



PROCEDURES FOR REFERRING A PARTICIPANT FOR HEALTHY START WRAPAROUND SERVICES

In the event that the Healthy Start Provider deems it necessary to refer a participant to another Healthy Start Provider for wraparound services only, the procedures below are to be followed. The referring Healthy Start Provider will:

- Contact the receiving Healthy Start Provider to ensure availability of classes and space prior to making a referral.
- Write a referral, using Referral Form DH 5065, for the specific services (Breastfeeding, Parenting, Childbirth, ICC, Psychosocial counseling, etc.) the participant requires.
- Send the white copy of the Referral Form to the receiving Healthy Start Provider. Keep the yellow copy of the Referral Form in the participant's record. And give the pink copy of the Referral Form to the participant.
- The referring Healthy Start Provider will continue to provide care coordination services, if necessary.
- The referring Healthy Start Provider will follow-up with the participant and/or the receiving Healthy Start Provider to determine if services are secured.
- The Healthy Start Provider that delivers the wraparound services will enter the appropriate code(s) for service(s) provided into the HMS system no more than three (3) working days from service delivery. NOTE: In the case where the Healthy Start Provider does not have access to the Department's HMS system they will document the code(s) for service(s) on the Healthy Start Encounter Form and work with the Florida Department of Health in Miami-Dade County, Healthy Start Data Management Office to ensure that participant service data is entered into the Department's HMS system no more than three (3) working days from service delivery.
- The receiving Healthy Start Provider must have the following documents: Referral Form, Progress Notes, Checklist of services, Pre/Post Test, if any, Encounter Forms, and Consent for services as needed. These documents may be kept in an individual file folder or binder.
- The referring Healthy Start provider may request copies of these documents for their records.

Referral Forms can be faxed to the Healthy Start Provider. For security purposes, contact the Healthy Start Provider to ensure someone is at the receiving end to collect the fax before you fax the document, then call to confirm receipt after faxing the document.