## Children's Integrated Services Timelines

**Day 1**
- Referral is received by CIS (any door)\(^1\)
  - Re-referral = a referral received for a person who never utilized CIS services after a previous referral, or who had previously exited all CIS services.
- Initial contact with the client/family (within 5 calendar days for all services)
- Primary Service Coordinator is assigned
- Intake is completed, and authorization form signed
- Screening, assessments, and evaluations are conducted with appropriate signed consents

**Day 5**
- Initial One Plan meeting\(^2\) is held by the team, including the client/family, and eligibility for services is determined (including Family Support FAP if needed).

**As soon as possible, but no later than Day 45**
- Length of time at this point not prescriptive, rather based on family/child/client factors. Plans may be developed immediately in Urgent Care situations.

**6 Month/Periodic Review**
- The 6 Month Review date is determined by the date of the most recent signed completed One Plan.

**Annual Review**
- The 1st Annual Review date is determined by the date of the first signed Completed One Plan; subsequent Annual Review dates are determined by preceding Annual Review date.

**Transition/Exit**
- Transition plans must be completed for any client/family as follows:
  - Part C eligible children—notification is sent to LEA 3 mos. prior to child’s 3rd birthday; transition conference held 90 days prior to child’s 3rd birthday and transition plan completed.
  - All other CIS clients—transition plans must be developed 30 days prior to a client exiting CIS or transitioning from CIS to a related service.

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\(^1\) Any non-CIS service that is needed may be coordinated by a CIS Primary Service Provider, but is not subject to these timelines.

\(^2\) A delay caused by family/child/client circumstances (using OSEP definitions of client circumstances) is an allowable exception to the timeline with appropriate documentation identifying this cause.

\(^3\) "Completed One Plan" means the date of the most recent One Plan with signed parental consent for services.