Early ACCESS Procedures Manual

Section 5: Post-Referral Screening

Introduction
Comprehensive identification procedures ensure that all children birth to three years of age who may be eligible for Early ACCESS are identified, located and referred for an evaluation [120.302(2)]. The process may start with a post-referral developmental screening if there was no pre-referral developmental screening completed prior to the referral and there is no known condition. This post-referral screening may help parents decide whether they want to proceed to a full evaluation.

This section refers to a post-referral screening, which is a screening that takes place after a referral is made to Early ACCESS.

Note: Parent may request a full evaluation at any time during the post-referral screening process, regardless of post-referral screening results.

Note: Pre-referral screening is a developmental screening using a tool that has been completed prior to referral. (For example: Ages and Stages Questionnaire completed at physician’s office.)

Post-referral screening procedures definition
Post-referral screening procedures means activities that are carried out by, or under the supervision of AEAs, Signatory Agencies, or other Early ACCESS providers to identify, at the earliest possible age, infants and toddlers potentially eligible for Early ACCESS and includes the administration of appropriate screening instruments by personnel trained to administer those instruments [120.320(2)].

Note: Completing a post-referral screening does not alter the 45-day timeline. The 45-day timeline always begins on the date of referral to Early ACCESS.

Criteria for selection of screening tools
Screening tools vary by those qualified individuals seeking to briefly appraise an infant or toddler’s developmental skills. Individuals are responsible for selecting screening tools based on the following state selected criteria.
● Norm referenced for birth to three-year-olds and standardized in administration
● Valid and reliable
● May be administered by professional or trained personnel as specified by the publisher
● Provides input from families
● Culturally and linguistically sensitive
● Reasonable for cost
● Reasonable for time to administer

Continued on next page
Section 5: Post-Referral Screening, Continued

If no pre-referral screening has been completed the team may offer parents a post referral screening:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide and review current <em>EA Procedural Safeguards Manual</em> with parent(s).</td>
</tr>
<tr>
<td>2</td>
<td>Obtain parent signature on <em>Consent for Early ACCESS Post-Referral Screening with Prior Written Notice</em> form [120.420(1)a].</td>
</tr>
<tr>
<td>3</td>
<td>Complete developmental screening.</td>
</tr>
</tbody>
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**If ...** | **Then ...**
---|---
post-referral screening information indicates child is suspected of having a developmental delay or disability | An evaluation and assessment of the child must be conducted [120.320(1)b(1)] with parent consent. Complete post-referral screening summary and share results of post-referral screening using *Prior Written Notice* [120.421]. See Section 7: Initial Evaluation and Assessment for how to conduct an evaluation.

post-referral screening information indicates child is not suspected of having a developmental delay or disability | Complete post-referral screening summary and share results of post-referral screening using the *Prior Written Notice* that includes a description of the parent’s right to request a full evaluation [120.320(1)b(2)]. An evaluation must be offered.

**Note:** If the parent of the child requests and consents to an evaluation at any time during the post-referral screening process, evaluation of the child must be conducted, even if the infant or toddler is *not suspected of having a disability* [120.320(1)c].

*Continued on next page*
### Section 5: Post-Referral Screening, Continued

#### Screening: Important considerations

It is important to note the following considerations:

<table>
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<tr>
<th>If ...</th>
<th>Then ...</th>
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<tbody>
<tr>
<td>an infant’s or toddler’s medical records indicate the child has a known condition</td>
<td>The child is eligible for Early ACCESS [120.321(3a)] and an initial assessment is required to identify child’s unique strengths and needs and the early intervention services appropriate to meet those needs [120.321(5a)]. Note: A post-referral screening would not be appropriate. See Section 7: Initial Evaluation and Assessment.</td>
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<tr>
<td>a referral is received from another agency with current pre-referral screening data</td>
<td>Existing current pre-referral screening information and data are acceptable for consideration and review of the child’s development and screening should not be re-administered. With parental consent, the team moves to a full evaluation in order to determine eligibility.</td>
</tr>
<tr>
<td>an infant or toddler has not been screened before the referral was made (no pre-referral screening) and there is no known condition reported at the time of referral</td>
<td>The service coordinator or another team member may choose to conduct a post-referral screening of the child’s development and then share the results with the parent. Regardless of the screening results, the team is required to offer a comprehensive, multidisciplinary evaluation that parents may accept or decline.</td>
</tr>
</tbody>
</table>

**Note:** Once a referral to Early ACCESS has been made, the 45-day timeline begins. Parent’s written consent is required for both a screening and an evaluation.