Boulder County Child Development Evaluation Referral and Follow-up Process

Children 0 – 3rd Birthday
Referral is made to a local program of Early Intervention (EI) Colorado based on the county the family lives in. Children referred will receive a multi-disciplinary evaluation and if a 25% or more delay is found in any of the five developmental domains, the child will qualify for services. Services will be provided at no cost to the family, and will occur in the child’s home, utilizing an evidence-based Family Service model.

Referral Process

COMPLETE the EI Colorado Referral Form with the family.

ASK PARENTS to sign the “Consent to Release Information” check boxes indicating that they want information shared with the referring agency.

FAX OR EMAIL the complete form, along with any developmental screening and score sheet, to the EI program in the county where the family lives (see below).

Non-medical providers making the referral should share referral and screening information with the child’s primary care provider.

FOLLOW UP with the family within two months of sending the referral. Track screening and referral actions to ensure family follow-up with the referral process has occurred.

Early Intervention Colorado Providers

Boulder & Broomfield Counties – Imagine!
1400 Dixon Avenue
Lafayette, CO 80026-2790
Phone: 303-604-5424
Fax: 303-665-2648

Larimer County – Foothills Gateway
301 W. Skyway Dr.
Ft. Collins, CO 80525
Phone: 970-226-2345
Fax: 970-226-2613

Weld County – Envision
1050 37th Street
P.O. Box 200069
Evans, CO 80620-0069
Phone: 970-313-2629
Fax: 970-330-2261

Larimer County – Foothills Gateway
301 W. Skyway Dr.
Ft. Collins, CO 80525
Phone: 970-226-2345
Fax: 970-226-2613

Jefferson County – Developmental Disabilities Resource Center
11177 W. 8th Avenue Suite 300
Lakewood, CO 80215
Phone: 303-462-6650
Fax: 303-462-6697

Early Intervention/Child Find Responsibilities

1. Early Intervention staff will make three attempts to contact the family (2 phone calls and 1 letter) to conduct an intake and offer an evaluation.
2. After the intake is complete, Child Find at the child’s local school district will contact the family to schedule the evaluation at the Child Find office or the family’s home. The evaluation will occur within 45 days of the referral, to determine if the child is eligible for services.
3. Early Intervention staff will send a Referral Status Update Form (RSUF) to the person who sent the referral and the assigned Service Coordinator.
4. With parental consent, a second RSUF will be sent after the evaluation is complete with the evaluation results.
5. If the child is eligible for services, an Individualized Family Service Plan (IFSP) will be written to detail the services to begin within 28 days of the evaluation. Services will be provided in the home. A Service Coordinator will also be provided.
Children 3-5

Referral is made to the Child Find office in the school district the family lives in. Children referred will receive a screening or evaluation to determine eligibility. Eligibility is for early childhood special education services and is based on the delay impacting a child’s ability to succeed in an educational setting. Services are provided in a preschool classroom setting.

Referral Process

- Explain the results of the screening and the reason for the referral. Stress the importance of developmental screening and evaluation. Review the process for evaluation.
- Ask parents for their feedback and their understanding. Ask the parent to request that the results of the evaluation be sent to the referring entity. This request will prompt Child Find to generate a form asking parents to verify that they want information shared with you, the referring agency.
- Fax or email any developmental screening information and the score sheet, to the Child Find office in the school district where the family lives (see below). Non-medical providers making the referral should share referral and screening information with the child’s primary care provider.
- Encourage families to call the Child Find office in that school district and tell them further screening or evaluation was recommended. Also encourage families to mention that their provider (name the specific practice or agency) sent in a referral form for possible special education services provided at no cost to families.
- Follow up with the family within two months of sending the referral. Track screening and referral actions to ensure family follow-up with the referral process has occurred.

Child Find Offices

Boulder Valley School District
6500 Arapahoe Rd.
Boulder, CO 80303
Phone: 720-561-5078
Spanish: 720-561-5267
Fax: 720-561-5142

St. Vrain Valley School District
830 S. Lincoln St.
Longmont, CO 80501
Phone: 303-772-6649
Fax: 303-682-7396

Child Find Responsibilities

1. Child Find office will contact the family to schedule further screening or evaluation.
2. If the child has a documented delay that is educationally relevant (as determined by the evaluation team), they may attend preschool through the school district, as well as receive any additional services the child may need (speech therapy, occupational therapy, etc.).
3. If parents sign a “Release of Information” indicating that they want information shared with the referring agency, the school district will send screening or evaluation results.