



Process for Specialty Services Referral

The following procedure should be followed when an EI Service Coordinator is making a referral to any of the Specialty Service Providers for a child diagnosed with Autism Spectrum Disorder, Hearing Loss, Vision Loss.

- Child receives a diagnosis.
- EI Service Coordinator discusses options available for Specialty Services and completes the "Consent for Evaluation/Assessment" form, checking off the third option:
 - A child assessment to determine on-going strengths and needs.
- EI Service Coordinator obtains parent consent. **NOTE: A parent does not need to have a specific provider identified to provide consent for the assessment. The consent is for the activity, not for the provider.**
- EI Service Coordinator makes a referral(s) to Specialty Provider(s).
- EI Service Coordinator completes the Prior Written Notice form of the upcoming IFSP meeting and provides a copy of Family Rights Notice.
- Specialty Service Provider completes an assessment (and treatment plan if for Autism services).
- Specialty Service Provider notifies the EI Service Coordinator when assessment is complete in order to schedule the IFSP meeting with the IFSP Team.
- IFSP Team holds the IFSP meeting and updates the IFSP (service delivery page/outcomes).
- EI Service Coordinator completes the "Consent for Change in Service Delivery" form and obtains parent consent.
- EI Service Coordinator completes a Prior Written Notice form (prior to change actually occurring) indicating a change in services.