

Internal Referrals process:

- Anyone can make an internal referral. It is best to talk with the family before making the referral so parents know others will contact them.

To make an internal referral,

- Person referring sends an email to the therapist they're referring to and CC's the service coordinator and Miriam.
- Miriam adds the child and info to the Internal Referral google doc form.
- Person referring makes note in Contact log on child's btots file that they have made an internal referral
- The therapist receiving the referral adds an evaluation date to the Internal Referral google doc form and sends a prior notice.
- After completing the visit, the therapist adds the date seen to the Internal Referral google doc form.
- They also note whether the service was added to the IFSP and if an amendment was signed. This is another check and balance to inform service coordinators that an adobe sign is needed
- If the parent cannot sign virtually because their device does not have a mouse, the provider notes in the visit note that they have reviewed and added goals and services and parents gave verbal consent. They complete the amendment and sign it themselves. They put a dot in the parent signature box and then email the service coordinator that an adobe sign signature is needed so parent signature can be gathered.
- Along with caseload reports, Miriam gives service coordinators a paper cut out of the internal referrals for their kiddos to use with calendars.
- Service coordinators review the calendars to ensure an evaluation visit is on the child's calendar or a first service visit is on the calendar if the service was added to IFSP.
- Miriam will pull up the google doc for internal referrals when she finishes facilitating the new referrals in staff meeting each week. She will give people a few minutes to review the form and make their changes and then review the document later in that staff meeting.
- Miriam reviews the google doc and removes children who have notes that services were added or documentation of why it did not happen.