



EI Timelines & Eligibility





Infant/Toddler Early Intervention Eligibility


Based on the multidisciplinary evaluation, infants and toddlers who meet the following criteria are eligible for EI services:


- 25% delay in one or more areas of development (cognitive, communication, physical development, social-emotional, and adaptive)
- OR a specialist's determination that there is a delay even though it doesn't show up on the evaluation (this is called "informed clinical opinion")
- OR a known physical or mental condition that is likely to contribute to developmental delays

Infant/Toddler Early Intervention Timeline


1  For children ages birth–3 in Allegheny County, a [referral](#) is made and/or the family requests an evaluation by contacting The Alliance for Infants at Toddlers at 412-885-6000. While others may refer a child, the referral will not move forward until the parent/guardian provides permission.

2  A service coordinator (SC) is assigned to and meets with the family. The SC may do an observation or complete a screening tool to determine if an evaluation is recommended or if the child should be monitored by developmental tracking.

3  The parent/guardian must provide written consent before a screening or multidisciplinary evaluation is completed. If recommended, **an evaluation must be scheduled within 45 calendar days of the initial referral.**

4  Eligibility is determined at the multidisciplinary evaluation, which typically occurs in a single **2-3 hour evaluation appointment** in the child's natural environment.

- If the child is eligible for services, an Individualized Family Service Plan (IFSP) is developed after the evaluation to outline the child's strengths, services, and outcomes/goals.
- The parent/guardian can choose an EI [provider agency](#) if they have a preference.
- Services **must start within 14 calendar days after the IFSP is created.**
- If a child is eligible for developmental tracking, the SC will discuss periodic monitoring of developmental milestones.
- If a child is not eligible for services, an evaluation report is written and information on community resources is offered.

5  Once services begin, they are reviewed by the team (service coordinator, EI providers, and family) quarterly. A re-evaluation is done annually to see if the child is still eligible for services.



Transition from Infant/Toddler EI to Preschool EI

If a child already receives Infant/Toddler EI services, a transition planning meeting is held six months to 90 days before the child's third birthday to discuss how to best support the child and family. If the child is transitioning to Preschool EI, the team will consider a variety of factors to decide if a review of the previous evaluation/records is appropriate or if a new evaluation needs to be completed. The goal of transition is to have a smooth switch from Infant/Toddler EI to Preschool EI if continued services are needed.

Preschool EI Eligibility

Children ages 3–5 (age of beginners) who meet the following criteria are eligible for early intervention services:

- A 25% delay in one or more areas of development
- OR any of the following physical or mental disabilities: autism, visual impairments (including blindness), hearing impairments, deafness, intellectual disability, traumatic brain injury, orthopedic impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairments, deaf-blindness, and multiple disabilities
- AND are in need of special education and related services

Preschool EI Timeline

1



A **referral** is made and/or the family requests an evaluation from their Intermediate Unit. Families who reside in the city of Pittsburgh can contact Pittsburgh Public Schools at 412-529-4000. Families who reside anywhere else within Allegheny County can contact the Allegheny Intermediate Unit at 412-394-5904.

2



A screening may be done to see if an evaluation is needed. Before an evaluation or screening is completed, the parent must provide written consent (called "permission to evaluate").

3



An **evaluation must occur within 60 calendar days** of the parent signing the permission to evaluate and typically occurs across multiple days.

4



If the child is eligible for EI, an Individualized Education Program (IEP) **must be developed within 30 calendar days** of the completion date of the evaluation. The IEP outlines the child's current development as well as their services, supports, and goals.

5



An IEP meeting is held with the IEP team (including parents/guardians, teachers, educational administrators, and related service providers). Services **must start within 14 days of the IEP meeting**.



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