

# First Contact with Families after Receiving a Referral

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A referral is received from a variety of referral sources including but not limited to parents and physicians for a multidisciplinary evaluation through an agency participating in the Infant Toddler Program. A Service Coordinator is assigned to assist the family with the evaluation process.

There may be times when referrals are received and a multidisciplinary evaluation is not required. The evaluating Service Coordinator or professional, following consultation with their supervisor, can refer the family to be followed by the screening and monitoring program (Developmental Milestones) or to other community resources. Likewise, a referral may be received when a child has an Established Condition or an urgent need for services. An interim IFSP can be developed to implement services before the evaluations are completed. Refer to the Interim IFSP section for additional information.

## Service Coordinator

After receiving a referral, the Service Coordinator contacts the family and performs the following:

- Provides general information about the Infant Toddler Program.
- Identifies family needs and concerns about their child.
- Provides education about the multidisciplinary evaluation, the IFSP process, the interagency nature of the Infant Toddler Program, and services that are available; and their role in the process.
- Ensures that the family has received the Prior Written Notice form of identification informing them that their child is in need of an evaluation to determine eligibility for early intervention services.
- Ensures there is documentation in the child's permanent record that the Prior Written Notice of identification was provided to the family.
- Reviews Parent Rights and provides a copy of the Idaho Infant Toddler Program Child and Family Safeguards brochure that offers to the family a complete description of the procedural safeguards.
- Documents in child's permanent records that parent rights were reviewed with the family
- Documents in the child's permanent record if the family declines early intervention services, including the reason(s) for the refusal and the date the contact was made.