

Guidance for Receiving Verbal Consent

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Verbal consent means consent obtained via phone conversation, text message, or email with the parent or guardian.

If consent is obtained via phone conversation, the EI professional must document under the Contact tab in the child's record in the BTOTS database:

1. The date and time of the conversation.
2. The name of the parent or guardian.
3. Summarize the conversation. For example, spoke with Jane Doe (mom) on 3/20/2020 at 3:30pm. Reviewed the form, *Consent for the use of Tele-intervention Early Intervention*. Mom agreed to receive service coordination *or* evaluation and assessment *or* ongoing IFSP service(s) as a tele-intervention visit.
4. Complete the form, *Consent for the use of Tele-intervention Early Intervention*.
5. Share documentation and completed form with IFSP team.

If consent is obtained via text message, the EI professional must:

1. Send a blank copy of the form, *Consent for the use of Tele-intervention Early Intervention* to the child's parent or guardian via text message, email, or mail.
2. Send a text message to the parent or guardian confirming the form was received and consent. For example, this is Jane Doe with "Name of Local EI Program". I am confirming that you received a copy of the form, *Consent for the use of Tele-intervention Early Intervention*. Did you receive this form? (Parent/guardian response) Do you consent to receiving service coordination *or* evaluation and assessment *or* ongoing IFSP service(s) as a tele-intervention visit? (Parent/guardian response)
3. Complete the form, *Consent for the use of Tele-intervention Early Intervention*.
4. Share screenshot of conversation and completed form with IFSP team.
5. Service Coordinator must ensure documentation of the conversation is entered under the Contact tab in the child's record in the BTOTS database.

If consent is obtained via email, the EI professional must:

1. Send a blank copy of the form, *Consent for the use of Tele-intervention Early Intervention* to the child's parent or guardian via text message, email, or mail.
2. Send an email to the parent or guardian confirming the form was received and consent. For example, this is Jane Doe with "Name of Local EI Program". I am confirming that you received a copy of the form, *Consent for the use of Tele-intervention Early Intervention*. Did you receive this form? Do you consent to receiving service coordination *or* evaluation and assessment *or* ongoing IFSP service(s) as a tele-intervention visit? (Parent/guardian response)
3. Complete the form, *Consent for the use of Tele-intervention Early Intervention*.
4. Share copy of conversation and completed form with IFSP team.
5. Service Coordinator must ensure the conversation and completed form are included in the child's EI record.