Closure of Initial Referral Prior to Eligibility Determination

Closure Reason Definitions

Attempts to contact the parent and/or child were unsuccessful – The ISC is unable to establish initial contact with the family or the family has not responded to attempts to schedule a family assessment.

Deceased – The child has passed away before eligibility could be determined.

Determined not eligible at initial eligibility meeting – The MDT found the child was not eligible for WV Birth to Three services at the initial eligibility meeting.

Did not complete eligibility determination process – The family assessment has been completed but the MDT is not able to schedule evaluation/assessments or the eligibility meeting because the parent has not responded to attempts to schedule either of these.

Moved out of state – The family and/or the child has relocated to a different state before eligibility could be determined.

Parents declined referral – The family has said they do not want to continue the eligibility determination process at any point before eligibility has been determined. This includes declining the referral at initial contact, at the family assessment, or at any point before eligibility is determined.

Child Eligible/Parent Declined IFSP Services – The child was determined eligible at the initial eligibility meeting, but the parents declined to move forward with the IFSP development and Birth to Three services.

Child referred less than 45 days prior to 3rd birthday (eligibility not determined) – The child was referred less than 45 days before their 3rd birthday and therefore will not have time to have an eligibility meeting before the child turns 3 years of age.

Data Entry Use Only

Duplicate – Use to close a duplicate record that has been recognized as another child with a different ID number. Always close the more recent referral and leave the original open or reactivate original record. Update information on the original record.

Moved to another Region – Generally not used but can be used to close a referral before transferring record to new region. Not necessary to do this unless there is a need to close the referral before sending.

Data Error – Use to close a referral entered with wrong information. Also used to re-open a record that was closed in error. Data entry can go in and change the closure reason to data error and re-open file with original referral.