

When a child is re-referred to SoonerStart, the status of the child when the file was closed in the database determines whether the child is entered in the database as a “new referral” or is “re-opened.”

The following status codes are used to determine re-referral and re-open procedures:

- 01 Referral
- 02 Intake completed
- 3a Multidisciplinary Evaluation completed, child is eligible
- 04 Close Case, NOT Eligible FOR Early Intervention / SoonerStart service
- 06 IFSP complete and receiving all or partial services
- 6a IFSP complete but not receiving services

A child is considered a “new referral” if he/she was closed when in status 01 (referral) or status 02 (Intake completed). He/she should be entered into the database with a new referral date. An evaluation should be conducted or medical documentation obtained to determine initial eligibility according to SoonerStart policies.

A child closed in status 04 (ineligible) should never be “re-opened”. If the child is re-referred, he/she should always be opened as a new referral.

RE-REFERRAL LESS THAN SIX MONTHS:

A child’s chart should be re-opened with the ORIGINAL referral date if he/she was closed while in status 3a (evaluation complete, eligible for services) and is re-referred **less than six months** after the initial evaluation is completed. Although the SoonerStart database may reflect that the IFSP is past the 45 day timeline, it should be documented in the progress notes that the chart was closed and re-opened due to the specific family circumstances. If properly documented, the chart will be considered in compliance for meeting the 45 day timeline due to exceptional family circumstances.

A child’s chart should be re-opened with the ORIGINAL referral date if he/she was closed while in status 06 (IFSP complete) or 6a (IFSP completed but not receiving services) and is re-referred **less than six months** after the completion of an IFSP service visit. The IFSP team must meet to review the child’s services and update the IFSP as necessary.

RE-REFERRAL MORE THAN SIX MONTHS:

A child should be considered a new referral with a new referral date if he/she was closed while in status 3a (evaluation complete, eligible for services) and is re-referred **more than six months** after the initial evaluation is completed. An evaluation should be conducted or medical documentation obtained to determine **initial** eligibility according to SoonerStart policies.

A child is considered a new referral and entered into the database with a new referral date if he/she was closed while in status 06 (IFSP in place) or 6a (IFSP completed but not receiving services) and is re-referred **more than six months** after the last IFSP service. An evaluation should be conducted or medical documentation obtained to determine *initial* eligibility according to SoonerStart policies.