

Physician's Guide to Early Intervention Program Referrals

The Early Intervention Program (EIP) is a statewide program offering therapeutic & support services for children to 3 years of age with special needs & their families. The Infant-Child Health Assessment Program/Child Find component identifies, locates, screens & tracks at-risk children. Early intervention services are provided at no cost to families. The EIP is NYS's Part H program under the Individuals with Disabilities Education Act (IDEA).

Referral of Children with Confirmed or Suspected Disability

Who are the Children Suspected of Having a Disability?

- ***A child with a developmental delay in one or more of the following areas of development:***
 - cognitive
 - social/emotional- communication
 - adaptive
 - physical (including vision and hearing)
- ***A child with a diagnosed physical or mental condition with a high probability of developmental delay.***
Examples include:
 - Down Syndrome or other chromosomal abnormalities
 - fetal alcohol syndrome
 - diagnosed psychiatric conditions such as reactive attachment disorder and emotional/behavioral disorder
 - central nervous system (CNS) disorders such as cerebral palsy, spina bifida, micro/macrocephaly
 - CNS abnormality following bacterial/viral infection of the brain or head/ spinal trauma
 - hearing and visual impairments

What Prompts a Referral?

- You have a concern or have diagnosed a disability through:
 - developmental screening
 - diagnostic procedure(s)
 - informed clinical opinion
- Parent has a concern their child may have a delay and requests a referral

What Are The Requirements for Referral? How Do I Make It And To Whom?

- Refer to designated county official (either the Early Intervention Official or Public Health Officer) in the child's county of residence, unless the parent objects
- Refer within 2 working days of identifying a child with suspected or confirmed delay or disability
- Refer by writing (in NYC fax) or telephone. For the phone number of the Early Intervention Program in the child's county of residence, call the **NYS Growing Up Healthy Hotline at 1-800-522-5006**. In NYC, call **1-800-577-BABY** or fax 1-212-732-0973 using the combined NYC EIPACHAP Referral Form. In other areas of NYS, use DOH-3803 referral form or other form or procedure designated by the county.

What Should I Discuss With The Parent?

- You plan to refer the child (unless parent objects) and reason for referral
- There is no cost to the parent for any EI service, including the evaluation to determine eligibility
- The parent is not obligated to accept services
- Available services and potential benefits of early intervention to the child and family
- A service coordinator designated by the EIO will contact the parent and help the family with the multidisciplinary evaluation to determine eligibility

What Information Needs to be Transmitted in the Referral?

- Child's name, sex and birth date
- Name, address, and telephone number of the parent(s) or person in parental relation
- Name, address, and telephone number of another person through whom the parent may be contacted, if applicable
- Reason for referral (child has suspected or confirmed disability or delay)
- Your name and telephone number
- Transmittal of confidential information, such as medical history or nature of child's condition, requires written parent consent

What If The Parent Objects to a Referral?

- Document parental objection and any follow-up actions you take in the child's medical record
- Give the parent the name and telephone number of the EIO and offer to assist in a future referral
- Within 2 months make efforts to follow-up with parent and seek to refer the child

How Can I Stay Involved With My Patients In The Early Intervention Program Process?

- Tell the family you want to stay involved and discuss ways that can be accomplished
- Participate in or contribute to the child's multidisciplinary evaluation by:
 - Performing the required evaluation of physical development, including a health assessment
 - Providing information and input to the child's multidisciplinary evaluation team
- Attend the Individual Family Service Plan_(IFSP) meeting or provide input via telephone, letter, discussion with parents, or other methods that make sense to you and the family
- Ask the parent for their consent to receive copies of important EI documents, such as the child's evaluation and IFSP
- Ask to meet with the family and, if the family wishes, with the service coordinator to monitor the child's progress in the Early Intervention Program