\_\_\_\_\_ A decision to refer is made Education Services Manager, Center Manager, Family Advocate, Teacher, and/or Parents/Guardians may play a part in the decision process. This may be discussed at team meetings as well.

\_\_\_\_\_The Parents are contacted, and CEO’s Early Intervention referral packet is completed with either the FA, Teacher or CM. **Please make sure there is a specific reason filled out on the referral.**

\_\_\_\_\_ Completed referrals will then be scanned to Education Services Manager.

\_\_\_\_\_ Education Services Manager then sends paperwork to the Rensselaer County Department of Health.

\_\_\_\_\_The intake person for the Rensselaer County Department of Health will then assign a Service Coordinator for the family. That Service Coordinator will call the family to set up a meeting with them and the evaluations for their child.

\_\_\_\_\_ After the evaluations are completed and a meeting is held then an IFSP (Individualized Family Support Plan) is completed. We typically do not get invited to the meetings but FA is made aware every effort should be made to attend.

\_\_\_\_\_ The FA will make attempts to ask parents for a copy of the IFSP when complete. When received FA will send IFSP to Education Services Manager.

What you can find on COPA: **(Completed by the Education Services Manager)**

* Referral paperwork located in the child’s section. With case notes documenting the Education Services Manager collaboration with the evaluation teams.
* When the child has services an IFSP will be uploaded and located in the child’s edocs.
* The child’s services would be completed in the child’s disabilities tab.

When a child comes in with services:

* During phase in or initial conversations with the parents please ask if child is receiving special services. **IF** the child is receiving services the parents will need to fill out the Consent for Information form. Completed consent forms for the child will need to be scanned to the Education Services Manager.