

SOONERSTART INTAKE TALKING POINTS

1. **Best Practice** – Intake/Resource Assessment completed face to face
2. Alternate Option – Intake/Resource Assessment by phone

When Scheduling the Intake/Resource Assessment...

- Introduce yourself including your title
- Identify the reason for your call
- Provide a brief explanation of SoonerStart
- Arrange a time and location for the Intake/Resource Assessment appointment
- Confirm the child's age and ask for the child's gestational age at birth (This will help you identify the proper ASQ for in home screening if necessary at the intake appointment.)

When completing the Intake/Resource Assessment...

- Introduce self, your role and the purpose of the Intake/Resource Assessment appointment
- Provide and/or explain SoonerStart documents:
 1. Parent Rights for SoonerStart Services – Notice of Procedural Safeguards
 2. The SoonerStart Program/Process
 3. Consent for Medicaid Reimbursement – explain Medicaid billing procedures
 - Confirm or determine the child's current Medicaid eligibility status
 - Not Required if child is dually insured or not Medicaid eligible
- Discuss and gather information about the following:
 1. EdPlan Intake Screen Information
 2. Family concerns regarding the child
 3. Outside services the child is or has been receiving (Speech, PT, OT, counseling, etc.)
 4. Child's attendance at childcare
 - If the child is in childcare – Talk with the family about their availability to participate in SoonerStart services if the child is eligible.
 5. OK Family Resource Assessment (OFRA)
 - Explain and provide OFRA document to family for them to complete
 - If a parent identifies "immediate needs" per the last question – these should be discussed and addressed
 6. Next steps...
 - Screening – complete **with parent consent*** (see below)during the Intake appointment
 - Evaluation – Talk with the family about the process of scheduling an evaluation, schedule for first available if possible
 - Automatic Qualifying Condition – Talk with the family about the process of determining eligibility, need for documentation and completing an IFSP. (May need to make plan for how the parent will be able to provide documentation)
- Complete necessary documents/forms
 1. Authorization for Electronic Communication

2. Releases of Confidential Information as needed (may be needed for additional medical and/or therapy records)
3. **PWN/Consent to Screen*** – If a developmental screening is being completed at the Intake
4. OK Family Resource Assessment (OFRA)
5. PWN/Consent to Evaluate – unless it will be signed at the evaluation
6. Consent to Obtain Audio/Video Recordings and/or Photographs for Professional Development (optional, as needed)