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| Child’s Name: | DOB: |
| EI Number: | Date of Referral to EI: |

**Section I: To be filled out by the Initial Service Coordinator (if needed) and submitted to the Evaluation Agency with the other required paperwork as outlined in the Initial Service Coordination Responsibilities Policy.**

**Surrogacy-related delays should be indicated under “B”.**

Parents originally chose:

(Evaluation Site Name) (Provider #)

which was not able to complete the child’s evaluation within thirty (30) days of the date of referral to the NYC Early Intervention Program due to the following reason (s):

1.  1. Child ill  2. Parent ill  3. Delay Signing Consent  4. Delay in Choosing Evaluation Site

5. Evaluation Site selected with a known waiting list AND other evaluation agencies were offered 6. Other family reasons:

1.  1. Waiting List  2. Evaluator backlog/delay  3. Other evaluation site reason (s):

The child is now scheduled for an evaluation on (date): at

(Evaluation Site Name) (Provider #)

Initial Service Coordinator Signature: Date: / / Agency: Phone number:

***Parent Acknowledgement***

*I understand that my child is entitled to an evaluation and to the convening of an IFSP meeting within forty-five (45) days of the date of referral to the New York City Early Intervention Program (EIP). I understand that the evaluation site I have selected will not be able to complete the evaluation and send the required report to me and the NYC EIP so that this timeline can be met.*

Parent signature: Date: / /

Date this form was sent to Evaluation Agency:

**Section II: To be filled out by the Evaluation Agency (if needed) and submitted to the Regional Office and Service Coordinator with the Evaluation Packet in the *‘Developmental Assessment’* tab in the EI-Hub.**

## Name of Evaluation Agency

**Please indicate the reason(s) for delayed submission of MDE:**

1.  1. Child ill  2. Parent ill  3. Delay Signing Consent for Evaluation  4. Delay in obtaining prescription for needed MDE component  5. Family missed evaluation appointment  6. Parental scheduling delay

7. Other family reasons:

1.  1. Delayed referral from SC to Evaluation Agency  2. Other provider reasons:

**Signature of Evaluation Representative:**  Date: / /

**Signature of Parent:**  Date: / /

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

Reason for Delay in Evaluation Completion/ MDE Submission Form 8/24