

**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.