

Guidance for Receiving Verbal Consent

In the event that a signature cannot be obtained from the child's parent or guardian, the early intervention (EI) professional may obtain verbal consent from the parent or guardian. For the purposes of this temporary practice, 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:

1. Document the date and time of the conversation.
2. Document 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, *Informed Consent for the use of Virtual Early Intervention*. Mom agreed to receive EI services as a virtual visit.
4. Sign and date the documentation.
5. Complete the form, *Informed Consent for the use of Virtual Early Intervention*.
6. Share documentation and completed form with IFSP team.
7. Ensure the documentation and completed form are included in the child's EI record.

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

1. Send a blank copy of the form, *Informed Consent for the use of Virtual 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 (insert agency name) EI. I am confirming that you received a copy of the form, *Informed Consent for the use of Virtual Early Intervention*. Did you receive this form? (Parent/guardian response) Do you consent to receiving service coordination EI services as a virtual visit? (Parent/guardian response)
3. Complete the form, *Informed Consent for the use of Virtual Early Intervention*.
4. Share screenshot 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.

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

1. Send a blank copy of the form, *Informed Consent for the use of Virtual 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 requesting consent. For example, this is Jane Doe with (insert agency name) EI. I am confirming that you received a copy of the form, *Informed Consent for the use of Virtual Early Intervention*. Did you receive this form? Do you consent to receiving EI services as a virtual visit? (Parent/guardian response)
3. Complete the form, *Informed Consent for the use of Virtual 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.