



## Early Start Referral Form Timeline for Parent

Date Referral Sent to RCEB	
Expect a Phone Call	2-3 weeks from the date the Referral was received by RCEB. (For children in Foster Care the social workers are the first to be contacted). A message can be left to make a referral, or inquiring about the referral, at 510-618-6195.
Phone Interview Scheduled with Caregiver	Phone interview takes 30 minutes—longer if there is more than one child being referred to RCEB. Interview is conducted with primary caregiver (or educational rights holder).
Information is sent to Case Management Supervisor and to Assessment Team	Once interview with Intake Coordinator is completed, information is sent to Case Management Supervisor and Assessment Team. Intake packet is sent to families to complete and return to RCEB. Assessment is scheduled with the family within two weeks of receiving consent to assess.
If child is determined eligible for Early Start services, IFSP is completed by Case Manager within 45 days of the date the referral was received by RCEB.	