

Early ACCESS CHSC Referrals in ACHIEVE

Referrals for CHSC Nutrition Services

When there are concerns about a child's nutrition and/or growth, provide information to the family about the Child Health Specialty Clinics (CHSC) nutrition services. If the family agrees to be referred to CHSC, the Early ACCESS Service Coordinator needs to complete the following steps to make a referral.

Steps to Refer Child/Family to CHSC in ACHIEVE

1. Complete and upload the PEACH Questionnaire and document results on the Intake, Nutrition and Growth page.
2. When nutrition concerns are identified, refer the family to CHSC if the family agrees.
3. Check "Yes" to the question in ACHIEVE, "Does the family agree to be referred to CHSC?" This question automatically becomes available when the PEACH Score is entered as 4 or higher.
4. Use the ACHIEVE functions to obtain a parent's signature for a Consent to Release and Exchange Information with the following entities. The service coordinator must ensure the approved, signed consents are available in the Family Consent section of ACHIEVE:
 - Child Health Specialty Clinic/University of Iowa Hospitals & Clinics; and,
 - Child's Primary Health Care Provider or Medical Specialty Provider(s).
5. Share the case with the CHSC Nutrition Coordinator, Stephany Brimeyer.
 - Use the *Share* function on the Learner Dashboard stepper to share the case with Stephany Brimeyer, Licensed Dietician.
 - Use the *Filter By* function to search for: Stephany (First Name); Brimeyer (Last Name)
 - Do **not** add Stephany to the evaluation team, evaluation assignment, or IFSP meeting notices. If Stephany has been added to the evaluation team, the service coordinator will need to click on delete (x) to remove her from the team.
6. The Service Coordinator must contact Stephany Brimeyer at stephany-brimeyer@uiowa.edu. Do not use the "Send Email" button in ACHIEVE.
 - Please include the child's initials, date of the IFSP meeting if scheduled, and other information pertinent to the request for a nutrition evaluation.
 - Stephany will confirm the child has been shared with her in ACHIEVE, review the documentation, and process the scheduling of nutrition evaluations with CHSC staff.
7. Stephany will use the *Share* function to share the case with the assigned CHSC Dietitian and remove herself as a Shared User.
8. As a Shared User, the assigned CHSC Dietitian will have access to the child's information and be able to enter evaluation and assessment notes as needed.
9. The service coordinator will need to add the assigned CHSC Dietitian to IFSP meeting notices or when completing the meeting roll call to add nutrition services after the nutrition evaluation/assessment is complete.

Additional CHSC Resources are available on [i3 Early Intervention Resources](#) website. See *CHSC Nutrition Guidelines*; *CHSC Health Assessment*; and *Early ACCESS Nutrition Referral Checklist*.