

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. 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 service coordination or evaluation and assessment or ongoing IFSP service(s) 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 First Steps. 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 or evaluation and assessment or ongoing IFSP service(s) 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 consent. For example, this is Jane Doe with First Steps. 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 service coordination or evaluation and assessment or ongoing IFSP service(s) 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.

The use of verbal consent is only allowable at this time due to COVID-19 and is not a permanent method to gain consent. This temporary policy will be in effect until May 31, 2020 or when Indiana's public health emergency is lifted, whichever date is soonest.