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### Document Revision History

<table>
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<tr>
<th>Date</th>
<th>Release</th>
<th>Description</th>
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<tr>
<td>9/22/2015</td>
<td>4.3</td>
<td>• No changes</td>
</tr>
<tr>
<td>8/26/2015</td>
<td>4.2</td>
<td>• No changes</td>
</tr>
<tr>
<td>1/8/2015</td>
<td>4.01</td>
<td>• Updated Screen shot for closing At Risk child</td>
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<tr>
<td></td>
<td></td>
<td>• Corrected referral type when At risk child is closed and referred to EI</td>
</tr>
<tr>
<td>6/4/2012</td>
<td>1.6</td>
<td>• No changes</td>
</tr>
<tr>
<td>10/24/2011</td>
<td>1.5</td>
<td>• No changes</td>
</tr>
<tr>
<td>6/24/2011</td>
<td>1.4</td>
<td>• Updated Closing At Risk topic, added information about <strong>closing an At-Risk child</strong> and Referral to EI.</td>
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<tr>
<td></td>
<td></td>
<td>• Updated Address Validation screen shots.</td>
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<td></td>
<td></td>
<td>• Updated Confirm Child not Already Registered screen shots.</td>
</tr>
<tr>
<td>3/28/2011</td>
<td>1.3</td>
<td>• No changes</td>
</tr>
<tr>
<td>1/31/2011</td>
<td>1.2</td>
<td>• Edited Address Validation screen shots and guidance to reflect new required search fields: City, State and Zip.</td>
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<tr>
<td></td>
<td></td>
<td>• Amended Unit to include reference to Failed Hearing work queue.</td>
</tr>
<tr>
<td>11/22/2010</td>
<td>1.1</td>
<td>• <strong>Creating an At-Risk Referral</strong> section – added revised Confirm Child Not Already Registered screen shot. Referenced that Date of Birth is now a required search criteria field.</td>
</tr>
<tr>
<td>10/1/2010</td>
<td>1.0</td>
<td>• October 2010 NYEIS launch.</td>
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At-Risk Children

Unit Overview

Children referred with a status of At-Risk or Failed Initial Hearing Screening are recorded in NYEIS as ‘At-Risk’ children. Providers and Municipalities can create At-Risk Referrals. At-Risk child demographic data is registered in NYEIS; however, an Integrated Case is not opened for these children nor do they go through the full Multidisciplinary Evaluation process. The Municipality is responsible for ensuring that periodic surveillance is performed. If the surveillance indicates that the child is suspected to have a developmental delay, he/she can be referred to Early Intervention.
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**AT-RISK CHILDREN**

**Creating an At-Risk Referral**

At-Risk referrals can be created by Providers and Municipalities. The process for creating an At-Risk referral is identical to the referral process discussed in Unit 2 – Referrals and Intake. Users can refer to Unit 2 for additional information if needed.

The process outlined below is for Municipal Users. Providers should refer to Unit 2 – Referral and Intake, *Provider Referrals* for detailed steps.

1. Display Municipality Home Page.

2. Click **Create Referral** link under My Shortcuts. Confirm Child Not Already Registered page displays.

3. Type all known information in **Search Criteria** section. **Date of Birth** field information is required to perform the search.
4. Click **Search** button.

There are a number of different scenarios that can result from a search. Follow the steps based on your situation.

### Child Not Found

```
Confirm Child Not Already Registered
Enter search criteria to help you determine if the person has been registered before.

Search Criteria

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Smith</td>
<td>Jones</td>
<td>123 Main St.</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>City</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Allen</td>
<td>Smith</td>
<td>123 Main St.</td>
<td>Albany</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>
```

The search indicates that the child is not registered in the system. The search results returns no records, or the child records that it does return do not represent the child you need to create a referral for. Click the **Continue** button on the **Confirm Child Not Already Registered** page and **proceed** to **Step 5** below.

### Child Found, Registered in Your Municipality

```
Confirm Child Not Already Registered
Enter search criteria to help you determine if the person has been registered before.

Search Criteria

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Address Line 1</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Allen</td>
<td>Smith</td>
<td>123 Main St.</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>First Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Allen</td>
<td>Smith</td>
<td>123 Main St.</td>
<td>Albany</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>
```

The search results include a child record that may be the child you are creating a referral for. Click the child’s reference number in the **Action** column next to the child’s name in the **Search Results** cluster to display the Child Homepage. The User can select **Referrals** from the navigation menu to view the referral record. When the child’s **Municipality of Residence** is your county, the User can create an Additional Referral for the child. See **Unit 2: Referral and Intake, Creating an Additional Referral** for further instruction.
Child Found and Not Registered in Your Municipality

The search results include a child record that may be the child you are creating a referral for. Click the child’s reference number in the **Action** column next to the child’s name in the **Search Results** cluster to display the Child Homepage. If the child’s current record is recorded with a **Municipality of Residence** different than your county, you will receive the message below.

Click the **Close** button and contact Child’s current county indicated in the message (Albany County in the example above) to discuss that the child now appears to be living in your county. If the parent consents and the at-risk history indicates that continued monitoring by your county is required, the child’s Municipality of Residence will need to be changed. Contact the NYEIS Help Desk to request that the child’s Municipality of Residence be changed to your county. The change will enable your county to search for the child using the At-Risk Surveillance search feature and record the new referral. The system will automatically set the Referral Type to **Additional Referral**.

5. **Create Referral** page displays. Note that the system automatically populates any data that was recorded in the previous search in the corresponding fields of the Referral form.
6. Navigate from field-to-field using Tab key to fill in all known information in Referral Reason, Child Information, Family Information, Address, Phone Number, Parental Consent, Child Details, Communication Exception, Suspected of Delay Referral Details, At Risk and Failed Newborn Hearing Screening Referral Details, Place of Birth, Primary Care Physician and Comments sections. Date fields must be formatted as mm/dd/yyyy format. Fields requiring data entry are marked with an asterisk. A field can also be required based on logic that will not have an asterisk.

7. Click Search icon for Primary Referral Source field located in Referral Reason section. Referral Source Search page displays.

Use the Tab key to move from field-to-field to fill in information. Click Search button. Records matching entered data display in Search Results section. Review displayed records to locate Referral Source. Click Select under Action column for the appropriate Referral Source.
Important Information
Avoid additional work by first confirming that the Referral Source is recorded in the system. If a Referral Source is not found when creating the Referral, the User must stop the Create Referral process and register the Referral Source. After the Referral Source is registered, the User can then restart the Create Referral process. See Unit 10: Municipal Administration for further steps on registering a Referral Source.

8. Select At Risk or Failed Initial Hearing Screening from Status Assigned drop down. Complete the fields in the Child Information section.

In the Child Information section, record the Referral Date. This is the Child's Referral Date and should represent the date the referral was made to the Municipality. The Referral Date cannot be changed after the referral is registered.

9. Complete date fields in Family Information and Place of Birth sections. In the Family Information section, you must complete one of the following fields: Mother First & Last Name, Father First & Last Name or Alternate Parent Contact.

Important Information
The Parental Objection checkbox in the Family Information section must be checked. Parental Objection states: By submitting this referral, I attest that the parent/legal guardian was consulted and she/he did not object to the referral.

10. Click Search icon in Address section to confirm address information for the Primary Address and Mailing Address fields. One address must be entered. Address Validation page displays. Use the Tab key to move from field-to-field to fill in information. City, State, County and Zip are required fields. Census Tract field will not be used at this time.

Click Submit button. Validation of address takes place immediately upon submission. The lower section of the page provides a list of available addresses. The first address listed in the results is the address that was manually entered. Select this address if the other addresses do not match from validation process. Click Select link under Action column. Address displays.
**Important Information**

The checkbox in **Parental Consent** section **must** be selected in order to save data entered in the following sections: **Child Details, Communication Exception, Suspected of Delay Referral Details, At-Risk and Failed Newborn Hearing Screening Referral Details, Place of Birth** and **Primary Care Physician**. This information is not required in order to submit a Referral. However, if the parent consented to share this information, the consent must be in writing and the **Referral Source** must maintain documentation of parent consent.

11. Click **Register** button. *Errors or reasons why an Application can not be registered display at the top. Registration does not occur until all errors are corrected. Child Referral Completed* page displays with the following message, **The child referral process has been successfully completed**.

**Child Referral Completed**

The child referral process has been successfully completed.
The child's reference number is 30000145

Click here to open the child home page,
Click here to refer another child.

**Important Information**

- The system automatically creates a task in the Municipality’s **NewAtRisk** or **FailedHearing** work queue to complete an At-Risk Follow-up.

- The Child reference number is a unique identifier that stays with the Child through the entire process.

12. Select **Click here to open the child home page** link. **Child Homepage** displays. Select **Click here to refer another child** link to add additional **Referrals**.
Notes:

- The system automatically creates a Task in the Municipality’s NewAtRisk work queue if Referred as At Risk, or the Municipality’s FailedHearing work queue if Referred as Failed Initial Hearing/Screening, for the Municipality to follow-up on the child’s status. The task requires the User to record the initial follow-up results. Subsequent follow-up tasks for the child are created in the Municipality’s AtRiskFollowUp work queue. See Creating Follow-Up for an At-Risk Child for further instruction.

- At least one Phone Number of a parent, legal guardian or alternate must be included in Referral record data. Data is entered in either the Phone Number section or the Phone Number of Alternate Contact Person field under Family Information section. A Phone Number may be entered with or without formatting (e.g., 555-1212 or 5551212).

- At least one address is required in the Address section.

- Comment section can be completed without Parental Objection/Consent field checked.
Creating Follow-Up for an At-Risk Child

Municipalities are responsible for ensuring that At-Risk children receive periodic and ongoing developmental surveillance through the Child’s Primary Care Provider or other means.

After the initial at-risk follow-up results are recorded in NYEIS via the task in the Municipality’s NewAtRisk work queue, NYEIS will create periodic follow-up tasks in the Municipality’s AtRiskFollowUp work queue or FailedHearing work queue to indicate that further surveillance is necessary for a Child. Any At-Risk User assigned to the AtRiskFollowUp work queue or FailedHearing work queue can record data about the Child’s periodic screening results and who completed the screening.


2. Type known Child data in Search Criteria section.

3. Click Search button. Records matching display in Search Results section. To search again, click Reset button.

4. Click Reference Number link for Child. Child Homepage displays with read-only data.

5. Click At-Risk Follow-Up from the Navigation Bar. At-Risk Follow-Ups page displays.
6. Click New button. **Create At-Risk Follow-Up** page displays.

7. Navigate from field-to-field using **Tab** key. *Fields marked with an asterisk are required. A field can also be required based on logic that will not have an asterisk. Date fields must be formatted as mm/dd/yyyy.*

8. Click the **Follow-Up Performed By** drop down. Select from **Provider**, **Vendor** or **Referral Source**. **Organization Contact** must not be used.

   Click **Search** icon for **Follow-Up Performed By**. **Organizational Contact Search** page displays.

   Use the **Tab** key to move from field-to-field to fill in information. Click **Search** button. Review items displayed in **Search Results**. Click **Select** link under **Action** column to identify Follow-Up Provider.
9. Click **Search** icon for **Follow-Up Location**. Select **Follow-Up Location** page displays.

   **Select Follow-Up Location**

   **All Families First - 28416**

   ![Select Follow-Up Location Table]

   **Available Addresses**
   - **Action**: Select
   - **Address**: 1234 Wolf Road, Colonie (Albany), New York 12205

   Review items displayed. Click **Select** link under **Action** column to identify **Follow-Up Location Address**.

10. Complete each checkbox for **Passed?** and **Hearing Screening?**

11. Click **Save** button. **At-Risk Follow-Ups** page displays.

**Note:**

- A task will be created by the System at a future date in the Municipality’s **AtRiskFollowUp** work queue or **FailedHearing** work queue indicating that an At-Risk Child follow-up needs to occur.

**Viewing/Editing At-Risk Follow-Up**

The At-Risk User is responsible for entering data about the Child’s periodic screening results and the individual who completed the screening. The At-Risk User may edit certain data regarding At-Risk children.

1. Click **At-Risk Follow-Up** from the Navigation Bar on **Child Homepage**. **At-Risk Follow-Ups** page displays.
2. Click View link under Action column. View At-Risk Follow-Up page displays.

View At-Risk Follow-Up: Tiffany Martin - 101

View At-Risk Follow-Up: Tiffany Martin - 101

Details
- Follow-Up Date: 10/8/2009
- Follow-Up Performed By: All Families First
- Follow-Up Location: 1234 Wolf Road, Colonie (Albany), New York 12205
- Passed?: Yes
- Hearing Screening?: Yes

3. Click Edit button. Modify At-Risk Follow-Up page displays.

Modify At-Risk Follow-Up: Tiffany Martin - 101

Modify At-Risk Follow-Up: Tiffany Martin - 101

Details
- Follow-Up Date: 10/8/2009
- Follow-Up Performed By: All Families First
- Follow-Up Location: 1234 Wolf Road, Colonie (Albany), New York 12205
- Passed?: Yes
- Hearing Screening?: Yes

4. Apply necessary changes.

5. Click Save button. View At-Risk Follow-Up page displays. Click Close button to return to At-Risk Follow-Ups page.

Note:

- To use another method for editing, click Edit link under Action column of At-Risk Follow-Ups page.
Deleting At-Risk Follow-Up

Users with the correct access rights can delete an At-Risk follow-up in NYEIS. The history is available to view.

1. Click **At-Risk Follow-Up** from the Navigation Bar on **Child Homepage**. **At-Risk Follow-Ups** page displays.

<table>
<thead>
<tr>
<th>Action</th>
<th>Follow-up Date</th>
<th>Performed By</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View/Edit/Delete</td>
<td>10/8/2009</td>
<td>All Families First</td>
<td>Active</td>
</tr>
</tbody>
</table>

2. Click **Delete** link under **Action** column. **Delete At-Risk Follow-Up** page displays. *Are you sure you want to delete the follow-up record for this at-risk child?* message displays.

3. Click **Yes** button. **Canceled** status displays on **At-Risk Follow-Ups** page.
CLOSING AN AT-RISK CHILD

When a Child ages out, moves, or the parent decides not to have his/her Child monitored as At-Risk, the User may close out the Child’s At-Risk Case.

1. Click At-Risk Follow-Up from the Navigation Bar on Child Homepage. At-Risk Follow-Ups page displays.

2. Click Close At Risk button. Close At-Risk Child page displays.

3. Select Closure Reason from drop down. Complete Closure Date field.

4. Click Save button. At-Risk Case is closed.

Note:

- Follow-Up Tasks that are currently open for the child will be closed by the system.
CLOSING AN AT-RISK CHILD AND REFERRING CHILD TO EI

If ongoing developmental surveillance results indicate the Child is suspected of having a developmental delay, the child’s At-Risk status should be closed and the Child referred to Early Intervention using the steps outlined below.

1. Click **At-Risk Follow-Up** from the Navigation Bar on **Child Homepage**. **At-Risk Follow-Ups** page displays.

2. Click **Close At Risk** button. **Close At-Risk Child** page displays.

   Select **Closure Reason** from drop down. Complete **Closure Date** field.

3. Click **Save** button. The child’s At-Risk status is closed. The **Enter Referral** page displays.
4.  See Unit 2: Referral and Intake, Municipal Referrals for instructions about completing the referral.

<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The system automatically creates a task in the Municipality’s NewCase work queue to assign an EIO/D after the referral is completed.</td>
</tr>
<tr>
<td>• The referral is automatically set as Referral Type: ‘Re-Referral’.</td>
</tr>
<tr>
<td>• Follow-Up Tasks that are currently open for the child will be closed by the system.</td>
</tr>
</tbody>
</table>