

Referral Status Update Form INSTRUCTIONS

Updated: July 1, 2020

Who is responsible: Intake Coordinators



Purpose and Use

The purpose of this form is to update referral sources on the initial eligibility status of children referred to IDEA/Part C. This form is only intended for use when the referral source is not the parent.

BabyNet Eligibility staff are responsible for completing the information in Sections 1-2 or 1 and 3 of the form for activities prior to development of the Initial Individualized Family Service Plan (IFSP). Once all appropriate sections are completed, Eligibility staff will send the form to the referral source listed in BRIDGES and document in a BRIDGES service log.

Section 1: Child and Intake Coordinator Information

No parental consent is required for this section.

Enter the child's legal first and last name and date of birth.

Enter the name and address of the referring agency or individual, the date the child was referred to IDEA/Part C, and the date the Referral Status Update form is completed.

Enter the name of the IDEA/Part C eligibility staff, agency name, telephone number, and email address. The IDEA/Part C eligibility staff may be either a member of the Central Referral Team or the Intake Coordinator assigned to the parent and child.

Section 2: Referral Status

No parental consent is required for this section.

Check the box that most appropriately reflects the status of the child's referral. If appropriate, enter the date of the Orientation and Intake appointment.

Section 3: IDEA/Part C Eligibility Status

Parent consent to release information to the referral source must be attached to the Referral Status Update form if Section 3 is completed.

If the child is eligible for IDEA/Part C and an initial IFSP has been developed, check this option.

If the referral has been closed, check the box indicating the referral was closed, and the box(es) that most appropriately reflect the reason for closure.