



**New York City Early Intervention Program
Evaluation Agency MDE/Screening Submission Checklist**

INSTRUCTIONS: This checklist must be completed and submitted along with all the required components of a child’s Screening or Multidisciplinary Evaluation (MDE) in the ‘Developmental Assessment’ tab of the EI Hub. Complete the checklist below. If the required components are not submitted, the screening/MDE submission will be rejected:

Child’s Name:	Date of Birth:
EI #:	MDE Screening Date (check one and indicate date):
Print name of person completing this form:	
Title:	

SCREENING: The following are **required** as attachments for a complete screening submission to the NYC EIP

Please check to indicate that item is included	Required Component
	Parental Consent for Screening/MDE
	Screening Report
	Screening Summary

The following are **required** as attachments to a Screening **if applicable**.

Please check to indicate if item is included	Required Component
	Telehealth Consent
	Reason for Delay in MDE/Screening Completion form

MDE: The following are **required** as attachments for a complete MDE submission to the NYC EIP
Eligible? NO YES If YES: on delay on diagnosis

The following are **required** as attachments for a complete MDE

Please check to indicate that item is included	Required Component
	Parental Consent for Screening/MDE
	MDE Summary Report (saved from EI-Hub)
	NYC Health Child & Adolescent Health Examination Form (CH205)/Health assessment information (medical form or electronic medical record printout signed by medical provider)
	MDE Report
	MDE Summary

The following are **required** as attachments to an MDE **if applicable**:

Please check to indicate if item is included	Required Component
	Telehealth Consent
	Reason for Delay in MDE/Screening Completion form
	Supplemental Audiology evaluation
	External Evaluation
	Family-directed Assessment
	Closure Form