

PROGRAM MEMO

Date: December 15, 2004

Program Memo: Title 390, CAPTA required Referrals to Early Intervention Services #5-2004

From: Todd Reckling, Protection and Safety Administrator

Signed by: _____, Director
Department of Health and Human Services
_____ (Date)

To: Protection and Safety Staff

Re: CAPTA required Referrals to Early Intervention Services

Effective Date: Upon Receipt

The Keeping Children Safe Act of 2003 amended CAPTA, the Child Abuse Prevention and treatment Act (PL 108-36), and was signed into law on June 25, 2003. This law includes the requirement that Protection and Safety staff refer a child under the age of 3 who is involved in a substantiated case of child abuse or neglect to the Early Development Network for early intervention services funded under Part C of the Individuals with Disabilities Education Act.

The purpose of this memo is to explain the process for making those referrals and what is to be expected once the referral is made.

Referrals to Early Development Network must be made within two (2) working days of the allegation findings. The PS-90 form (attached) must be used when making the referral for services. Once the referral is received by the Early Development Network, a service coordinator will be assigned. Within seven (7) calendar days of receiving the referral, the Service Coordinator will make contact with the family. The family can refuse services at this point and the Service Coordinator will make no further follow-up with the family. If there is court involvement and there are developmental concerns, the Protection and Safety Worker will recommend to the Court that the child is evaluated/assessed through the Early Development Network. Once contact has been made with the family by service coordination and next steps have been identified, the Protection and Safety Worker will receive a notice of action for the case file.

The Early Development Network will determine service provision for eligible children and families. The Service Coordinator will only provide services to meet the developmental needs of the child, once the child qualifies for the program. The Protection and Safety Worker remains responsible for all services related to Protection and Safety's involvement with the child and the family.

Our collaboration with the Early Development Network will make things better for the children we serve.