



Routines-Based Interview (RBI) Flow for Children Eligible by Developmental Delay (DD) and Informed Clinical Opinion (ICO)

Referral: Starts the 45 Day Timeline

Meeting 1: Initial Home Visit

- CDW paperwork
- Sections 3 and 5 of IFSP, get history (no longer doing section 2 at this visit)
- ECO Map is completed and should inform part of IFSP development
- Describe RBI process, let family know provider will be attending, sign *Release of Information for RBI*, refer the family to the *What to Expect* section on the *Release of Information* for RBI describing to the family possible upcoming meetings

Meeting 2: MDA (Results shared with family - in person at assessment, via phone call, or after RBI).

- Share areas of delay or concern and remind family an “early intervention provider” will be coming along
- You do not have to indicate the discipline of the provider, only that the child is eligible for early intervention services
- For recommendations, use wording such as, “Recommendations include early intervention services to provide family with support in the development of xx, or to address xx.”
- Team decides discipline of provider for RBI

Post MDA Process by FSC

- Service coordinator contacts agencies to determine availability for RBI and services. Provider who completes RBI should ideally provide intervention services
- Request for RBI interviewer from FSC to provider in the form of an email
- If delay due to family scheduling or services needed immediately - complete interim IFSP as per regulations, documented under services needed immediately - RBI is the family part of the assessment
- If ineligible, MDA ONLY children will only have sections 1,3,4 and 5 completed

Meeting 3: RBI and Initial IFSP meeting

- After the RBI, the IFSP is signed, and this **stops the 45 day timeline**
- After the RBI, and necessary interventions are identified, the FSC should send the full referral packet to the provider agency that will be providing the intervention services
- The following items may take place immediately after the RBI, or at meeting 4:
 - Have IFSP form with cover and at least sections 4, 5, 9 and 12 filled out with service coordination and RBI assessment
 - Based on RBI goals, describe service options with family including agency and service models (primary provider, TD, multi-disciplinary)
 - Sign ROI's for service
 - Get scripts and make referrals for discipline specific evals as needed

45 DAY TIMELINE STOPS



Meeting 4: Follow-up IFSP Meeting (optional) to happen as soon as possible

- Review and confirm functional outcomes generated by the RBI. First interviewer to assure IFSP outcomes are submitted to the FSC within two weeks of RBI.
- If it did not happen in Meeting 3, have service discussion with family and sign ROI's for services, get scripts and make referrals using the revised referral form (*rev. 12/12/2016*).
- Because of updated goals and service decision, you must get IFSP signature
- When referring for services be sure to send updated IFSP including RBI notes, ECO Map and functional outcomes

See *RBI Flow and Data Entry* (finalized 1/5/2017) for documentation guidance