

### Supporting Referral and Evaluation: *The Referral Process*

Use these ideas and questions to build on what you've learned and extend your practice.

#### THINK ABOUT IT!

##### ■ Self-Reflection

Use these questions to think about your own practice.

##### ■ Reflect with Others

Supervisors, directors, coaches, and teachers/providers can be reflective partners.

##### ■ The Power of Practice

Invite a colleague to join you; observe or record each other and share ideas.

#### REFLECTIVE QUESTIONS

- What is the current referral process for diagnostic evaluation in my early learning program?
- How comfortable do I feel collaborating with families in referring for services?
- How can I help families feel more comfortable and confident during the referral process for a multidisciplinary evaluation?
- What additional supports do I need to collaborate with families on referrals for diagnostic evaluations?

#### TRY IT OUT!

Let's build a list of referral resources. Choose from one of the following developmental age ranges:

**Birth to 2 years 9 months**  
or  
**2 years 10 months to 5 years**

1. Identify an agency to use for a referral for the chosen age.
2. Obtain the name, phone number, and other contact information for the agency.
3. Call the agency and ask the following questions, making sure to record the responses:
  - What information do parents need to set up an appointment?
  - What is the best time of day to call?
  - What information is available for families?
  - Where can parents go to get more information?

#### How Did it Go?

Take a moment to reflect on your call with the referral agency. Do you feel that your questions were answered? What information that you received from the agency do you think will be most helpful for families? How will you use this information?

#### What Next?

Take the information gathered from the phone call and develop a handout. Give the written information to families after you have communicated and shared information with them about the need for a diagnostic evaluation and be sure to include your contact information. Use the next pack in this bundle, Supporting Evaluation, to learn more about participating during the evaluation process.