




EI/ECSE Referral Checklist

 **Check ASQ DATE**, make sure the child received the correct screening for their age. Submitted screening should really not be more than 3 months old, otherwise a rescreen should be completed.


 **Green Summary Form (GSF) with description in detail of concerns in each area.** A new GSF at time of referral may be needed to ensure most current concerns are listed by teacher and parent. Copy information from original GSF, such as the date of screening and all of the scores, then add the list of current concerns.


Note: If child is age 3 or above and a concern is not listed for a certain area, the child will not be evaluated in that area, and will then not receive any goals in that area. Children under age 3 will receive a full evaluation in all areas regardless of listed concerns, but concerns still need to be listed as they provide a focus and if the child qualifies it assists in establishing the specific goals they need.

 **ASQ-3 original and Rescreen**, if not uploaded in SHINE

 **ASQ-SE** if not uploaded in SHINE. EHS submit with all referrals. HS only submit if referring concerns are in the area of Social Emotional. Check ASQ-SE for accuracy, a new one may need to be completed.

 **ROI D-8**

 **Parent Referral Recommendation** has been given to and discussed with parent.

 **Check SHINE for accurate parent contact information**, phone number and address, if not accurate update before referral is submitted. If contact information changes during the referral process please contact Dis/MH department as soon as possible.