



FREDERICK COUNTY INFANTS AND TODDLERS PROGRAM



HOW DO I MAKE A REFERRAL TO OUR LOCAL EARLY INTERVENTION PROGRAM?

When an infant or toddler is suspected of having a developmental delay, exhibits atypical behavior, or is diagnosed with a special health care need, he or she may be referred to their local Infants and Toddlers Program by an individual involved in the child's life including a parent, health or education provider, child care or social service provider, or a NICU/hospital. Referrals to any Maryland Infants and Toddlers Program can be made for children ages birth to 36 months who reside in Maryland.

- A. Online Referral:** You can make a referral using the Online Referral System. The fully encrypted web-based application will ensure the security of your information. Before submitting a referral, all users must register for an account using an active email account. The user must provide their name and contact information. The referral can be completed using any device that is connected to the Internet. The site will accept referrals made for all children who reside in Maryland and who are younger than three years old. To complete a referral, users must provide the child's date of birth, address and contact information for the adults with whom the child resides, and a reason for referral, along with other basic information. <https://online.mditp.org/login>
- B. Phone Call Referral:** You can make a referral by contacting our Single Point of Entry referral phone line at **301-600-1612**. Our Administrative Specialist will take your child's information, answer any questions you may have, and pass the information to a Program Service Specialist who will begin the Screening/Intake Process.
- C. Fax Referral:** A referral can also be made by faxing the referral form below to **301-600-3280**. Please make sure the contact information is accurate so that our team is able to contact you or the family in a timely manner.

Fax Referral Form: https://referral.mditp.org/assets/files/MSDE_Referral.pdf

WHAT IS THE CURRENT PROCESS FOR FAMILIES REFERRED? (INTAKE PROCESS)

1. Upon receipt of a referral, our Administrative Specialist calls the family to gather basic demographic information and asks how the family would like to receive the Ages and Stages Questionnaire (ASQ: SE-2 screener via **mail** or **email**). The screener is mailed if the family chooses mail or an ASQ Coordinator e-mails the Welcome Letter with ASQ URL.
2. The child's name is placed on a Team Spreadsheet to track the referral and the referral is made active in the MSDE database.
3. Upon receipt of the completed ASQ: SE-2 from the caregivers, the family is provided results via phone call from a Program Service Specialist. The team discusses family's interest in moving forward with an initial eligibility evaluation.
4. If the family is pursuing an initial eligibility evaluation, the Program Service Specialist (PSS) sends permissions via e-mail or mail and schedules a virtual intake call.
5. Program Service Specialist (PSS) completes virtual intake call via Microsoft Teams or via telephone if families do not have access to internet. The family should have permissions completed by the intake call but if they do not, the PSS will assist them with that step. The PSS gathers additional information about the child's developmental concerns, discusses the Infants & Toddlers Program philosophy and evaluation process, and shares a projected evaluation date with the family.
6. The PSS discusses the referral with their geographic team, assigns the appropriate evaluators to the case and confirms the Virtual or In-Person evaluation date with the family via e-mail.
7. The evaluation team will send a Microsoft Teams link inviting the family to the Virtual evaluation OR the team will send a reminder text with the In-Person Screening information included.
8. The evaluation team completes the Initial Eligibility Evaluation to determine child's eligibility for the program.

*If the family does not complete the ASQ screeners in 5 business days, the ASQ Coordinator will call the family to ensure they received the e-mail & ask if they need assistance. If the family is not responsive to phone calls or e-mails, the Program Services Specialist will send a letter and brochure to the family to end the referral.

*For children under 6 months of age, the process looks slightly different. The ASQ: SE-2 is not completed for those children but rather they move to the first step of scheduling the virtual intake process.

*DSS Caseworkers are not able to sign any permissions for early intervention services for a child.