

Tracking Internal Referrals through Google doc Internal Referral Form

1) Person referring sends an email to the therapist they're referring to and CC's the service coordinator and Miriam.

2) The Person referring adds the child name and other referral information to the Internal Referral google doc form.

3) The therapist receiving the referral adds a proposed evaluation date to the Internal Referral google doc form.

4) After completing the visit, the therapist adds the date seen to the Internal Referral google doc form. They also note if services were added, declined, If they could not contact the family, and date attempts to contact ended.

NOTE * If therapist cannot complete assessment within three attempts to schedule, they can stop trying to schedule the visit. Therapists document those attempts in btots and inform the service coordinator. They mark the box on google doc form with date attempts to contact ended.

Service coordinators review the google doc form when they send calendars to ensure an evaluation visit is scheduled or a service visit if it was added to IFSP.

Miriam reviews the google doc monthly and will remove children who have services added or documentation of why it did not happen. She reviews it monthly, but therapists are not expected to complete internal referral in one month. Therapists should try to complete assessment and possible revision of services within 45 days to 2 months.

Link for google docs:

<https://docs.google.com/spreadsheets/d/1TeudwXv4643jUF7XjYgnCdnLnRVd7n26lT4e4QwIq2A/edit?usp=sharing>

Process for completing Internal Referrals and add-on services

- Therapist sends PWN through btots– Mark propose "to assess child's overall development" AND "to change your child's early intervention services".
- On the visit note select "Ongoing Assessment". If missed visit or Contact Log "other" . Then Ongoing Assessment- Internal Referral
- Document in contact log attempts to schedule or no-show/cancellation. Select
- Complete assessment to determine the need for service.
- Review existing outcomes. Do they address the needs identified through assessment?
- IF not, then develop new outcomes with the family. What does the parent want to have happen or change related to the proposed service?
- Determine if current IFSP services address new outcomes or if internal referral service should be added.
- Complete a BTOTS amendment by adding new outcomes and service, as needed.
- Do NOT provide/discuss strategies before identifying outcomes and adding service.
- Document discussion on visit note (assessment, outcomes, services).

- It is especially important to document on visit note if proposed service was declined.
- Communicate with the team if family declined service or if an existing service should focus on additional needs identified.