

**DDD-PI-093**

To: Regional DD Program Administrators  
Infant Development Coordinators  
Right Track Coordinators

From: Gene Hysjulian, Director  
Disability Services Division

Date: December 30, 2004

Subject: CAPTA Referrals

Effective Date: January 1, 2005

County Social Services are required to refer to regional Developmental Disabilities Case Management Units all infants and toddlers less than three years of age who are involved in a protective service investigation resulting in a recommendation of services required. Based on information provided at the time of referral, regional Developmental Disabilities Case Management staff may refer the child for a Right Track screening to determine if a multi-disciplinary evaluation is needed, instead of referring directly for an evaluation. Screenings and evaluations remain voluntary on the part of the legal decision maker for the child.

Right Track must contact the legal decision maker for the child and if they agree, complete a developmental screening and report the results to regional Developmental Disabilities Case Management within 2 weeks of the date the case was referred to the regional human service center. The 45-day timeline between initial referral and development of an IFSP begins when the human service center receives the referral from County Social Services.

DB:cp