

DO AND DOC THE FIRST 45 DAYS

This “Do and Doc” was developed to support Wisconsin Birth to 3 Program Service Coordinators in completing required actions (DO) and documenting (DOC) each step within the first 45 days after referral. This process focuses on fostering family partnerships while ensuring their procedural safeguards. Additionally, this process ensures compliance with IDEA Part C and DHS 90.

This resource was developed by the Wisconsin RESource Professional Development Team with collaborative input from BCS, EI in WI Ambassadors, and a national technical assistance partner. It is informed by the Wisconsin Birth to 3 Program Operations Guide, DHS 90, and Part C of IDEA.

Throughout this Do and Doc, the following resources are referenced repeatedly. Follow the links below to view the documents:

- [The Wisconsin Birth to 3 Program Operations Guide](#)
- [Birth to 3 Program Forms and Publications Page](#)
- [The Wisconsin Birth to 3 Program IFSP](#)
- [DHS 90](#)
- [The EI in WI website](#)

1 Referral & Initial Contact

2 Intake

3 Evaluation

4 EI Team Meeting/Eligibility Determination

5 Ongoing Child & Family Assessment

6 Initial IFSP Meeting

SECTION 1: Referral & Initial Contact

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	Assign a Service Coordinator upon receipt of the referral.	Name:
<input type="checkbox"/>	Begin an early intervention record/child file.	
<input type="checkbox"/>	Review referral information to determine if an optional developmental screening is needed. If yes, please reference The Wisconsin Birth to 3 Program Operations Guide - Section 5.1.	
<input type="checkbox"/>	Create an Access Log to track authorized viewers of the EI record.	
<input type="checkbox"/>	Set expectations for the 45-day timeline (evaluation, eligibility determination, IFSP meeting).	IFSP Due Date:
<input type="checkbox"/>	Contact the family to introduce the program and explain the next steps. Gather their communication preferences and offer to schedule an intake visit.	
DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	Ensure that the following is documented: <ul style="list-style-type: none"> <input type="checkbox"/> Referral date and source. <input type="checkbox"/> Demographic information (DOB, sex, race, ethnicity). 	
<input type="checkbox"/>	Case note all contact attempts (date, method, outcome).	

SECTION 2: Intake

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	In the family's native language, provide: <ul style="list-style-type: none"> <input type="checkbox"/> Your Child's and Family's Rights in The Birth to 3 Program <input type="checkbox"/> Notification of Parental Rights Regarding Records <input type="checkbox"/> Check for understanding. 	
<input type="checkbox"/>	If conducting an optional developmental screening: <ul style="list-style-type: none"> <input type="checkbox"/> Review Notice and Consent for Screening with the family prior to conducting the screening (includes prior written notice, family rights, and consent for screening). 	
<input type="checkbox"/>	If an evaluation will NOT occur: <ul style="list-style-type: none"> <input type="checkbox"/> Document that the decision was made with the family through the use of Written Prior Notice - No Evaluation Recommended 	
<input type="checkbox"/>	If an evaluation WILL occur: <ul style="list-style-type: none"> <input type="checkbox"/> Discuss how the program works, referencing the Families are the Foundation. Review next steps and the family's role in the process. <input type="checkbox"/> Provide System of Payment/Consent to Access Insurance. <input type="checkbox"/> Explain Birth to 3 Program HMO Exemption. <input type="checkbox"/> Make the family aware of the Parental Cost Share system, should their child be eligible. Provide the current Birth to 3 Program Parental Cost Share Tables. <input type="checkbox"/> Request necessary medical and other records (including vision and hearing). 	

DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	Case note summary of discussion, family questions, and understanding.	
<input type="checkbox"/>	Case note that the parent was provided the "Parent and Child Rights and Records Policy."	
<input type="checkbox"/>	If a developmental screening is conducted, complete "Notice and Consent for Screening" and obtain parental consent. Also, document and provide the parents with the results of the screening.	
<input type="checkbox"/>	Obtain signed System of Payments/insurance consent .	
<input type="checkbox"/>	Obtain signed releases of information.	
<input type="checkbox"/>	Record Access Log entries for records accessed or released (authorized individuals, sharing details-date, name, purpose).	
<p>Contingency:</p> <ul style="list-style-type: none"> If the family is unavailable, document/casenote continued contact attempts using multiple methods (phone, text, mail, email), as needed. 		

SECTION 3: Evaluation

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	Form a multidisciplinary early intervention team based on the suspected needs of the child as well as the priorities and concerns of the family (parents, service coordinator, at least 2 qualified personnel representing at least 2 different disciplines).	
<input type="checkbox"/>	Explain the evaluation purpose and procedures to the parent(s).	
<input type="checkbox"/>	Schedule evaluation with ample time to allow for cancellations or reschedules and still meet the required timeline.	
<input type="checkbox"/>	Review records that you have received (medical, prior interventions).	
<input type="checkbox"/>	Provide or send Prior Notice and Consent for Evaluation and Assessment , and give and explain parental rights before evaluating.	
<input type="checkbox"/>	Ensure that you have obtained the signed Prior Notice and Consent for Evaluation and Assessment in native language before you begin.	
<input type="checkbox"/>	Gather information about the child's history, including interviewing the parent.	
<input type="checkbox"/>	Coordinate the completion of a comprehensive, multidisciplinary evaluation . Please note: all 5 areas of development (Cognition, Communication, Physical-including vision and hearing, Social-Emotional, and Adaptive) must be evaluated using approved tool(s) , multiple procedures , and informed clinical opinion .	

DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	Signed evaluation and assessment consent forms (in native language).	
<input type="checkbox"/>	Case note coordination attempts and any scheduling delays.	
<input type="checkbox"/>	Ensure that the "Summary of Development" (pgs. 3-7) on the IFSP are complete (documenting evaluation observations and methods used, the child's development across all five areas, and use of informed clinical opinion).	

SECTION 4: EI Team Meeting & Eligibility Determination

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	Offer family the choice of meeting format (virtual or in-person) and location. Clarify that the child's participation is not needed (e.g., the child can be napping or at childcare).	
<input type="checkbox"/>	Explain EI Team Meeting/Eligibility Determination and the next steps in the process. Inform the family of their right to invite an advocate.	
<input type="checkbox"/>	Send EI Team Meeting invitations to family (in native language) with convenient time/location.	
<input type="checkbox"/>	Hold EI Team Meeting/Eligibility Determination; discuss evaluation results.	
<input type="checkbox"/>	Provide parental prior written notice and explain rights regarding eligibility determination (IFSP pgs. 8-9) before signing EI Team report.	
DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	EI Team Meeting invitation with the participant list and date/time/location.	
<input type="checkbox"/>	Complete the Early Intervention Team Report/Wisconsin Early Intervention Eligibility Determination form (IFSP pgs. 8-9).	

Contingency:

- Plan a backup date up front and document attempts to coordinate with the family.
- If the child is not found eligible:
 - Discuss options as outlined on pg. 8 of the state [IFSP](#)
 - Obtain the signatures on pg. 9
 - Provide the family with the completed pages of the [IFSP](#) that represent the evaluation report including Summary of Development pages pgs. 3-7 and EI Team Report pgs. 8-9.
 - Please reference Section 6.5 of [Wisconsin Birth to 3 Program Operations Guide](#) for more information

SECTION 5: Ongoing Child & Family Assessment

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	Coordinate the initial assessment of the child's functioning across all five developmental areas to identify the child's unique strengths, needs, and the nature and extent of early intervention necessary to meet those needs.	
<input type="checkbox"/>	Coordinate observations of the child during daily routines in their natural settings and gather input through conversations with caregivers and family members.	
<input type="checkbox"/>	Confirm parent's willingness to participate in a family assessment.	
<input type="checkbox"/>	Complete the family-directed assessment exploring the family's resources, priorities, strengths, concerns, routines, and community participation.	
DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	Finalize the assessment report that summarizes the child's development. Remember, the IFSP Summary of Development pages (IFSP pgs. 3-7) together with the EI Team Report (IFSP pgs. 8-9) meet the requirements for developing a report summarizing the evaluation and assessment process.	
<input type="checkbox"/>	Document the family assessment on the Tell us About Your Family page of the (IFSP pg. 10).	

SECTION 6: Initial IFSP Meeting

DO	Required Birth the 3 Program Actions (Do)	Notes
<input type="checkbox"/>	Schedule the initial IFSP meeting with ample time to allow for cancellations or reschedules and still meet the required 45-day timeline.	
<input type="checkbox"/>	Confirm IFSP meeting details with family/EI team.	
<input type="checkbox"/>	Send a written invite/notice to all participants of the initial IFSP meeting.	
<input type="checkbox"/>	Explain the Individualized Family Service Plan (Families are the Foundation Booklet pgs. 9-12) process with the family and their pivotal role.	
<input type="checkbox"/>	Review approach to service delivery and use of evidence-based practices .	
<input type="checkbox"/>	Facilitate the IFSP meeting to collaboratively develop the initial IFSP : <ul style="list-style-type: none"> <input type="checkbox"/> Child and Family Outcomes (pgs. 11-12) <input type="checkbox"/> Summary of Services (pgs. 17-18) <input type="checkbox"/> Transition Plan when the child is ≥ 2 years 6 months (pgs. 13-16) <input type="checkbox"/> Other Services/Community and Medical Supports (pg. 20) <input type="checkbox"/> If applicable, Justification For Services Provided In Locations Other Than Natural Environments (pg. 19) <input type="checkbox"/> IFSP Team Signature page (pg. 21) 	
<input type="checkbox"/>	Provide and review parental rights (including dispute options).	

<input type="checkbox"/>	Provide a copy of Opting Out of LEA and SEA Notification and the Wisconsin Opt-Out Policy .	
<input type="checkbox"/>	Explain the parental cost share system .	
<input type="checkbox"/>	Provide the family and team members with a copy of the completed IFSP .	
<input type="checkbox"/>	Complete the Parent Statement of Income using the Annual Parental Cost Share tables and obtain the parent's signature. Provide the family with a copy of the annual cost share form and other documentation they signed.	
<input type="checkbox"/>	Execute the completed and signed IFSP with all required elements.	
DOC	Required Birth to 3 Program Documentation (Doc)	Notes
<input type="checkbox"/>	Case note attendance and participation.	
<input type="checkbox"/>	Prior written notice and signed consent forms.	
<input type="checkbox"/>	Case note documentation of (timeline) delays exceeding 45 days and reason for delay (if applicable).	
<p>Contingency:</p> <ul style="list-style-type: none"> • If the family cancels at the last minute, reschedule immediately and document the reason. • Keep backup meeting times ready to ensure the 45-day deadline is met. 		