Preschool Play-Based Referral Flow Chart

Type of Referral

Referral from Early Intervention (EI)

The Early Childhood Team will:

- Review information from EI
- Enter student information into Same Goal & create referral documents
- Attend the TPC/Referral meeting arranged with EI
- Administer the Brigance screener

- **If recommended that student attend the PBA meeting, give Parent/Guardian the following:**
  - Red/Blue folder containing
    - Early Childhood Brochure with the assessment/meeting dates
    - Parents' Rights Booklet
    - ODEW Evaluation Roadmap
    - Registration instructions with contact information
    - Applicable rating scale
    - Email links to Parent Questionnaire and developmental Checklist

Referral from Parent/Guardian or District

- Review information provided by school or district
  - Notify district rep if the referral is from a parent/guardian

- Schedule a Referral Meeting with the parent/guardian and district
  - Call the parent
  - Send links to Parent Questionnaire, Developmental Checklist
  - Enter child into Same Goal & create referral documents

- **During the Referral Meeting, complete the following documents with parents:**
  - Referral (PR-04)
- Note – the team may or may not suspect a disability at this time. If applicable, complete the following:
  - Prior Written Notice (PR-01)
  - Planning Form
  - Consent
  - Parent Invitation
  - Eye Report
  - Medicaid Form (if required by district)
  - Exchange of Information
  - Photo Permission

Hold Eligibility Meeting

Did the Child Qualify?

YES

- Schedule the Individualized Education Program (IEP) meeting
- Prior Written Notice (PR-01)
- Copy of Evaluation Team Report (ETR)

NO

- Provide Parent/Guardian with
  - Prior Written Notice (PR-01)
  - Copy of Evaluation Team Report (ETR)