

REFERRAL OUTCOME REPORT INSTRUCTIONS

REQUIREMENTS

This report:

- Is required per your Partnership Agreement for free access to ASQ® Online.
- Due annually on February 1st and July 1st.

PURPOSE

- Demonstrates the success of your efforts in early identification and connections to supports for school readiness.
- Identifies gaps and barriers to services in your community.

STEPS FOR COMPLETION

To complete the report, open report and click “ENABLE CONTENT” then enter the following:

- CENTER – Identify the name of childcare center.
- REPORT COMPLETED BY – Indicate the name of staff completing report.
- DATE RANGE – Click in field below to see drop-down arrow. Select from the drop-down list.
Options include:
 - July – January (Due February 1)
 - February – June (Due July 1)
- CHILD NAME – List the names of children eligible for referral per screening results.
- BIRTH DATE – List each child’s date of birth.
- DATE OF SCREEN – List the date screen was completed.
- DATE OF REFERRAL – List the date referral was made to early intervention services or if family decided to practice activities instead.
- REFERRED TO – Click in blank field to see drop-down list. Select from the drop-down list.
Options include:
 - Independent Provider
 - KEIS (First Steps)
 - Preschool/Head Start
 - Other

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- **ASSESSMENTS REQUIRED** - Check all assessments requested. Options include:
 - SP- speech
 - PT – physical therapy
 - OT – occupational therapy
 - Behavioral Health.
- **OUTCOME** – Click in blank field to see drop-down list. Select from the drop-down list. Options include:
 - Connected – Child receiving services based on referral.
 - Didn't Qualify – Further assessment did not meet criteria for receiving services.
 - Family Declined – Family declined referral for further assessment.
 - Transportation Barrier – Family lacks transportation or services are not within reasonable driving distance.
 - Work Schedule Barrier – Family cannot schedule services when slots are available.
 - Wait List Barrier – There is no slot available to begin therapy at time of referral.
 - Receiving Services – Child receiving services prior to screening.
 - Practice learning activities & rescreen – Family chose to wait on referral and practice
 - Improved with Practice – Follow-up screen indicates improvement from practicing activities.
 - Improved with Referral – Follow-up screen indicates improvement from receiving services from referral.
 - Other, Explain in Notes
- **NOTES** - Document explanations of outcomes, conversation with family, or anything you want to remember for the next family meeting.