

## Documenting Referrals for Early Intervention and Child Find

### Using UNITY's Service Array (CP067)

These referrals must be entered on the [Service Array](#) page as this is where the NCANDS extract is going to get the data to report the referral to NCANDS.

On the Service Array page, when entering a new service record for a child (or children):

- The **Type** must be :
  - For Nevada Early Intervention Services (NEIS): "EARLY INTERVENTION"
  - For Child Find: "CHILD FIND"
- The **Referred To** line is not required to be anything specific but, should be:
  - NEIS: "NEVADA EARLY INTERVENTION SERVICES" or NEIS
  - Child Find: The name of the school district or public school the child attends, whichever the referral was made to
- The **Referred Date** must be completed
- The **Service Began**, **Service End** date, and **Result** should be completed as information becomes available.

The screenshot shows a web form for entering a service record. It includes a back arrow icon in the top left. The form fields are as follows:

- Type:** A dropdown menu with the selected value "EARLY INTERVENTION birth to age three with special needs".
- Referred To:** A dropdown menu with the selected value "NEVADA EARLY INTERVENTION SERVICES".
- Referred Date:** A text input field containing "09-29-2020".
- Service Began:** An empty text input field.
- Service End:** An empty text input field.
- Result:** A dropdown menu with a list of options: COMPLETED, DENIED, FEEUNABLETOAFRD, INCOMPLETE, NEEDED/UNAVAIL, NOT QUALIFIED, ONGOING, QUALIFIED, REFUSED, and WAITLISTED. The "COMPLETED" option is currently selected.
- Justification:** A large text area with a 1000-character limit. The text "1000 characters remaining (1000 maximum) Excess characters will be removed" is displayed above the field.
- Recommendation:** A large text area with a 1000-character limit. The text "1000 characters remaining (1000 maximum) Excess characters will be removed" is displayed above the field.