





How To

Complete a Child Referral in El-Hub's Case Management module.

Course Audience:

Municipal Data Entry

Early Intervention Official/Designee (EIO/D)

Initial Service Coordinator (ISC)

At-Risk Manager





Job Aid



· Refer a Child to the El Program.

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ABOUT REFERRALS

- Parents and professionals such as doctors and childcare providers can refer infants and toddlers to Early Intervention when there is a concern about a child's development. The person making the referral can initiate this through a phone call, in-person visit, or online (if available) to the local municipality.
- Once the referral is submitted to the local municipality the 45-day timeline to complete the child's IFSP begins.









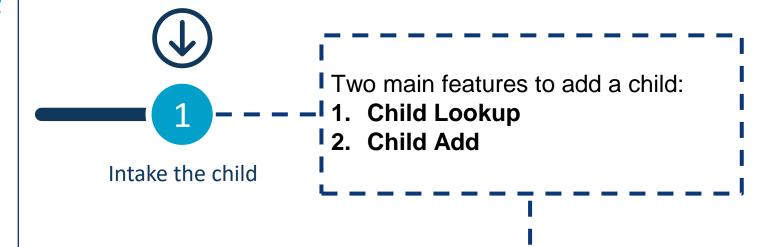
Job Aid



· Refer a Child to the El Program.

NOTE

- Prior to referring a child, one should always verify the Child does not exist in the system by performing a Child Lookup.
- All screen captures may not reflect the system's current state and will be updated accordingly.



Q

♠ Home

☆ Child

Q Lookup

∔ Add







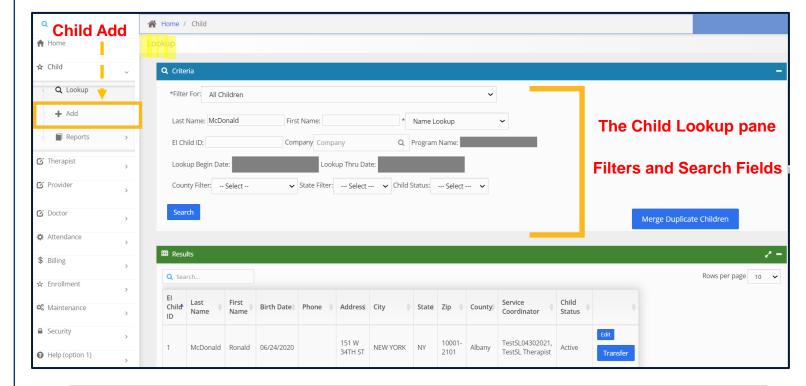
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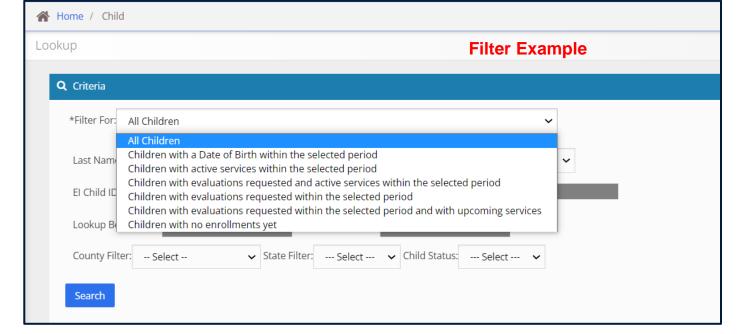


· Refer a Child to the El Program.

NOTE

- Use the filters and search fields on the Child Lookup pane to perform a Child search. If the Child does not have an existing record, the Child can be added using the 'Add Child' functionality.
- What about the Merge Duplicate Children button?
- · If the system finds a Child has duplicate records, those two records can be merged into one record. The 'Merge Duplicate Children' function is limited to certain roles.
- You may reach out to the PCG Help Desk for assistance with merging children post go-live.











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• Refer a Child to the El Program.

NOTE

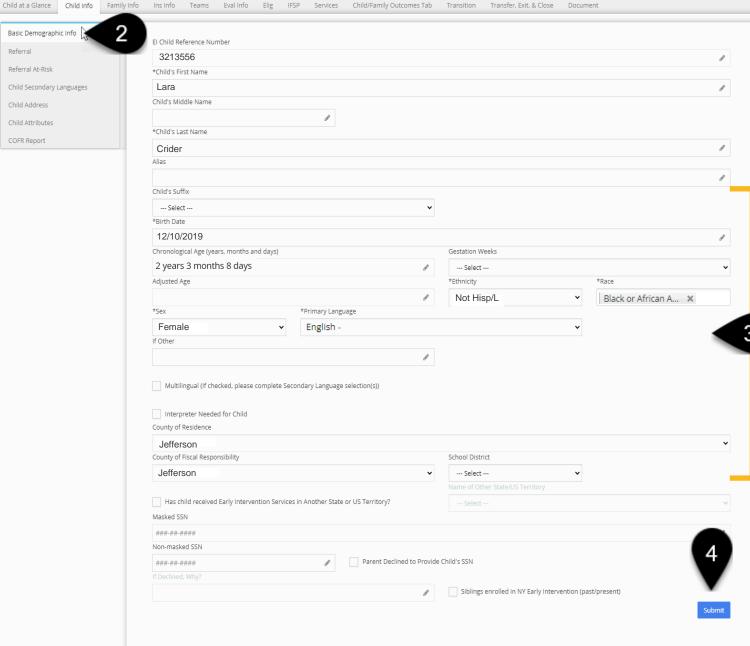


- The Basic Demographic Information is the basic information required to add a new child to the system.
- Please note, the ability to view certain fields such as a Child's Social Security Number is permission-based.

Step/Action

- 1. Navigate to the **Child Info** tab.
- 2. Select the **Basic Demographic Info** panel.
- 3. Proceed to enter information for **all required** and optional fields (as needed) within the **Basic Demographic Info** panel.
- 4. Select the **Submit** button to save/submit your entry.











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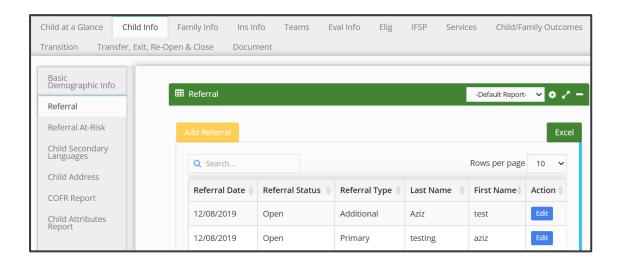
HOW TO

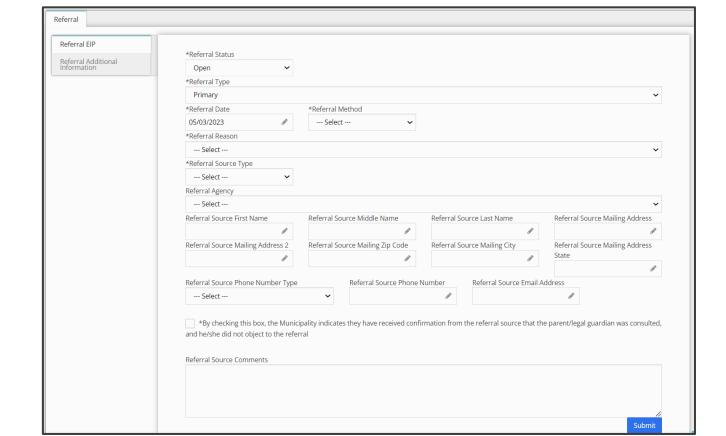
· Refer a Child to the El Program.

NOTE



- When entering a referral, the referral date defaults to the current day's date. A user can only change a referral date if the referral date is current day's date, and the user corrects the error on the current day's date.
- There are validations in place to ensure the referral date entered is after the Child's date of birth.
- · The system validations are as follows:
 - If the referral date was yesterday, then the referral date cannot be changed.
 - When entering a referral date, the system defaults to the current date.











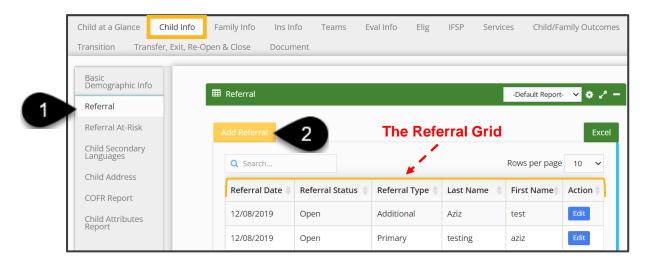
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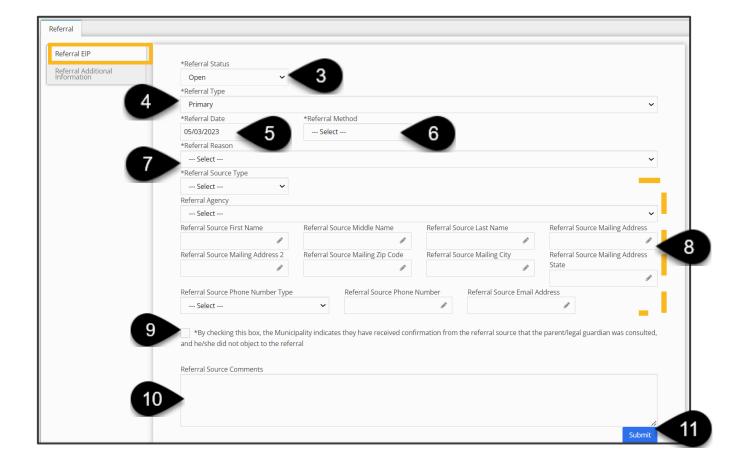
HOW TO

Refer a Child to the EI Program.

Step/Action

- Select the Referral panel. The Referral grid populates. The Referral grid houses all past and present referrals for a Child.
- Select the Add button located on the Referral grid. Selecting the Referral panel allows you to enter a referral into the EIP program.
- Select "Open" from the Referral Status dropdown.
- 4. Select "Primary" from the **Referral Source Type** dropdown if this is the child's first referral.
- Enter the date the referral is being entered in the Referral Date field.
- 6. Select the way the referral was made from the **Referral Method** dropdown (e.g., Phone).
- 7. Select the most appropriate reason for referral within the **Referral Reason** dropdown (e.g., Physical Fine Motor).
- 8. Select the Referral Source/Referral Source Information.
- Select the checkbox, if the municipality has confirmed the parent(s) have been consulted and do not object to the referral.
- 10. Use the **Referral Source Comments** field to enter relevant referral source comments about the child. (adding the child's parent/guardian's phone number is ideal)
- 11. Select the Submit button to save/submit your entry.







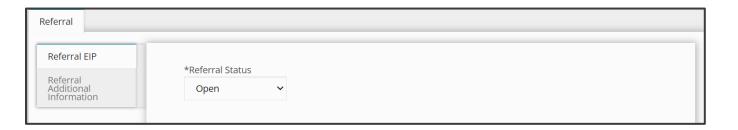
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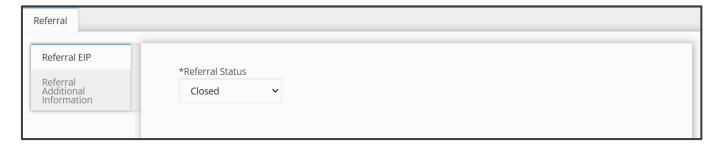
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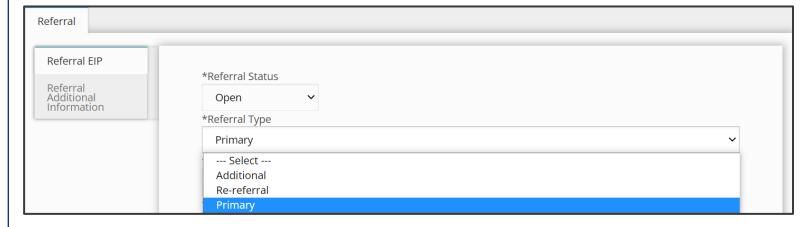
• Refer a Child to the El Program.

Functions

- 1. Open Referral Status: The Child's referral status is open.
- 2. Closed Referral Status: This status closes the child's EIP referral. Closed is the term used to refer to a Child's referral status. Exit is used when referring to a Child's program track status (i.e., EIP versus Referral At-Risk, which will be discussed later in this course)
- **3. Primary Referral Type:** Refers to a brand-new referral. A primary referral is created when the Child **has never been referred** to EIP, regardless of referral sources.
- **4. Additional Referral Type:** An additional referral is submitted for a child who already exists in EI-Hub and has a current active referral. *Additional referrals may also be duplicate referrals when a Child has been referred by multiple sources.
- 5. Re-referral Type: A Re-referral occurs when a Child is rereferred to EIP after having been previously referred and having that referral closed. Re-referral may occur when a child has gone through EIP, met all their goals but is re-referred due to regression or for other reasons.















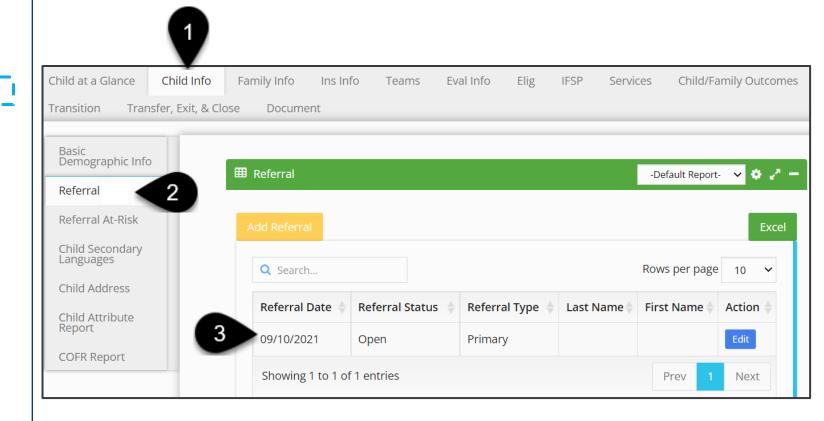
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· Refer a Child to the El Program.

Step/Action

- 1. Navigate to the Child Info tab.
- 2. Select the Referral panel.
- 3. View the newly entered referral in the **Referral** grid.









Referral At-Risk

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NOTE

- A Child may be referred directly to the EIO/D as a Referral At-Risk or referred after an eligibility determination has been made. For example, a Child may have initially been referred to EIP but, through evaluation, is deemed ineligible for the Early Intervention Program track. Although the Child is ineligible for the Early Intervention Program track, they maybe an ideal Referral At-Risk candidate.
- A Child cannot be identified as a 'Referral' and 'Referral At-Risk' at the same time. The Child must be exited from their current EI program track (i.e., Referral) and a new Referral entered (i.e., Referral At-Risk).

Basic Demographic Info

Referral

Referral At-Risk

Child Secondary Languages

Child Address

COFR Report

Child Attributes Report





Next Steps

You now have an electronic record of the child being referred!



Additional panels for Intake Purposes:

- Child Secondary Languages
- Child Attributes
- Child Address
- The Family Panel





Please refer to the El-Hub Case Management User Guide Unit 8. Child for more information.



