Clarification on Addressing Subsequent FIT Enrollments
(CME or E & A): (Initial or annual IFSP and ECO)

We have recently become aware of concerns and inconsistencies related to the 45 day timeline between referral and the initial IFSP. Children and families come and go in our system with great frequency, and the FIT Program has made decisions on how to handle these multiple enrollments in a sensible manner. The information below is intended to clarify.

- **If a child with an IFSP is transferred from one agency to another:**
  - **CME/Assessment:**
    - Do not conduct another CME. This is not allowed.
    - The receiving agency does not need to conduct an assessment on the child until it is time for the annual IFSP.
    - This assessment would be coded in FIT KIDS as E & A, just as any other annual assessment.
  - **IFSP:**
    - The current IFSP from the transferring agency will be used until the receiving agency conducts a review and update within 30 days of the transfer.
    - The receiving agency's IFSP will be considered an "annual" IFSP.
    - The expiration date on the IFSP from the previous enrollment will determine when the next annual IFSP must be conducted.
    - The original referral date will not be changed in FIT KIDS.
  - **ECO:**
    - Since a new agency is now serving this child, a new initial ECO should be developed within 30 days of the receiving agency's service initiation with the family.
    - If less than 6 months have occurred since the child's last ECO rating from the transferring agency (whether it was an initial or an annual ECO rating), those ratings can be used to develop an initial ECO by the receiving agency at their discretion.
      - If the agency chooses this option, they must enter those ratings as Initial ECO ratings in FIT-KIDS, dating the initial ratings to coincide with the new enrollment (date receiving agency initiates services with the family).
      - **Paperwork** in the family's chart should include a notation in the SC notes referencing the use of the last child outcome summary form. In cases of transfers the receiving agency must have a copy of this child outcome summary form.

- **If a previously enrolled child with a previous IFSP was discharged for less than 6 months, and is re-enrolled, it is treated much like a transfer (even if the child is re-enrolled with the same agency who previously provided services):**
  - **CME/Assessment:**
    - Do not conduct another CME. This is not allowed.
    - Upon re-enrollment, the agency does not need to conduct an assessment on the child until it is time for the annual IFSP.
    - This assessment would be coded in FIT KIDS as E & A, just as any other annual assessment.
  - **IFSP:**
    - The latest IFSP from the previous enrollment will be used until the receiving agency conducts a review and update within 30 days of the transfer.
- The updated IFSP will be considered an "annual" IFSP
- The expiration date on the IFSP from the previous enrollment will determine when the next annual IFSP must be conducted.
- The original referral date will not be changed in FIT KIDS.

  o **ECO:**
    - Since a new enrollment is occurring for this child, a new initial ECO should be developed within 30 days of the agency's service initiation with the family.
    - If less than 6 months have occurred since the child's last ECO rating from the previous agency (whether it was an initial or an annual ECO rating), those ratings can be used to develop an initial ECO by the current agency at their discretion.
      - If the agency chooses this option, they must enter those ratings as Initial ECO ratings in FIT-KIDS, dating the initial ratings to coincide with the new enrollment (date receiving agency initiates services with the family).
      - **Paperwork** in the family's chart should include a notation in the SC notes referencing the use of the last child outcome summary form. In cases of transfers the receiving agency must have a copy of this child outcome summary form.

- **If a previously enrolled child with a previous IFSP was discharged for 6 months or more, and is re-enrolled:**
  - **Assessment:**
    - A full CME is not necessary, but the IDA should be conducted using the E & A code to ensure the child is still eligible.
    - If the agency feels it is necessary to conduct a full CME, they may choose to do this. This is the only time a subsequent CME may be conducted on a child who was previously served with an IFSP in FIT. This assessment would be coded as a CME.
  - **IFSP:**
    - A new IFSP will be developed for the family and considered an "initial" IFSP.
    - The most recent referral date must be entered on the enrollment page and
    - The new IFSP must be conducted within 45 days of that date.
  - **ECO:**
    - Since a new enrollment is occurring for this child, a new initial ECO should be developed within 30 days of the agency's service initiation with the family.

- **If a previously referred child was found not eligible and was referred again more than 6 months from the last CME:**
  - **Assessment:**
    - The agency may conduct a full CME.
  - **IFSP:**
    - A new IFSP will be developed for the family and considered an "initial" IFSP.
    - The current referral date must be entered on the enrollment page and
    - The new IFSP must be conducted within 45 days of that date.

- **If a previously referred child was found not eligible and was referred again less than 6 months from the last CME:**
  - **Assessment:**
    - A full CME may not be conducted, but eligibility can be re-determined with the IDA using the E & A code
**Child previously evaluated and found ineligible for Part C services**

**Qualifiers**
- If Previous CME was **less than 6 months ago**: 
  - CME may not be conducted.
- If significant changes have occurred from the last CME, eligibility can be re-determined with the IDA using the E & A code.

**Assessment**
- Agency may conduct full CME.

**IFSP**
- If child is found eligible for FIT Program, conduct initial IFSP within all timelines.

**ECO**
- If child is found eligible for FIT Program, conduct ECO.

**If a child with an IFSP is transferred from one agency to another**

**Qualifiers**
- Previous CME was more than 6 months ago:
- (No qualifiers for transfers)

**Assessment**
- Agency may conduct full CME.

**IFSP**
- The current/last IFSP from the transferring/last agency will be used until the receiving agency conducts a review and update within 30 days of the transfer.

**ECO**
- Receiving agency conducts an initial ECO within 30 days of the service initiation with the family. The last ECO ratings from the referring agency’s enrollment can be used to develop an initial ECO by the receiving agency at their discretion. See *Note below.*

**If a previously enrolled child with a previous IFSP was discharged and is re-enrolled**

**Qualifiers**
- If child was discharged less than 6 months ago:
- If child was discharged more than 6 months ago:

**Assessment**
- CME may not be conducted.

**IFSP**
- The updated IFSP will be considered an “annual” IFSP.
- The expiration date on the IFSP from the previous enrollment will determine when the next annual IFSP must be conducted.
- The original referral date will not be changed in FIT KIDS.

**ECO**
- A new ECO will be developed for the family and considered an “initial” IFSP.
- The most recent referral date must be entered on the enrollment page and
- The new ECO must be conducted within 45 days of that date.

**Note:** If the agency chooses this option, they must enter those ratings as Initial ECO ratings in FIT-KIDS, dating the initial ratings to coincide with the new enrollment (date receiving agency initiates services with the family). *Paperwork* in the family’s chart should include a notation in the SC notes referencing the use of the last child outcome summary form. In cases of transfers the receiving agency must have a copy of this child outcome summary form.