

Accurate Entry of Referrals into the Data Management System

All referrals that are received for Early Support for Infants and Toddlers (ESIT) must be entered into the ESIT Data Management System (DMS) within three days from the initial referral date. This entry prompts the 45-day timeline for IFSP development in the DMS to begin. Even records for children who were not evaluated or were not found eligible must be entered into the DMS and transitioned accordingly.



The FRC must be assigned to the child in the DMS at least one calendar day prior to the FRC's first meeting with the family to avoid discrepancies in the child's record and to enable the FRC to enter information into the DMS. If the child is not associated to the FRC or the record is inactive at the time of the above events, the FRC will not be able to enter the data in the ESIT DMS.

Once the child has been entered into the DMS and an FRC has been assigned, the FRC can begin the intake procedures and begin the process of determining eligibility for the ESIT program. The FRC must be assigned in the DMS before the initial Individual Family Service Plan (IFSP) date or the system will not allow the IFSP to be issued.

Child records need to be active and an FRC needs to be assigned *before* any further actions are performed, to include the following tasks:

- Collect consent for evaluation
- Conduct any assessment and/or evaluation
- Determine Eligibility
- Issue an IFSP

If the child is not associated with the FRC, or the record is inactive at the time of the above events, the FRC will not be able to enter the data in the ESIT DMS.

For the DMS to correctly reflect the child's timeline, the child's ESIT events should be completed in following order:

- Referral
- Reactivation (if applicable)
- Eligibility Determination
- Entry COS
- Initial IFSP
- Review IFSP
- Annual IFSP

By following this order of events, the FRC will avoid DMS errors in timelines that may prevent the FRC from initiating an IFSP. If the FRC notices discrepancies in the child's timeline, please contact the ESIT Help Desk to make the necessary corrections.

NOTE: When children who have previously been exited from the DMS with no initial IFSP on file return and their records are being reactivated, please contact the ESIT Help Desk staff to request that the child's timeline reflect the new referral date and events timeline. See guidance on reactivating a child in the DMS.

Please contact the ESIT Help Desk esit.help@dcyf.wa.gov with any questions or concerns you may have.