**Early Intervention (EI) Referral Tips:**

**Initial Referrals for Infant Toddler EI:**

* Ensure families reside in Philadelphia; Co. if the family resides outside of Philadelphia Co., EI referrals will be made to respective service coordination agency i.e. Childlink, Partnerships, Elwyn, Connect, NHS, etc.
* **Please Note: Families who reside in the following Philadelphia Co. zip codes will receive EI services through Partnership for Community Supports: 19111, 19114, 19115, 19116, 19124, 19134, 19135, 19136, 19137, 19149, 19152 and 19154 in Philadelphia.** All other zip codes will receive EI services from Childlink in Philadelphia Co. *(This is new collaboration).*
* Families can also contact EI agencies. They can leave a voicemail requesting EI services

For Philadelphia Co:

**Childlink:** 215-685-4646 or **Partnership:** 267-350-5000; *Referral for Children ages 3-6 Agency provider is* ***Elwyn:*** *215-921-7164*

**Tips on completing EI Referral Forms:**

* Ensure referral forms are completed in entirety
* Ensure “developmental concerns” are completed on referral form. (Sometimes, this doesn’t print out accurately despite having typed it into Next Gen. If it does not show upon print out please, write in your concerns, diagnoses, and/or reasons for referral).
* Document services recommended: i.e. PT, OT, and/or speech.
* Ensure interpreter box is selected if interpreter is needed and write in which language is primary language.
* Have caregivers provide “alternative phone #” for referral form.

Advise the caregiver that EI will make 3 attempts of contact (via phone, text, mail, & e-mail), if families do not answer calls-case is closed and new EI referral will be needed or the parent can contact EI to re-open case: **Childlink: 215-685-4646 or Partnership: 267.350.4500**

* **If possible:** Print referral while family is present
* Have caregiver sign “consent for release” at the top of EI referral, otherwise the Service Coordinators will not release any information to SCHC and SW will need to fax a release form signed by the caregiver.

**Please note:** We have been receiving letters from Early Intervention Intake Supervisor: (Childlink) LaShane Johnson acknowledging receipt of referrals. If the consent portion of the referral form is not signed by the caregiver, these letters of receipts requests a signed consent to release information in order for their agency/or Service Coordinators to share information about the referral with our office.

* For Partnership: we have been receiving letters from Ruth Fell (EI Unit Manager) with an attached document: “Recommendation for Early Intervention Services”. This document needs a signature from the medical provider making the referral recommendation(s). SW will fax upon signature. Please place these on clipboard/or SW bin outside of SW office.
* Attach all printed EI referrals to clip-board or place in SW bin for SW to fax.

Fax Numbers: Childlink: (ages 0-3) 215-685-4638

 Elwyn: (ages 3-6) 215-823-5083

 Partnership: (identified zip codes) 267-350-4530

**Tips for recommending *increase* in EI Services:**

* Please note: A new referral form does not need to be completed or faxed for increase in services as this will begin a brand new referral process.
* It is helpful to discuss the need and recommendation for increase of services with caregivers. Some caregivers may not be open to increase in services as they are reluctant to the amount in which outsiders are in their home and as such they will decline the increase when recommended by providers and advocated by SW. Service coordinator agencies state they follow a family based model, not a medical one, as such, they cannot guarantee an increase in services until they talk to families and team providing PT, OT, or speech. A collaborative approached is utilized by The Department of Behavioral Health and Intellectual Disability Services. Service Coordinators will speak with all members on team for agreement on increase in EI services. Team includes (where applicable) home health nurses, medical day-care staff, medical providers, parents, current EI service providers, foster parents, CUA, DHS, and Child Health Consultant “DHS RN”.
* It’s important for families to be aware of the recommendation for increase and what that means.
* Empower and encourage caregivers to contact their Service Coordinators for increase of services, if they have not already. SW will also advocate for this on behalf of families and providers.
* Please document *specific* recommendations of service increase /or additions in EI Service Recommendation clipboard. i.e. “Increase PT to 2 times a week.”
* If possible: complete “EI Recommendation Forms” for SW to assist with advocating for increase or additions to EI services by contacting Service Coordinators.