***Regional Referral Process for EI/ECSE***

**Process prior to eligibility (**recommended process**)**

V. Schroeder forwards to Regional.

Give to coordinator to sign and email to V. Schroeder. Form is signed by N. Ford and uploaded to ecWeb.

Regional Referral **prior to eligibility** send:

* For ASD or OI – Regional form only
* DHH – Include audiogram
* VI-Include vision report, if available, or include copy of request for report

Mark either:

ECSE Planning Meeting or

Request for Assistance with Eligibility Determination – Initial Eligibility

**­**

* Complete all eligibility/IFSP paperwork.
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Upon completion of evaluation/eligibility determination, send census to:

[ei-census@nwresd.k12.or.us](mailto:ei-census@nwresd.k12.or.us) **Whether child is eligible or not.**

***No additional Regional Referral needed.***

**Process after eligibility to initiate services**

Admin. Assistants will prioritize distribution and **upload Regional files** **first**. Once uploaded, file is given to coordinator to sign and scan Regional Referral form to V. Schroeder. Coordinator makes notation in the Contact Log. File is returned to file cabinet.

V. Schroeder obtains N. Ford’s signature and forwards to Regional. Regional confirms status by reviewing uploaded documents on ecWeb.

Regional Referral **to initiate services:**

**(Only if sending AFTER eligibility/IFSP and not sent previously)**

* Send census to: [ei-census@nwresd.k12.or.us](mailto:ei-census@nwresd.k12.or.us)
* Complete all eligibility/IFSP paperwork.
* Complete Regional Referral form.
* Put ALL paperwork in distribution with a flag sticking up out of the file that says, “REGIONAL.”