Regional Referral Process for EI/ECSE

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| **Eval Team initiated Regional Referral:** | **Site Team initiated Regional Referral:** |
| If DD eval or referral information indicates a suspicion of low incidence regional eligibility, Eval Team will submit the referral. The Regional referral should be noted in the notification email sent to sites:* Complete regional request for assistance with eligibility evaluation form
	+ For ASD or OI – Regional Referral form Only
	+ For DHH – Include audiogram
	+ For VI – Include vision report, or copy of request for vision report.
* Submit to coordinator for signature.
* Regional assigns Regional provider via ecWeb and sends Memo or emails Regional Provider and service coordinator.
* Regional provider may be invited to evaluation planning
	+ **NOTE:** It is not necessary to wait for availability of Regional provider to proceed with evaluation planning/evaluation.
* If data indicate that an evaluation is needed, complete Prior Notice / Consent for Evaluation and proceed with evaluation.
* At time of eligibility determination, **whether eligible or not, submit Census form with the outcome.**
 | In the case of a child initially determined eligible under a different EI/ECSE eligibility and new information or observations indicate a suspicion of a low incidence regional eligibility, submit a Regional referral:* Complete regional request for assistance with eligibility evaluation form
	+ For ASD or OI – Regional Referral Only
	+ For DHH – Include audiogram
	+ For VI – Include vision report, or copy of request for vision report.
* Submit to coordinator for signature.
* Regional assigns Regional provider via ecWeb and sends Memo or emails Regional Provider and service coordinator.
* Invite regional provider to evaluation planning.
* If data indicate that an evaluation is needed, complete Prior Notice / Consent for Evaluation and proceed with evaluation.
* At time of eligibility determination, **whether eligible or not, submit Census form with the outcome.**
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**NOTE**: Submission of a Regional referral does not necessarily indicate that the Regional provider will be participating in the evaluation. The evaluation planning team will determine whether there is a need for the specialist to be involved in the actual evaluation components.

**Move-In In-State with Regional Eligibility**

* Within 10 school days of notification of move-in, if all services will remain the same, service coordinator writes new cover page for current IFSP and submits all completed paperwork including Regional Referral form. Puts flag on Regional Referral form (sticky note sticking out from papers; on top of distribution, etc.) and puts in distribution. If services will change, an IFSP meeting must be conducted to reflect changes. Regional services should be included on temp IFSP.
* Admin. Assistants review distribution daily to look for Regional Referral flags and prioritize those files for distribution. File should be reviewed for all of the required components, with ***attention to Regional Services being listed on the IFSP***, and then scanned and uploaded to ecWeb. If Regional Services are not entered on the IFSP, the distribution is to be returned to the service coordinator for correction.
* Once the upload to ecWeb has been completed, the Regional Referral form must be pulled out and submitted to coordinator for signature. Remaining distribution proceeds as usual.
* Coordinator signs Regional Referral and then scans and emails to Vicky.

**Move-In Out-of-State with Regional Eligibility**

* Site notification email will indicate if Regional referral is needed.
* Service Coordinator convenes IFSP meeting to write temporary IFSP for approximately 30 school days while evaluation for Oregon eligibility is being conducted. Service coordinator submits all completed paperwork including Regional Referral form indicating BOTH request for services and assistance with evaluation/eligibility determination with notation that this is a move-in from out-of-state. Service coordinator puts flag on Regional Referral form (sticky note sticking out from papers; on top of distribution, etc.) and puts in distribution.
* Admin. Assistants review distribution daily to look for Regional Referral flags and prioritize those files for distribution. File should be reviewed for all of the required components, with ***attention to Regional Services being listed on the IFSP***, and then scanned and uploaded to ecWeb. If Regional Services are not entered on the IFSP, the distribution is to be returned to the service coordinator for correction.
* Once the upload to ecWeb has been completed, the Regional Referral form must be pulled out and submitted to coordinator for signature. Remaining distribution proceeds as usual.
* Once evaluation is complete, service coordinator invites Regional provider to eligibility meeting and writes a new IFSP.
* A Census form must be submitted indicating whether child meets criteria for Oregon eligibility or not.