuff@state.de.us.