

	<p><b>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</b></p>
<p>No: <b>NJEIS-05</b></p>	<p>Subject: <b>Out of State Part C Referrals</b></p>
<p>Effective Date: <b>May 1, 2013</b></p>	<p>Responsible Party: <b>Part C Coordinator</b></p>

**I. Purpose**

To ensure a timely and smooth referral and eligibility process for a child, previously served in Part C in another state, and moving to New Jersey. This policy is also intended to ensure the initiation of timely services in accordance with an Individualized Family Service Plan (IFSP) if such child is found eligible under NJEIS.

**II. Policy**

- A. A referral of a child moving from another state to New Jersey is considered an initial referral.
- B. Referral procedures are initiated through a Regional SPOE as soon as the scheduled arrival date and county of residence of the child is finalized.
- C. If an eligibility decision can be made with the evaluation and assessment information sent from the child’s current Part C program, additional NJEIS evaluation/assessment procedures are not required for an NJEIS eligibility determination.
- D. Once eligibility is determined, a Family Information Meeting is conducted and an Individualized Family Service Plan (IFSP) is developed.
- E. Results of a Battelle Developmental Inventory (BDI) must be available for each child for purposes of reporting child outcome data.

**III. Procedures**

- A. Upon receipt of a referral of a child whose family is moving to New Jersey, the applicable Regional SPOE SCU begins the referral process.

- B. The SPOE service coordinator:
  - 1. Sends a Welcome Package to the parent(s);
  - 2. Contacts the parent(s) to:
    - a. Provide information about NJEIS and answer any questions presented by the parent;
    - b. Review the Parent Rights document;
    - c. Ask for details of the impending move including county of residence and date of move; and
    - d. Request the family provide consent (NJEIS Form-003 Parent Consent to Request Information) to have information sent to the SPOE SCU from the program/agency currently providing Part C services to the child and family.
- C. The SPOE SCU reviews the information received from the child's current program to determine if an eligibility decision is possible with the existing information or if additional evaluation and assessment information is needed.
- D. If adequate information is available, the SPOE SCU arranges for the Targeted Evaluation Team (TET) to receive the existing information, review the information and make an eligibility decision within 10 calendar days from receipt of the information from the child's previous program.
- E. If results of a current BDI are not in the child's record received from the previous state, but adequate information is available without a BDI, an eligibility decision is made by the TET. The TET schedules a BDI to be completed as soon as possible.
- F. If adequate information is not available, the SPOE SCU arranges for the TET to conduct an evaluation, including administration of a BDI, in accordance with NJEIS policies and procedures.
- G. The SPOE SCU provides the parent(s) prior written notice of the eligibility decision and if the child is eligible for services under NJEIS, arranges for a FIM meeting and schedules the initial IFSP meeting.
- H. If the child was determined eligible and no current BDI results were available, the SPOE service coordinator ensures arrangements are made for the administration of the BDI for child outcomes purposes. If possible, this should occur before the IFSP meeting but should not delay the IFSP meeting or the initiation of services.
- I. The BDI must be administered no later than 10 calendar days from the IFSP meeting.

#### **IV. Related Policies, Procedures and Forms**

NJEIS-02 Eligibility

NJEIS-07 Initial Evaluation and Assessment

NJEIS Form-003 Parent Consent to Request Information