

ADMINISTRATIVE PROTOCOL



Level:	DHP Division	Policy Number:	DHP-MIECHV 8
Applicability:	MIECHV	Date of Last Update:	
Effective Date:	12/13/2013	Approved	12/13/2013

Subject: Maternal Infant Early Childhood Home Visitation Project
Coordinated Intake Referral Eligibility Assignment

Policy: All MIECHV Home Visit referrals are processed by Coordinated Intake and eligible families are assigned to appropriate programs in a transparent, fair manner.

Purpose: To assure that home visit referrals for eligible families in MIECHV priority populations are processed within 48 hours and assigned to home visit programs for which they are eligible.

Procedure: Referral of Families for Home Visitation (See Flow Chart for entire process)

1. MIECHV home visit programs and other participating agencies in the Elgin Home Visitation Referral System submit referrals to CI, using a referral form that collects a) basic referral information needed to assign the family to a program; and b) additional, risk factor information as contained in the CIAT.
2. Within 48 hours, CI reviews referral data, determines eligibility, and assigns eligible families to home visit programs for which they qualify, according to the demographic, geographic, and family risk factors and the availability of open slots. (See program assignment flow chart) Families may self-refer by calling CI directly and being screened.
3. CI enters the referral data into the Access, Excel, and MIECHV databases.
4. MIECHV home visit programs make contact with the families, engage them in home visiting, explain randomization if they are interested in services, and ordinarily complete the CIAT. In some cases, CI may assist with CIAT's.
5. CI maintains a waiting list whenever necessary, and notifies families that they are on the waiting list.
6. CI makes every attempt to refer clients who are out of our programs' service areas—such as another county. CI maintains a file of families for whom no home visit program is available after notifying them of this situation.
7. Home Visitors offer referrals (see *Elgin Resource list* maintained by CSD) for basic and emergency services to families who do not qualify for a program, who refuse home visits, or who are randomized into the control group. CI offers to send this list to those who are placed on the waiting list or for whom no program is available that match them.

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8. CI sends a monthly disposition (sometimes weekly) request for outcomes/dispositions on the pending referrals and enters this disposition in the databases.
9. CI produces monthly referral reports and the MIECHV CI, CSD, and home visitor supervisors conduct analysis in alignment with current outreach activities and take improvement actions as needed.
10. CSD, CI, MIECHV Supervisors and Home Visitors participate in continuous quality improvement.

FORMS: MIECHV Referral Process Flow Chart Program Assignment Decision Tree

Approved By: (Signature)	<i>Theresa Heaton</i>
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Date of Approval:	12/13/2013

