

Family Support and Child Welfare Administrative Letters ADMINISTRATIVE LETTER FSCWSS# 02-2004

To: COUNTY DIRECTORS OF SOCIAL SERVICES

SUBJECT: REFERRALS FOR EARLY INTERVENTION SERVICES UPDATE

Date: August 17, 2004

Effective Date: Immediately Upon Receipt

Attention: CPS Supervisors

CPS Social Workers

We recently issued an Administrative Letter #01-2004 titled "Referrals of Children with a Finding of 'Substantiated' or 'In Need of Services' to Early Intervention Services". In that letter we attached a referral form for agencies to use when making these referrals. We have now assigned a number to the form. That form number is DSS #5238 and you may access the form at the Family Support and Child Welfare Services website:

<http://www.dhhs.state.nc.us/dss/childrenservices/>

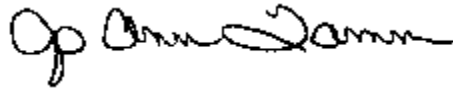
Phase 1 of the referral process training has been completed. At these trainings, questions were raised about obtaining written permission from families prior to the referrals except in cases where a safety issue had been identified that necessitated a referral to Early Intervention Services. In response to those questions, it has been decided that you **do not** need to obtain written permission from the family before making the referral to Early Intervention Services. The referral is a requirement of the CAPTA legislation and as such, the referral must be made. Consequently, you may disregard the permission form sent with Administrative Letter #01-2004. This form is entitled "Family Referral for Early Intervention Services". Acceptance of Early Intervention Assessment and Services is totally voluntary for the family unless a safety issue has been identified that would necessitate a referral to Early Intervention Services.

The requirement that the CPS referral for Early Intervention Services be made within 72 hours of the finding of substantiation or in need of services remains in effect. The family needs to be acquainted with the reason for the referral prior to the actual referral. This discussion is most appropriate at the time of the investigative or family assessment when the assessment worker describes the possible case decisions. At that point, the assessment worker should explain the requirement for the referral for an assessment by Early Intervention for all children under three when there is a finding of substantiation or

in need of services. If the family is not informed prior to the case decision, it will require that the social worker assigned to the case will have to contact the family to explain the referral within the 72 hour time frame. Under no circumstances should the family be informed of the referral at the first contact by the Children's Developmental Services Agency (CDSA) worker.

If you have questions about the referral process of this letter, please contact Hope Hunt, Program Consultant, WF/CPS Policy Team, at (919) 733-4622.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first name "Jo" being particularly prominent.

Jo Ann Lamm, Section Chief

Family Support and Child Welfare Services Section

JAL/ehh

Cc: Pheon Beal FSCWS CPRs

Sherry Bradsher FSCWS Team Leaders