

COMMUNITY REFERRALS TO INFANT CHILD DEVELOPMENT SERVICES AND YORK REGION PRESCHOOL SPEECH AND LANGUAGE PROGRAM

Purpose

This document supports community agencies in making a referral to York Region's Infant and Child Development Services (ICDS) and/or York Region Preschool Speech and Language Program (YRPSLP).

If you are a parent/caregiver and have concerns about your child's development, please call the KIDS-Line at 1-888-703-KIDS (5437).

Process

STEP ONE	Inquiry and Discussion with Family Referral source will discuss any areas of concern regarding the child's development with the parent/caregiver, ensuring the family has adequate time to ask questions and share their thoughts and concerns.
STEP TWO	Share Infant and Child Development Program Information Referral source will provide the parent/caregiver with information regarding ICDS and/or YRPSLP, including the link york.ca/SpecialNeeds . If the parent/caregiver consents to a referral, the referral source will complete the age-appropriate Early Referral Identification Kit (ERIK) with the parent/caregiver. ERIK referral tools are available online at: www.childdevelopmentprograms.ca under Resources and Referral Forms.
STEP THREE	Complete Referral When completing the ERIK referral tool with the parent/caregiver, please ensure all sections are completed in full, including the child's full address and the parent/caregiver's contact information. To ensure informed consent, the parent/caregiver must provide their signature in the space provided at the bottom of the form. The ERIK acts as a screening referral form for both ICDS and YRPSLP, based on needs identified.
STEP FOUR	Submit Referral to EIS Intake Once the ERIK referral form is complete and has been signed by the parent/caregiver, the referral source will submit the form via email to the Early Intervention Services (EIS) Intake team at: eis.intake@york.ca . Referral source will include any relevant notes pertaining to the family that may support processing of the referral, such as if interpretation services are required.
STEP FIVE	Processing of Referral Once the referral has been submitted, the referral source will contact the child's parent/caregiver to confirm the referral has been submitted and that an Intake Early Interventionist (EI) will contact the family.
STEP SIX	EIS Intake Role Once the EIS Intake team has received the referral documents, they will contact the parent/caregiver via telephone to complete the intake. The Intake EI will determine which programs and services the child and family are eligible for and enroll them as appropriate. The Intake EI will only contact the referral source for clarification if needed.