

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
HEAD START POLICIES AND PROCEDURES

SUBJECT: **REFERRALS**
EFFECTIVE DATE: AUGUST 1, 2008
DATE OF LAST REVISION:

PURPOSE

Miami Dade County CAA Head Start has established this policy and procedures to address methods for Center staff in referring children with potential health, learning problems and /or behavioral concerns to Service area specialists for follow-up and possible special services. These procedures address the Federal Performance Standards 1304.20 (a-c), 1304.24 and 1308.

PROCEDURES

Intervention for children requiring further diagnostic, examination, and treatment will occur via the following:

- An Internal Referral/Follow-up form will be initiated for each child suspected of having a problem. The staff initiating the referral will indicate the problem, provide a detailed description, and include dates of occurrences, lab results, specific behavior and initial interventions (if appropriate). All referrals from Center staff must be reviewed by the Center Director, and entered into HSFIS.
- The Internal Referral/Follow-up form is available in both email and hard copy formats. Staff is encouraged to use the email format where possible. When using the email format, print a copy for the child's record. When using the hard copy format, place the pink copy of the form in the record. The center keeps the yellow copy for data entry into HSFIS and forwards the original to the appropriate Service Area for follow-up.
- The referral form will be forwarded to the appropriate service area.
 - Attendance and Family Issues (Family and Community Partnership)
 - Health/Medical/Dental (Health Services)
 - Height/Weight, Diet, and Food Allergies (Nutrition)
 - Behavioral/Emotional, Social Skills (Mental Health)
 - Learning, Development, Language and Motor Skills (Disability)
- Service area staff will contact appropriate persons for input on the child's condition (e.g., teacher, parent, social service staff, curriculum specialist, and health staff). The service area staff will indicate status of referral, provide a detailed description of action taken, and include results or future plan. Follow-up will be recorded at the bottom of the Internal Referral/Follow-up Form.
- Internal Referral/Follow-up Form with follow-up will be returned to the Center for child's record. If Email format is used, the service area will email the follow-up, and the Center will print the completed form for the record. If manual Internal Referral/Follow-up Form was used, follow-up will be written on the form and send via interoffice mail. Manually submitted referrals may be transferred to email format by receiver and follow-up sent back via email.
- Center staff should contact the service area if there has been no contact or response to a referral within two weeks of submission by the Center. Voice mail available and email are available to all service area staff.

- A copy of the Internal Referral Form must be maintained in the child's record along with supporting documentation.