

North Carolina Infant-Toddler Program Referral Form: Instructions

- Purpose:** Completion of this form occurs at the time of referral and is required to document a referral to the Infant-Toddler Program. Information can be completed by a referral source outside of the CDSA and forwarded to the CDSA, or it can be completed by a CDSA staff representative
- Instructions:** Enter the requested information. In the event that a question does not apply or there is no answer to a question, leave it blank. Make all attempts to answer as completely as possible. At minimum, the referral source must provide the child's name, date of birth, parent's name and contact information in order for the CDSA to contact the family. Information that is unknown at the point of referral can be completed by the CDSA during initial contacts with the family.
- CDSA staff complete the "For CDSA Use" box, by entering the name of the CDSA representative accepting the referral, the referral date, the IFSP due date, the name of the assigned EISC, the assignment date and check appropriate boxes for race/ethnicity information.
- File the form in the child's Infant-Toddler Program record.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.