

### **1303: OKLAHOMA DEPARTMENT OF HUMAN SERVICES (OKDHS) REFERRALS**

In accordance with the Child Abuse Prevention and Treatment Act (CAPTA), the SoonerStart program accepts referrals of all children under the age of three (3) who are *the subject* of a substantiated case of abuse or neglect. In addition, SoonerStart accepts referrals for infants and toddlers identified as being *directly affected* by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure. If a referral is made by the Oklahoma Department of Human Services (OKDHS) for a child that is NOT in custody this is not a CAPTA referral.

The referral forms (DHS forms O4MP052E, O4MP053E) are completed by OKDHS Child and Family services Division (CFSD) caseworker, and sent to SoonerStart for each child from birth to age three in the custody of OKDHS.

The Regional Coordinator or their designee assigns the referral to a Resource Coordinator.

If the referral form is not complete or more information is needed to complete the referral (see Section 1300), the SoonerStart Resource Coordinator or other SoonerStart staff taking the referral contacts the referring OKDHS caseworker to gather the necessary additional information. The OKDHS office sending the referral form to SoonerStart is the OKDHS office to contact for additional information concerning the child. The contact county may change but the office sending the referral form should be able to provide information concerning the referred child. The OKDHS referral will not be taken or processed until all necessary information necessary to complete the referral is received by the SoonerStaff site. SoonerStart staff will also gather the email address for the child's assigned OKDHS caseworker at the time of referral in order to facilitate ongoing communication with OKDHS.

The information on the OKDHS referral form (O4MP053E or O4MP052E) is entered into EdPlan on the referral screen and the OKDHS referral form is placed in the child's paper chart.

The Resource Coordinator contacts the foster family to schedule and complete the Intake Process.

The Foster Parent is considered the parent of a child in the custody of OKDHS. The foster parent will be the one who signs the Prior Written Notice and Consent for Screening and/or the Prior Written Notice and Consent for Evaluation. If at any point the foster parent declines to consent , the Resource Coordinator contacts the OKDHS caseworker by email or phone to inform them of the family's request to decline services. The referral is discontinued and the EdPlan record is inactivated.

If there is a problem in completing the intake process with the foster family other than usual reasons such as doctor's appointments or other related appointments, the OKDHS caseworker is contacted for assistance. If the worker cannot assist, the RC should contact their REIC.

If the results of the developmental screenings or other information gathered during the intake process indicate no concerns in any of the developmental areas or the family declines recommended further assessment following a screening, the Resource Coordinator contacts the OKDHS caseworker by email

or phone to inform them that SoonerStart will be completing no further assessment of the child. The EdPlan record will be inactivated.

The Resource Coordinator provides a copy of the completed ASQ and ASQ: SE scoring sheets and Prior Written Notice (PWN) to the family and the child's OKDHS caseworker following the screening appointment. The scoring sheets of the ASQ and ASQ:SE are uploaded into the Documents of EdPlan and the original ASQ and ASQ:SE booklets are filed in the child's paper chart. If the child is referred for a multidisciplinary evaluation, a copy of the Multidisciplinary Evaluation Team and Child Assessment Summary (MECATS) and the Individualized Family Service Plan (IFSP) (if the child qualifies for services) are also provided to the foster parent and to the child's OKDHS caseworker.