

Orientation, Intake, and Screening

Approved: July 1, 2019

Updated: January 7, 2020

Who is responsible: Service Coordinator

SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES

Healthy Connections

BABYNET



Appointment Preparation

The Intake Coordinator will review all documentation uploaded to OnBase by the Central Referral Team (CRT). In the event the family does not complete the paperwork sent by CRT, the Intake Coordinator will:

- Have a complete copy of the intake packet available in the family's native language or mode of communication,
- Make every effort to make foreign language or sign language interpretation available, as appropriate.
- Ensure all items needed for screening and/or evaluation are available, including scoring protocols and kit manipulatives.

Orientation and Intake Meeting

The Intake Coordinator will provide the family with a brief overview of IDEA/Part C and review the Parent Notice of Family Rights and Safeguards, and the Introduction and Part 1 of the IDEA/Part C Family Guide. This guide will help to ensure that families understand the IDEA/Part C system and the initial eligibility process.

Review intake packet sent to family by CRT. Complete forms that were not previously completed by the parent. The Intake Coordinator must sign and date each form listed below with an asterisk for the date of the intake meeting:

- *Notice of BN Record Retention and Destruction
- *Consent for Screening, Evaluation, Family Assessment, and Child Assessment
- Family Vision and Hearing Questionnaire
- Consent to Release and/or Obtain Information
- Primary Healthcare Provider Summary
- *Prior Written Notice and Meeting Notification

Complete optional forms as needed:

- Assignment of Surrogate Parent
- Transition Referral

Developmental Screening

Screening is optional and is offered as part of the orientation and intake visit to determine the need to proceed with an eligibility evaluation.

It is not appropriate to offer screenings to families with children who have documentation supporting an established risk condition. If the child is suspected of having significant delays, coordinators may use their professional judgement to bypass the screening.

At any time during the screening process, the family may elect to proceed straight to evaluation. Screening cannot be used to determine eligibility. A family should not be told the child is eligible or ineligible based on screening results.

Administration of Screening(s)

The Intake Coordinator will complete the following activities with the parent:

- Explain the purpose of the screenings to the parent.
- Using the Consent for Screening, Evaluation, and Assessment form, secure consent for developmental and autism screenings and the eligibility evaluation. If the parent declines screening and requests an eligibility evaluation, see Scenario 1, Option 1 below.
- If child's age is 18 through 24 months or if concerns are present, also conduct a screening for autism using the Modified Checklist for Autism in Toddlers (M-CHAT).

Results of Initial Screening

Both Screenings Negative for Concerns/Parent Declines Eligibility Evaluation

If both screenings are negative for results and the parent has no additional concerns; or either screening is positive for concerns and the parent declines the eligibility evaluation, the referral to IDEA/Part C should be closed as follows:

- Inform family of their right to re-refer to IDEA/Part C at any time before the child reaches 3 years old.
- Provide the family with resources regarding developmental milestones.
- Complete and send the following forms:
 - Prior Written Notice.
 - Referral Status Update.
 - Record retention and destruction form.
- Document the following in BRIDGES:
 - Complete appropriate fields in the Screening screen.
 - Document activities in the Service Log.
- After 7 days from the date of the Prior Written Prior Notice:
 - Send completed referral status update form to referral source.
 - Review the record for accuracy and completion.
 - Close the record in the IDEA/Part C electronic record with the appropriate exit reason.
 - Email the closure information to the babynetferrals@scdhhs.gov email account, in order for closure to be processed in MMIS and Curam. The closure reason the Intake Coordinator provides to the CRT must be the same as the closure reason provided on the Prior Written Notice to the parent. CRT will close case in Curam as outlined in the Curam Job Aide.

ASD Screening Negative for Concerns

If the screening for overall development is positive for concerns, the screening for ASD is negative for concerns or does not apply, and the parent consents to the initial eligibility evaluation, the Intake Coordinator will proceed with administration of the Battelle Developmental Inventory, 2nd edition (BDI-2) to determine eligibility for IDEA/Part C services. See procedures for determination of initial eligibility.

Both Screenings Positive for Concerns or ASD Screening Positive for Concerns

If both screenings are positive for concerns, or the ASD screening is positive for concerns, and the parent consents to the initial eligibility evaluation, the Intake Coordinator will administer the BDI-2, and refer the child for the MCHAT follow-up interview and as needed, the STAT (Screening Tool for Autism in Toddlers and Young Children). See procedures for determination of initial eligibility.

Special Considerations

The native language(s) or mode of communication(s) of both parent and child must be accommodated in the orientation, intake, and screening processes. There may be instances when conducting the orientation and intake in the native language of the family in the native language of the child is not possible because, for example, interpreters for a particular language cannot be located. The Intake Coordinator will utilize the Telelanguage services as appropriate.

Appendix A:

Appendix B:

Appendix C:

Appendix D:

Appendix E:

Appendix F:

Appendix G:

Appendix H:

Appendix I: