2503: RE-REFERRAL AND RE-ACTIVATION PROCEDURES

When a child is re-referred to SoonerStart after the EdPlan record has been inactivated, the status of the child when the file was closed in the database and the length of time the file has been closed determines whether the child is reactivated in the EdPlan database to continue services or reactivated with a new referral date.

Re-referral – Exited before Screening or Evaluation Completed
Upon reactivation, the child's referral and intake pages in EdPlan will be editable if the child exited (record inactivated) during the referral or intake process. Enter the new referral date and information before proceeding with updating the Intake and scheduling a screening or evaluation.

Re-referral – Exited, Not Eligible at Previous Evaluation
Upon reactivation, the child's referral and intake pages in EdPlan will be blank. Enter the new referral date and intake information. Conduct an evaluation or obtain medical documentation to determine *initial* eligibility according to SoonerStart policies.

Re-referral – Exited Less Than Six Months FOLLOWING INITIAL ELIGIBILITY
The original referral date in the EdPlan record will not change when a child is re-referred less than 6 months after the initial eligibility evaluation was completed. Reactivate the child's record and schedule the initial IFSP. Although the IFSP may be past the 45-day timeline, document in the progress notes that the chart was closed and re-opened. If properly documented, the chart is considered in compliance for meeting the 45-day timeline due to exceptional family circumstances. Document this reason in EdPlan when finalizing the IFSP.

Re-referral – Exited Less Than Six Months After IFSP Services Initiated
The original referral date in the EdPlan record will not change when a child is re-referred **less than six months** after the completion of an IFSP service visit. Reactivate the child's record and schedule an IFSP review. The IFSP team must meet to review the child's services and update the IFSP as necessary. IFSP services are written onto the IFSP with the end date(s) being the next scheduled annual IFSP review per the original referral/IFSP.

Re-Referral – Exited More Than Six Months Following Initial Eligibility And/Or IFSP Services
When a child is re-referred more than 6 months after the date of the initial eligibility evaluation or the completion of an IFSP service visit, this is considered a new referral. Reactivate the EdPlan record and cancel the previous referral (on the Intake page) to allow for the new referral date and information to be entered. Enter a new referral date in the EdPlan record. Conduct an evaluation or obtain medical documentation to determine *initial* eligibility according to SoonerStart policies.

Re-Referral – Exited, Screened with No Concerns

When a child is re-referred after previously being screened and no concerns noted, this is considered a new referral. Reactivate the EdPlan record and cancel the previous referral (on the Intake page) to allow for the new referral date and information to be entered. Enter a new referral date in the EdPlan record. Conduct an evaluation or obtain medical documentation to determine *initial* eligibility according to SoonerStart policies.

TO INACTIVATE AFTER	DUE TO…	ACTION	RE-REFERRAL	ACTION
Referral	Unable to confirm the referral with family – attempts to contact unsuccessful	Save and Create Event on Referral Page with Parent Notified Date blank. Cancel the referral on the referral page. Inactivate on the Personal Page.	Re-Activate (Referral and Intake Information does not clear –must overwrite)	Enter new referral date and information, schedule eligibility evaluation.
Referral Confirmed or Intake Completed	Attempts to contact unsuccessful, or family declined referral	Save and Create Event on Referral Page with Parent Notified Date completed. Cancel the referral on the Intake Page. Inactivate on the Personal Page	Re-activate (Referral and Intake Information does not clear –must overwrite)	Enter new referral date and information, schedule eligibility evaluation.
Eligibility Evaluation – Eligible	Attempts to contact unsuccessful, or family declined services	Inactivate record on Personal Page. DO NOT CANCEL REFERRAL BEFORE INACTIVATION	< 6 months Re-activate, keep same referral date	Schedule initial IFSP. Note Family reason for missed timeline
			> 6 months Re-activate, Cancel Referral on Intake Page. (Referral dates do not clear)	Enter new referral date and information, schedule eligibility evaluation.
Eligibility Evaluation – Not Eligible	Ineligibility	Inactivate record on Personal page. DO NOT CANCEL REFERRAL BEFORE INACTIVATION	Re-activate (Referral and Intake pages are cleared)	Enter new referral date and information, schedule eligibility evaluation.
ASQ Screening	No concerns	Inactivate on Personal Page. DO NOT CANCEL REFERRAL BEFORE INACTIVATION	Re-activate, Cancel Referral on Intake Page. (Referral and Intake Information does not clear)	Enter new referral date and information, schedule eligibility evaluation
IFSP	Attempts to contact unsuccessful, or family declined services	Inactivate on Personal Page. DO NOT CANCEL REFERRAL BEFORE INACTIVATION	< 6 months Re-activate, keep same referral date	Schedule IFSP review and continue services
			> 6 months Re-activate, Cancel Referral on Intake Page. Referral dates do not clear)	Enter new referral date and information, schedule eligibility evaluation
At Age 3	Transitioned	Inactivate on Personal Page	N/A	N/A