

Early Childhood Early Intervention (ECEI) Information for Early Childhood Partners

Use this form to record information about a child aged 0 to 6 years with developmental delay or disability who is seeking support through the NDIS.

Part 1 – General Information about ECEI

What is ECEI?

Early Childhood Early Intervention (ECEI) is funded by the National Disability Insurance Scheme (NDIS) and can offer a range of supports for children aged 0 to 6 years with developmental delay or disability and their families.

What is the aim of ECEI?

The aim of ECEI is to provide parents and families with the knowledge, skills and support to optimise their child's development and ability to participate in family, early childhood education and care settings, and in broader community life.

Who can benefit from ECEI?

A child aged 0 to 6 years who has either:

- a developmental delay which is the result of an impairment and causes substantial functional limitations **and** who requires a coordinated, multidisciplinary service response; or
- a disability

And

- lives in **Logan and Redland LGA, Brisbane LGA, Moreton LGA**

Further information regarding ECEI can be found at the following website:

<https://ndis.gov.au/ecei>

or email benevolent.ecei@ndis.gov.au or phone **1 300 00 ECEI/3234**

Why complete this form?

The Early Childhood Partner will be the first contact point for families of children aged 0 to 6 years with developmental delay or disability seeking support through the NDIS. The Early Childhood Partner will discuss with families / carers / guardian the most appropriate supports that would benefit the child. This includes providing information and referral to other support services or organisations. Understanding that every child is different, the Early Childhood Partners will tailor the supports to the child and family's individual needs and circumstances.

There are 3 parts to this form:

- 1. General Information**
- 2. Information Form – including mandatory consent section**
- 3. Important Privacy Information**

The types of supports that can be provided by a partner are:

- Information;
- Referral to mainstream or community services;
- The determination of appropriate supports and services to achieve outcomes for your child;
- Short term ECEI supports;
- Where required, assistance to access the NDIS.

This information form may be completed by:

- a family or carer, with the assistance of a professional

There are three steps to undertake in completing and lodging this form:

- 1. Complete the Early Childhood Partner information form (part 2 of this form) and record parent / carer / guardian consent**
- 2. If consent is provided by the parent / carer / guardian, attach copies of any relevant assessments, reports or letters from health professionals that describe the child's needs in support of this information form where appropriate**
- 3. Send the completed information form and any attachments to the ECEI Partner (see page 12 for the contact details of your ECEI Partner)**

Part 2 – ECEI Information Gathering

This information assists the Early Childhood Partner to learn more about the child. Please provide information where appropriate and as agreed to by the child's family, carer or guardian.

Please read consent and privacy information on pages 8 through to 12 and seek signed consent where indicated.

Child Details

Child's first name:	
Child's surname:	
Date of birth:	
Is the child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander
Does the child live with parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child live with others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details:	
Country of birth:	

Parent / Carer Details

Adult number 1 name:	
Relationship to child: (e.g. mother, father, grandparent)	
Home address:	
Is Adult number 1 of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander
Contact number(s):	
Email:	
Preferred Language:	
Preferred contact: (e.g. phone, letter, email)	

Adult number 2 name:	
Relationship to child: (e.g. mother, father, grandparent)	
Home address:	
Is Adult number 2 of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander
Contact number(s):	
Email:	
Preferred Language:	
Preferred contact: (e.g. phone, letter, email)	

Custody / Court Orders

The Early Childhood Partner needs to understand the environment that the child lives in and who best to contact about your child. This includes knowing about existing parenting, custody or guardianship arrangements.

Are there any existing parenting, custody or guardianship arrangements for the child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Language / Interpreter

Main language spoken at home:	
Is an interpreter required for a phone conversation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Child's Disability and / or Developmental Delay

Does the child have a diagnosed disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate the diagnosis:	
Does the child have a developmental delay?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, is the child undergoing assessment for developmental delay of disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide details of the professional who made the diagnosis or is undertaking the child's assessment.

Name:	
Profession:	
Organisation name and address:	
Phone Number:	
Email:	

Details of Professional helping complete this form

Details of the professional completing / assisting with this information form (if any).

The Early Childhood Partner may need to contact the professional listed below to better understand your child's circumstances and to ensure that your child is connected to the supports that best meet their needs.

Name:	
Position / Title:	
Service:	
Phone:	
Mobile:	
Email:	
Address:	
Signature:	

Additional Professionals / Services

On the next page (page 8) please list the services and supports you are already using to help meet your child's needs (e.g. GP, paediatrician, maternal & child health nurse, medical specialist, therapist etc.) and the services your child currently attends (e.g. childcare, kindergarten, occasional care etc.)

The Early Childhood Partner may need to contact the people that you list on page 8 to better understand your child's circumstances and to ensure that your child is connected to the supports that best meet their needs.

Service name:	
Professional:	
Address:	

Do we have your permission to contact this Professional / Service and share your child's information to better understand their circumstances?
 Yes
 No

Service name:	
Professional:	
Address:	

Do we have your permission to contact this Professional / Service and share your child's information to better understand their circumstances?
 Yes
 No

Service name:	
Professional:	
Address:	

Do we have your permission to contact this Professional / Service and share your child's information to better understand their circumstances?
 Yes
 No

Please ensure consent from family / carer / guardian prior to completing this section

Details of Developmental Delay

<p>Development Area</p>	<p>Concerns Describe the concerns regarding the child's development</p>	<p>Impact Describe how this substantially impacts on the child's daily living activities and participation in family and community life</p>
<p>Self-Care (e.g. feeding / dressing / toileting etc. appropriate for age)</p>		
<p>Physical (e.g. gross and fine motor skills such as moving around / crawling / walking / sitting, rolling, using mobility aids etc.)</p>		
<p>Communication <i>(Language and Speech)</i> (e.g. understanding, talking and communicating needs with others appropriate for age, etc.)</p>		
<p>Relationships and Behaviour (e.g. social, skills, relating to others within the home or community environments etc.)</p>		
<p>Cognitive (Learning and Play) (e.g. learning, remembering and practicing new skills such as playing games, pretend play, etc.)</p>		

Previous Assessments / Additional Information

Please provide the detail of any assessments that the child has received (e.g. Hearing, Vision), or any additional information that may be relevant (attach extra pages if more room is required).

Please discuss with the family / carer / guardian the opportunity to attach copies of documents that describe the child's needs that may support this information form. This is an option they may choose. The relevant documents may include medical assessment and reports, letters, screening assessments from health and/or educational professionals, court orders or other relevant parent/guardian/carer documents.

Part 3 – Important Privacy Information

Please read this section carefully. If you have any questions, contact The Benevolent Society ECEI on benevolent.ecei@ndis.gov.au

The Benevolent Society Privacy Policy

You are providing personal information to The Benevolent Society ABN 95 084 695 045 (we, us or our).

Who do we collect your personal information from? We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for example from your guardian/carer and/or authorised representative, medical and other health providers, government agencies and other non-government service providers). In these cases, we will take reasonable steps to ensure you are aware that we have collected personal information about you and the circumstances of the collection.

Why do we collect your personal information? We collect your personal information to:

- provide you with information and updates about our services.
- assess your eligibility for our services and determine how we can best help you.
- provide our services to you and in some instances, this will include health services.
- research, monitor and evaluate our services so we can continue to improve the quality and outcomes of our services as well as develop new services.
- advocate for the improvement of service quality and outcomes.
- meet our funding, professional and legal obligations in providing you with our services.
- process and respond to any complaint made by you.
- provide information to third parties as authorised or required by law.

Some of the information we collect is to satisfy our legal obligations including in some circumstances to enable us to discharge our duty of care. Laws governing or relating to our operation may also require certain information to be collected and disclosed, for example, child protection, mental health, and health or ageing laws.

What would happen if we didn't collect your personal information? Without your personal information we may not be able to provide the full scope of our services to you, respond to your complaint, improve our service to meet your needs and/or meet our funding, professional and legal obligations.

Who are the types of bodies and persons to whom we usually disclose your personal information? To achieve the best possible outcomes for your individual circumstances, we collaborate with others. In doing so, your personal information may be disclosed to:

- other government and non-government service providers to assist them in providing services to you
- medical and/or other health providers (including members of your treatment team, such as health providers involved in your diagnosis, care or treatment for any particular episode of care) to assist them in providing services to you and to the extent necessary to improve or maintain the individual's health or manage a disability
- our funders and regulators

- our affiliates, subsidiaries and other related companies, and
- external professional individuals or organisations, in circumstances where a TBS employee is subject to external professional supervision or peer review.

We will only disclose your personal information as set out in this notice and our privacy policy or to third parties as authorised or required by law or a court/tribunal order. In all other circumstances, we will disclose your personal information only with your prior consent.

Do we disclose your personal information overseas? We do not disclose personal information outside of Australia. However, we do use cloud based data storage services and social media platforms (like Facebook and LinkedIn) to facilitate our business activities, who store information overseas in the United States and Singapore.

Other useful information Our privacy policy contains information about how you may access and correct your personal information, as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. It also contains other useful information. Our privacy policy is available on our website at www.benevolent.org.au or email us at privacy@benevolent.org.au for a copy. Please feel free to direct queries on our privacy practices to our Privacy Officer at:

M - PO Box 257, Broadway NSW 2007

T - 02 8262 3400

E - privacy@benevolent.org.au

Parent / Carer Consent

- I have read and understood the General Information (Part 1) and the Important Privacy Information (Part 3) provided with this information form.
- I understand how my child's personal information will be collected, used and disclosed for the purposes of the NDIS, which is set out in Part 3 of this information form.
- I have carefully read all of the information provided in the information form and confirm that it is accurate, complete and up to date.
- I consent to **The Benevolent Society** collecting, using and disclosing personal and sensitive information about my child in accordance with the General Information and Important Privacy Information sections in this document.
- I understand that I may withdraw consent to receive support from an ECEI service provider at any time.
- I give permission to contact the professional completing / assisting with this information form (if any).

Signed

Parent / Carer / Guardian (state which one)

Date:

Verbal Consent Received: (state yes or no)

Date:

Print Name:

Contact Information

Thank you for completing this information form and signing the above consent section.

Please post or email the completed information form to:

ECEI The Benevolent Society:

Email: benevolent.ecei@ndis.gov.au

Postal Address: Attention ECEI The Benevolent Society

PO Box 1669

Milton, QLD 4064

If you need assistance to complete this information form please contact the

ECEI team on: **1 300 00 ECEI/3234**