



# Early Intervention Colorado Referral and Release Form

For Infants and Toddlers- Birth through Two Years of Age Who May Need Early Intervention Services

## Referral Information

Community Centered Board: Imagine! Fax: **303-665-2648**

Child's Name: \_\_\_\_\_  Boy  Girl DOB: \_\_\_\_\_

Parent(s)/Legal Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Family's Address: \_\_\_\_\_ County: \_\_\_\_\_

Family's E-mail: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Primary Language Spoken by Parent(s)/Legal Guardian/Foster Parents:  English  Spanish  Other \_\_\_\_\_

Primary Care Physician (PCP): \_\_\_\_\_ PCP E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### DHS REFERRALS ONLY

CAPTA?  YES  NO

#### Legal Status of child:

Biological parent custody, rights intact  Foster/Kinship care, biological rights intact  Foster/Kinship care, parent rights terminated

Foster/Kinship Parent(s) (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Foster/Kinship Parent(s) Address: \_\_\_\_\_ County: \_\_\_\_\_

How long has child resided at this residence? \_\_\_\_\_ Surrogate/ Advocate/ Guardian ad Litem?  YES  NO

If yes, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Assigned DSS Caseworker: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Case open?  YES  NO

Guardian ad Litem (GAL) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

GAL E-mail: \_\_\_\_\_ Educational Decision-making authority?  YES  NO

Referring Practice/Agency: \_\_\_\_\_ Referring Person: \_\_\_\_\_

Referring Person Phone: \_\_\_\_\_ Referring Person Fax: \_\_\_\_\_

Referring Person E-mail: \_\_\_\_\_

Are you a Qualified Health Professional? (See referral source guide for list)  YES  NO If yes, Discipline: \_\_\_\_\_

Person to send referral status update to; if different: \_\_\_\_\_ Fax, if different: \_\_\_\_\_

Has a developmental screening been completed for this child?  YES  NO **If yes, send the screening results with the referral.**

Please check and complete one of the following boxes (A or B):

**A.**  **This child has been diagnosed with the following physical or mental condition(s) known to have a high probability of resulting in significant delays in development (even if no delays are apparent at this time):**

(See the Established Condition Database located at [www.eicolorado.org](http://www.eicolorado.org) for a complete list of qualifying diagnoses.)

**B.**  **There are concerns for possible delays in development in the following area(s):** \_\_\_\_\_

Signed: \_\_\_\_\_ (referring person) Date of Referral: \_\_\_\_\_

### Authorization to Release Information (optional)

I authorize the Community Centered Board Early Intervention Colorado Program to share the following information with the referring practice/agency listed above.

- Eligibility outcome information (eligible/not eligible)
- Evaluation/Assessment results (range of delay for each developmental domain)
- Ongoing Early Intervention Services included on the Individualized Family Service Plan for the purpose of care coordination.

I understand that I may withdraw this consent by written request to the Community Centered Board Early Intervention Colorado Program. If consent is revoked it does not apply to any actions that occurred before consent was revoked.

I certify that this authorization to release this information has been given freely and voluntarily. Information collected related to early intervention services may not be shared unless the person who consented to sharing this information specifically consents to it and or the sharing this information is allowed by law. I understand I have a right to inspect and copy the information to be disclosed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(child's parent or legal guardian)

\*Authorization is effective for a period of 12 months from this date



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**B.  There are concerns for possible delays in development in the following area(s):** \_\_\_\_\_

Signed: \_\_\_\_\_ (referring person) Date of Referral: \_\_\_\_\_

### Autorización para divulgar información (opcional)

Yo autorizo a la Mesa Comunitaria del Programa de Intervención Temprana de Colorado para compartir la siguiente información con la práctica / agencia mencionada anteriormente que hace la referencia.

- Información sobre los resultados de elegibilidad (califica / no califica)
- Resultados de la evaluación / revisión (margen de demora para cada área del desarrollo)
- Servicios continuos de Intervención Temprana incluidos en el Plan Individualizado de Servicios Familiares, con el propósito de la coordinación de atención.

Entiendo que puedo retirar esta autorización por medio de una petición por escrito dirigida a la Mesa Comunitaria del Programa de Intervención Temprana de Colorado. Si retiro la autorización, la revocación no aplica a las acciones que ocurrieron antes de que la autorización haya sido retirada.

Yo certifico que esta autorización para divulgar esta información se ha dado de forma libre y voluntaria. La información recopilada relacionada con los servicios de intervención temprana no puede ser compartida a menos que la persona que consintió en compartir esta información consienta específicamente que se comparta y/o que compartir esta información esté permitido por la ley. Entiendo que tengo el derecho a inspeccionar y copiar la información a ser divulgada.

Firmada: \_\_\_\_\_ Fecha: \_\_\_\_\_

Padre, madre o tutor legal del niño(a)

\* La autorización es vigente durante un período de 12 meses a partir de esta fecha

Para más información llame al 1-888-777-4041 o visite [www.eicolorado.org](http://www.eicolorado.org)

# Developmental Evaluation



## Talking with Parents

Sometimes it can be hard to know what to say to a parent when you have concerns or a developmental screening tool indicates that their child would benefit from a more thorough evaluation. Remember that at this stage you are using your professional judgement or a screening tool; you have **not** diagnosed a developmental delay.

You are helping parents to create a healthy foundation for their child; healthy physical, social, and emotional development is essential for success in school and life. Below are some things to keep in mind when talking to parents about a concern.

### Conversation Tips: Empowering parents to want more information

- Take time to elicit their thoughts and feelings
  - If a parent is anxious, validate that their feelings are normal. The more you remain calm, the more calm the parent will be.
  - Explain that the parent hasn't done anything wrong.
- Reassure parents that an evaluation does not necessarily mean that their child will need services, nor does it commit them to services if that's what is recommended.
  - Services are completely **voluntary**.
- Tell them it is common to refer children for further evaluation, and that this is a **positive** step they can take to get more information on how to best support their child.
  - We know that parents want to give their children every advantage possible.

### Sample Statements

#### 1. Accentuate the positive first.

*Thank you for participating in John's developmental screening. I noticed how well he is using his hands and fingers to reach for objects. He is also making a lot of appropriate sounds for his age. You must be talking and singing to him a lot at home, because what a difference you are making!*

#### 2. Ask for their feedback.

*I noticed that he is not rolling over yet. This is a milestone I would typically expect to see at this age. What are your thoughts?*

#### 3. Make your recommendation.

*I think it would be helpful to have someone who specializes in early childhood development take a closer look at him. We all want what's best for John and to give him every advantage possible. Let's see if he needs a little extra help in reaching his milestones.*

#### 4. Emphasize that earlier is better.

*John's brain is growing so rapidly, and he is learning so many new things at this age. If he does need help, evidence shows that getting help early can make a big difference for his later development. This way we're doing everything we can to make sure he's ready for kindergarten.*

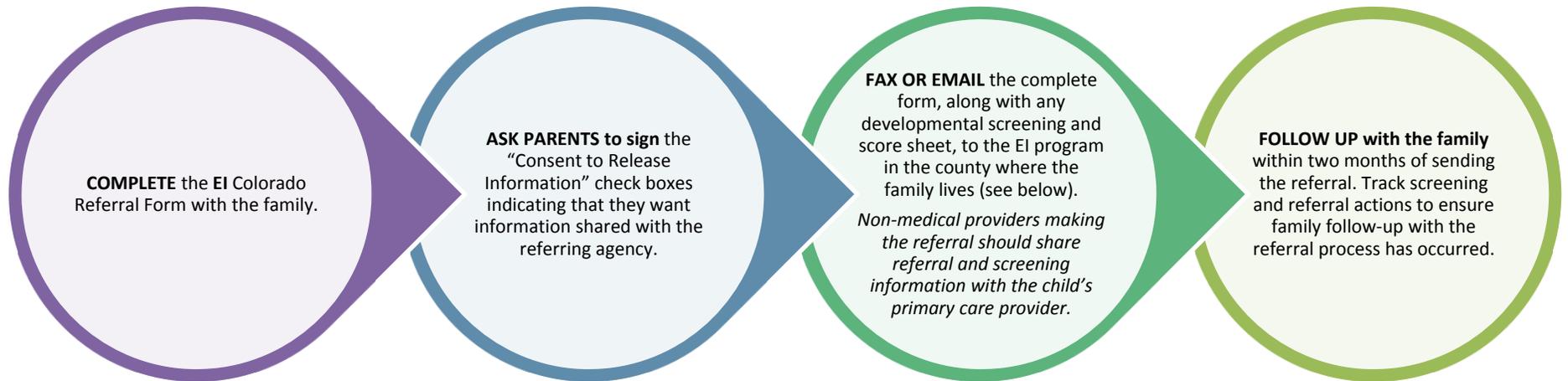
# Boulder County Child Development Evaluation Referral and Follow-up Process



## Children 0 – 3<sup>rd</sup> Birthday

Referral is made to a local program of **Early Intervention (EI) Colorado** based on the *county* the family lives in. Children referred will receive a multi-disciplinary evaluation and if a 25% or more delay is found in any of the five developmental domains, the child will qualify for services. Services will be provided at no cost to the family, and will occur in the child's home, utilizing an evidence-based Family Service model.

## Referral Process



## Early Intervention Colorado Providers

### Boulder & Broomfield Counties – Imagine!

1400 Dixon Avenue  
Lafayette, CO 80026-2790  
Phone: 303-604-5424  
Fax: 303-665-2648

### Larimer County – Foothills Gateway

301 W. Skyway Dr.  
Ft. Collins, CO 80525  
Phone: 970-226-2345  
Fax: 970-226-2613

### Weld County – Envision

1050 37<sup>th</sup> Street  
P.O. Box 200069  
Evans, CO 80620-0069  
Phone: 970-313-2629  
Fax: 970-330-2261

### Jefferson County – Developmental Disabilities Resource Center

11177 W. 8<sup>th</sup> Avenue Suite 300  
Lakewood, CO 80215  
Phone: 303-462-6650  
Fax: 303-462-6697

## Early Intervention/Child Find Responsibilities

1. Early Intervention staff will make three attempts to contact the family (2 phone calls and 1 letter) to conduct an intake and offer an evaluation.
2. After the intake is complete, Child Find at the child's local school district will contact the family to schedule the evaluation at the Child Find office or the family's home. The evaluation will occur within 45 days of the referral, to determine if the child is eligible for services.
3. Early Intervention staff will send a Referral Status Update Form (RSUF) to the person who sent the referral and the assigned Service Coordinator.
4. With parental consent, a second RSUF will be sent after the evaluation is complete with the evaluation results.
5. If the child is eligible for services, an Individualized Family Service Plan (IFSP) will be written to detail the services to begin within 28 days of the evaluation. Services will be provided in the home. A Service Coordinator will also be provided.

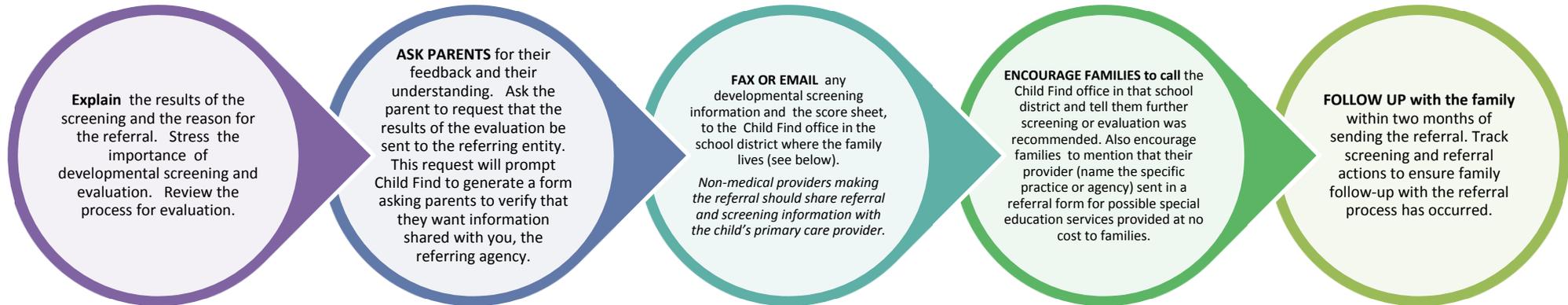


## Children 3-5

Referral is made to the **Child Find** office in the *school district* the family lives in. Children referred will receive a screening or evaluation to determine eligibility. Eligibility is for early childhood special education services and is based on the delay impacting a child's ability to succeed in an educational setting. Services are provided in a preschool classroom setting.



## Referral Process



## Child Find Offices

**Boulder Valley School District**  
6500 Arapahoe Rd.  
Boulder, CO 80303  
Phone: 720-561-5078  
Spanish: 720-561-5267  
Fax: 720-561-5142

**St. Vrain Valley School District**  
830 S. Lincoln St.  
Longmont, CO 80501  
Phone: 303-772-6649  
Fax: 303-682-7396

## Child Find Responsibilities

1. Child Find office will contact the family to schedule further screening or evaluation.
2. If the child has a documented delay that is educationally relevant (as determined by the evaluation team), they may attend preschool through the school district, as well as receive any additional services the child may need (speech therapy, occupational therapy, etc.).
3. If parents sign a "Release of Information" indicating that they want information shared with the referring agency, the school district will send screening or evaluation results.

# Developmental Evaluation



Dear family,

Your child's growth is more than just physical. You can see their development by how they play, learn, speak, behave and move. You play a very important role in supporting your child's development.

Based on today's screening we recommend further evaluation of your child's development. Evaluations are available at no cost to you. We know that all children develop differently and some children need a boost or support to help them along the way. Together, we can make sure your child's development is on track.

## Getting Support

The programs listed below can provide further evaluation at no cost to you. The evaluation will give a clearer picture of your child's development and identify additional help that might be needed. The evaluation will also determine if your child is eligible for the extra support provided by these agencies and will provide information about other resources and supports for your family.

### *What to Expect*

You will be asked to bring your child to the office and meet with two or more people who are experts with children. They will ask you questions about your child, talk to him or her, and see how he or she talks and plays with toys.

**Children 0 – 3<sup>rd</sup> birthday:** We will send your information to the Early Intervention Colorado program at the office checked below. They will contact you to schedule an appointment. Please call them if you haven't heard from them in 3 days.

- Boulder or Broomfield County – Imagine!  
1400 Dixon Avenue, Lafayette, CO 80026  
Phone: 303-604-5424  
Fax: 303-665-2648

- Providers: For other counties go to [www.eicolorado.org](http://www.eicolorado.org) to locate the appropriate referral source

**Children 3 – 5 years old:** Please contact the Child Find office in the school district your family lives in, checked below. They will assist you in scheduling an appointment. If you leave a message, please call them if you haven't heard back from them in 7 days.

- Boulder Valley School District  
Phone: 720-561-5078  
Fax: 720-561-5142

- St. Vrain Valley School District  
Phone: 303-772-6649  
Fax: 303-651-3066

We want to know how things turn out. Please ask the people you meet with to send your child's report to us. If you have trouble setting up an appointment, please let \_\_\_\_\_ know so we can assist you.

# Evaluación del desarrollo



Estimada familia,

El crecimiento de su hijo (a) es más que sólo físico. Usted puede ver su desarrollo por la forma en que juegan, aprenden, hablan, se comportan y se mueven. Usted juega un papel muy importante para apoyar el desarrollo de su hijo (a).

Con base en las pruebas de hoy, le recomendamos una evaluación adicional sobre el desarrollo de su hijo (a). Las evaluaciones están disponibles sin ningún costo para usted. Sabemos que todos los niños se desarrollan de maneras diferentes y algunos niños necesitan un impulso o apoyo para ayudarles a lo largo del camino. Juntos, podemos asegurarle que el desarrollo de su hijo se encuentra bien encaminado.

## Cómo obtener apoyo

Los programas enumerados a continuación pueden proporcionar más evaluación sin ningún costo para usted. La evaluación dará una imagen más clara del desarrollo de su hijo (a) e identificará ayuda adicional que podría ser necesaria. La evaluación también determinará si su hijo (a) es elegible para el apoyo adicional proporcionado por estas agencias y le dará información acerca de otros recursos y apoyos para su familia.

### *Lo que puede esperar*

Se le pedirá llevar a su hijo (a) a la oficina y reunirse con dos o más personas que son los expertos con niños. Le harán preguntas acerca de su hijo (a), hablarán con él o ella y verán cómo él o ella habla y juega con los juguetes.

**Niños de 0 a 3<sup>er</sup> cumpleaños:** Le enviaremos su información al programa de intervención temprana de Colorado en la oficina de marcada a continuación. Ellos se comunicarán con usted para programar una cita. Por favor llámeles si no ha sabido de ellos en tres días.

Condado de Boulder o Broomfield: ¡Imagine!  
1400 Dixon Avenue, Lafayette, CO 80026  
Teléfono: 303-604-5424  
Fax: 303-665-2648

Proveedores: Para otros condados consulte [www.eicolorado.org](http://www.eicolorado.org) para localizar la fuente de referencia adecuada

**Niños de 3 a 5 años de edad:** Por favor comuníquese con la oficina de Child Find en el distrito escolar de su familia indicado a continuación. Ellos le ayudarán a programar una cita. Si deja un mensaje, por favor llame si no ha tenido noticias de ellos en 7 días.

Distrito escolar del Valle de Boulder  
Teléfono: 720-561-5078  
Fax: 720-561-5142

Distrito escolar de St. Vrain Valley  
Teléfono: 303-772-6649  
Fax: 303-651-3066

Deseamos saber cómo resulta todo. Por favor pida a las personas con las que usted se reúne que nos envíen el informe de su hijo (a). Si tiene problemas para fijar una cita, le agradecemos comunicarse con \_\_\_\_\_ para ayudarle.