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NYC Evaluators:

Please review and execute the following guidelines, immediately, if you are not already implementing.

1. Include a **description of the assessment process and conditions** in your individual reports.
2. When conducting the parent interview, include all required components such as **concerns, priorities and resources**. **Clearly indicate them in your written report**.
For example: "During the parent interview the following concerns, priorities and resources were indicated."
Concerns:
Priorities:
Resources:
3. When conducting a bilingual evaluation, include a bilingual summary. If the parent requests ENGLISH ONLY SUMMARY, **clearly indicate this in your report and in the summary narrative provide a thorough explanation**. For example, "Evaluation summary (and individual evaluation) has been provided in English as per parent request".
4. Once the evaluation is completed EACH member of the evaluation team must discuss **individual findings** with the family. The **family response and date** of the discussion must be included in the summary portion of EACH individual report.
5. Once the evaluation is completed and the **summary narrative** is written, the **Special Education Teacher** MUST CALL the family and discuss the **summary findings and eligibility** with the family. Note the **family response and date** of the discussion in the summary narrative.
6. Our agency will assign the evaluation representative, The evaluation representative assigned for the IFSP meeting is required to complete our agency's **Evaluation Representative Form** and the **NYC IFSP Page 8** (signature). **Both documents are to be completed and faxed to the Queens Office** at (718) 631-1314 **PRIOR** to the IFSP meeting date.
7. Evaluation Representatives must participate in person. For phone participation, the evaluation representative **must call the regional office at the time of the meeting until an EIOD is reached**. **You must be available and ready to pick up the call**.