



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

Date: 10/1/18
To: Local Lead Agencies and Part C Providers and School Districts
From: Laurie Thomas, ESIT Administrator
Re: Referral entry in the Data Management System

This memo serves as a reminder that it is a contract requirement for EI service providers to enter all referrals in the Data Management System (DMS) no later than three business days after a referral is received. This data is critical in supporting our ability to account for the true cost of pre-enrollment activities (screening, intake, and assessment/evaluation) for children who are not enrolled. This information will also help us to track children who are initially determined ineligible and show up at a later time, or different location, and are then found to be eligible.

Beginning next year we will be incorporating a factor for referrals in our federal funding formula as a means of covering a portion of costs for pre-enrollment activities, and provide further incentive to accurately capture this crucial referral data.

We recognize that this creates a data entry burden for programs and have developed the following guidelines that outline the minimum data needed to meet this contract requirement.

Programs have to enter the referral data for ALL children, even if the child will not be eligible for Part C services. To reduce the amount of time spent on the data entry for ineligible referrals, ESIT is recommending the following practice:

- 1) The program staff will enter the referral in the ESIT DMS as outlined in the contract.
- 2) Program staff will evaluate the child and IF the child is not eligible for services, staff will enter ONLY the standardized test scores.
- 3) In the narrative section, the user will enter "see attached report" and then upload the report in the documents section of the child's file.
- 4) The child will then be exited out as "Transitioned without active IFSP".

This information can be found in the DMS Known Issues document posted on the Department of Children Youth and Families website;

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/dms>

If you have questions or need further assistance please give your regional program consultant a call.

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