

## **North Carolina Infant-Toddler Program Intake / Child History Form: Instructions**

- Purpose:** The purpose of this form is to assist with gathering information during the referral and eligibility determination process and can be used for the child history component of the Evaluation / Eligibility determination process. Completion of this form is based on parent interview during initial contacts with the family following referral. *The Intake Form is not a state-required form, but may be a CDSA required form.*
- Instructions:** Enter child's name and date of birth at the top of page 1 and page 2.
- I. Medical Information**  
Complete this section based on parent interview.
  - II. Developmental History**  
Complete this section based on parent interview. Enter the name and title of the CDSA staff person collecting the information for sections I, II and III. Enter the date that the information was collected for sections I, II and III.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.