

## **Inclusion Referral Process:**

1. Discuss your specific concerns with the child's parent/guardian:  
Find out if you share a mutual concern. Does this occur at home as well as in the classroom? How does the parent/guardian address their concerns with the child? Would they be open to outside involvement from the *Early Learning Coalition*? Has the child been enrolled at your center for a minimum of 8 weeks? (If "yes" then continue to #2.)
2. Notifying the Early Learning Coalition of your specific concern about a child:  
Call or Email the ***Pasco Hernando Early Learning Coalition Warm Line***;  
**Telephone:** 727-233-8291 (EXT. 810)  
**Email:** [warmline@phelc.org](mailto:warmline@phelc.org)  
Please include the child's enrollment date, date of birth, and a brief outline of your specific concerns/the presenting problems. (Do NOT include the child's name)
3. Your assigned Inclusion Specialist will contact you via telephone to discuss the next steps. He/She may immediately refer you to outside services (depending on the presenting problem). Or, he/she may provide you with intervention techniques to try for a period of 4-6 weeks. If the intervention methods are not effective after being consistently implemented, you may contact us again to notify and re-assess.
4. The Inclusion Specialist may then provide you with an Inclusion Referral Packet. The packet consists of; an Informed Consent for Inclusion Services, a Request for Inclusion services, a Behavior Questionnaire, the age appropriate ASQ-3 and ASQ-SE2. ALL referrals require an ASQ-3 and ASQ-SE2 completed by both the parent/guardian and teacher. (Parent/guardian must consent to our involvement)
5. Once all paperwork is filled out completely, notify your Inclusion Specialist and He/She will schedule an on-site observation at which time we will review the Referral Packet and provide the teacher/parent/guardian with intervention methods and techniques to address the specific behaviors of concern.

