*Regional Referral Process for EI/ECSE- Detailed Version*

**Request for Assistance with Eligibility Evaluation**

**Eval Team initiated Regional evaluation**

If after DD eval or at time of 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 Only
  + For DHH – Include audiogram
  + For VI – Include vision report, if available, or include copy of request for vision report
* Submit to coordinator for signature.
* Coordinator signs and scans to Administrative Specialist (Vicky.)
* Admin. Specialist documents the referral on Regional tracking spreadsheet
* Admin. Specialist prints and gives to EI/ECSE director for signature.
* Admin. Specialist uploads signed Regional referral to ecWeb and sends memo to Regional that referral has been uploaded.
* Regional assigns Regional provider via ecWeb and sends Memo or emails Regional Provider and service coordinator.
* Regional provider could be invited to evaluation planning, if time permits:

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| **NOTE:** It is not necessary to wait for availability of Regional provider to proceed with evaluation planning/evaluation. |

* At time of eligibility determination, **whether eligible or not**, **submit Census form with the outcome.** Be sure to notate the type of eligibility.
* Admin. Specialist will document status on Regional tracking spreadsheet.

**Site Team initiated Regional evaluation**

In the case of a child already determined eligible and new information/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, if available, or include copy of request for vision report
* Submit to coordinator for signature. Coordinator signs and scans to administrative specialist (Vicky.)
* Admin. Specialist documents the referral on Regional tracking spreadsheet
* Admin. Specialist prints and gives to EI/ECSE director for signature.
* Admin. Specialist uploads signed Regional referral to ecWeb and sends memo to Regional that referral has been uploaded.
* Regional assigns Regional provider via ecWeb and sends Memo or emails Regional Provider and service coordinator.
* Invite regional provider to evaluation planning:
  + For vision: VI can assist with reviewing existing information (such as Regional Report of Eye Exam) to determine whether there is a need to evaluate further.
  + For DHH: DHH teacher can assist with reviewing existing information (such as audiological) to determine whether there is a need to evaluate further.
  + For ASD: ASD consultant can assist with reviewing existing information to determine whether there is a need to evaluate characteristics of ASD.
* 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.** Be sure to notate the type of eligibility
* **NOTE**: Submission of a Regional referral does not necessarily indicate that the Regional provider will be participating in the evaluation, but will be available as a resource. The evaluation planning team will determine whether there is a need for the Regional specialist to be involved in the actual evaluation components.

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

* Within 10 school days of notification of move-in, the service coordinator re-writes cover page to indicate services now being provided by NWRESD and submits for distribution with completed Regional Referral form for the appropriate eligibility, copy of the IFSP and eligibility statement. Service coordinator puts flag on Regional Referral form (sticky note sticking out from papers; on top of distribution, etc.) and puts in distribution.
* Administrative Assistants review distribution daily to look for Regional Referral flags and prioritizes 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 scans and uploads 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 Admin. Specialist.
* Admin. Specialist records the referral on Regional tracking spreadsheet and prints and submits to EI/ECSE Director for signature.
* EI/ECSE Director signs and returns to Admin. Specialist.
* Admin. Specialist uploads the signed referral to ecWeb and then emails the signed referral to Regional Admin. Assistant.
* Regional Admin. Assistant reviews documents in ecWeb uploads and verifies all required components are completed. If all documents are complete, Regional Admin. Assistant enters the appropriate Regional specialist on the provider page, makes a note in the Contact Log: Approved Regional Referral for (specific Regional eligibility.) Regional provider added to Provider page. If not complete, she emails service coordinator for missing components.
* Regional Admin. Assistant creates a Memo on ecWeb to EI/ECSE Admin. Specialist and the Regional service provider indicating the referral has been “approved.”
* EI/ECSE Admin. Specialist checks the appropriate Regional checkbox (EI or ECSE) on the Registry page.

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

* Within 10 school days of receipt of notification, the service coordinator convenes an IFSP meeting to write a temporary IFSP for approximately 30 school days and submits Regional Referral for the current Regional eligibility from out-of-state. The temporary IFSP is written as close as possible to existing IFSP/IEP for the temporary period during which Oregon eligibility is being considered. Regional services should be included on the temporary IFSP.
* Service Coordinator submits the temporary IFSP for distribution along with completed Regional Referral form for the appropriate eligibility. Referral should indicate BOTH services and support for eligibility determination for Oregon eligibility. Service coordinator puts flag on Regional Referral form (sticky note sticking out from papers; on top of distribution, etc.) and puts in distribution.
* Administrative Assistants review distribution daily to look for Regional Referral flags and prioritizes 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 Admin. Specialist.
* Admin. Specialist records the referral on Regional tracking spreadsheet and prints and submits to EI/ECSE Director for signature.
* EI/ECSE Director signs and returns to Admin. Specialist.
* Admin. Specialist uploads the signed referral to ecWeb and emails referral to Regional Admin. Assist.
* Regional Admin. Assist. reviews documents in ecWeb uploads and verifies that out-of-state IFSP/IEP includes Regional services. Regional Admin. Assistant enters the appropriate Regional specialist on the provider page, makes a note in the Contact Log: Approved/Pending Regional Referral for (specific Regional eligibility.) Regional provider added to Provider page. Services must be provided while evaluation is conducted. Once completed, the Regional specialist will be invited to the eligibility meeting and a new IFSP will be created.
* Service coordinator will submit a Census form at conclusion of eligibility meeting and will submit file for distribution.
* EI/ECSE Admin. Specialist enters data and sends a copy of the Census Form to the Regional Admin. Asst.
* EI/ECSE Admin. Specialist makes notation on Regional tracking spreadsheet that the referral has been completed.
* When Regional Admin. Asst. completes her process, she sends memo via ecWeb to EI/ECSE Admin. Specialist and service coordinator letting them know Regional Services have been approved.
* When EI/ECSE Admin. Specialist receives the memo she marks the child’s Regional checkbox on the Registry page.