

### Your appointment is scheduled... What's next?

- For in-person appointments, a COVID screening will be completed upon your arrival.
- Please limit attendees to the child and one adult.
- Wear a mask. All persons 2 and older must wear a mask.
- Plan for 2.5 hours of time
- Bring any hospital discharge papers or evaluations.
- Bring your child's insurance information.
- Bring a copy of your most recent tax returns (unless your child is covered by Medicaid)
- Bring a copy of any Custody/guardianship paperwork, if applicable
- Plan to share with us information about how your child participates in daily routines, including: Sleeping; Mealtimes; Getting Dressed; Going Out; and Play Time.



Your appointment will begin with an Intake, during which your Service Coordinator will explain your rights within the program, outline the steps to determining eligibility and starting services, and obtain your consent to proceed with the eligibility/assessment process. The links below and the attached items are the documents that will be shared during your appointment.

- Notice of Child & Family Rights and Safeguards Including Facts About Family Cost Share (Rights Booklet):  
[http://www.infantva.org/documents/forms/Notice%20Rights%20Safeguards%20Family%20Fees%206-15\(1\).pdf](http://www.infantva.org/documents/forms/Notice%20Rights%20Safeguards%20Family%20Fees%206-15(1).pdf)
- Strengthening Partnerships:  
<http://www.infantva.org/documents/forms/Strengthening%20Partnerships%209-16-2.pdf>
- Notice and Consent to Determine Eligibility: <http://www.infantva.org/documents/forms/3145eEI.pdf>
- Notice and Consent for Assessment for Service Planning:  
[http://www.infantva.org/documents/forms/3152eEI\\_130701.pdf](http://www.infantva.org/documents/forms/3152eEI_130701.pdf)
- Family Cost Share <https://www.norfolk.gov/DocumentCenter/View/65727/Family-Cost-Share-1>
- Release of Information <https://www.norfolk.gov/DocumentCenter/View/65728/ROI>

Next, if you have elected to combine your Intake and Assessment appointments, your evaluators will join the meeting. The evaluators and Service Coordinator will proceed with the assessment, observing how your child plays and interacts as well as asking you questions about your child's daily routines and how your child participates in them. The evaluators will share all their observations with you on this same day. We will also compare your child's functioning to their same aged peers in each of three outcome areas. More information can be found here: <http://www.infantva.org/documents/decision%20tree%208-17-18.pdf>

If your child is found eligible for Early Intervention, your Service Coordinator and evaluators will offer to continue your appointment and develop the Individualized Family Service Plan. Below are related documents:

- Parental Prior Notice: <http://www.infantva.org/documents/forms/1047AeEI.pdf>
- IFSP (Individualized Family Service Plan): [http://www.infantva.org/documents/forms/IFSP\\_7-15\\_IFSP-HW.docx](http://www.infantva.org/documents/forms/IFSP_7-15_IFSP-HW.docx)