

THE RIGHTS OF INFANTS AND YOUNG CHILDREN ELIGIBLE FOR TENNESSEE EARLY INTERVENTION SYSTEM (TEIS)

REFER A CHILD

You can refer a child to TEIS by calling 1-800-852-7157 or [visit our website](#).

The Referral Form is also available on the MyTN app, available for free on your app store.

TEIS is a voluntary educational program for families of infants and young children with disabilities or developmental delays. The program is governed by Part C of the Individuals with Disabilities Education Act (IDEA), a federal law that ensures early intervention services to children with qualifying disabilities. Every state has a Part C program and establishes its own eligibility requirements.

In Tennessee, children with certain health conditions and/or those whose eligibility evaluation results show a 25 percent delay in two developmental areas or 40 percent in one area, may be eligible for TEIS. Information from a physician may also be used in determining eligibility.

When a child is determined eligible, the family decides if they would like to participate in TEIS. If they choose to participate, an Individualized Family Service Plan (IFSP) meeting will be held to determine the services and supports the child may need.

CHILDREN HAVE THE RIGHT TO

A Surrogate Parent

- A surrogate parent must be appointed to represent the interest of a child who has no parent or guardian, is a ward of the state, or the state cannot, after reasonable attempts, locate the child's parent or legal guardian.

PARENTS HAVE THE RIGHT TO

Consent to evaluation, assessment, and provision of early services:

- Parents have the right to accept or decline any early intervention service without jeopardizing the provision of other services.

Review early intervention records:

- Parents have the right to ask to review any early intervention records relating to their children that are collected, maintained, or used by TEIS.

Receive prior written notice, in their native language, if possible, when the following occurs:

- TEIS schedules an IFSP meeting.
- TEIS determines the child is ineligible for TEIS.
- TEIS proposes a change to the identification, evaluation, or placement of the child.
- TEIS proposes an evaluation for continued eligibility or a change or addition to services.
- TEIS declines a parent request for the initiation of new services or changes to existing services for the child.
- TEIS proposes closing an eligible child's file.

Require personal information be kept confidential:

- Generally, information regarding the child or family may only be shared with other agencies with written consent from the parent. Release of information without parental consent is only permitted in certain circumstances.

File an Administrative Complaint:

- An administrative complaint is a process for resolving conflicts related to early intervention. Any party may file an administrative complaint.

Request Mediation:

- Mediation is a process for resolving disagreements between families and TEIS using an impartial mediator.

Request a Due Process Hearing:

- A due process hearing is a formal procedure in which an administrative judge hears from both parties and decides on an outcome. The due process complaint is resolved within 45 days of request after the resolution period has ended.

FORMS

Copies of forms mentioned above may be requested from your service coordinator or from the Department of Disability & Aging website. [Visit the TEIS Complaint Resolution webpage.](#)

RECORD RETENTION

For data protection, TEIS securely destroys all records that have been inactive for six years or longer.

PRINCIPLES OF EARLY INTERVENTION

- Early Intervention supports families to help their children develop.
- Early Intervention takes place at home and in the community with the family.
- Families and professionals work together to create and monitor goals.
- Goals are family-centered, written with the child and family's routine in mind.
- Early Intervention plans focus on helping children become more social, explore their surroundings, and become more independent.
- Families use home activity programs to work with their child throughout the week.
- Goals and strategies are monitored to be sure they are effective.
- Providers who work with families are kept to high standards.