

OEC/SDE Referral Process: Troubleshooting & Reminders

Children referred from the Birth to Three system are added to The Connecticut State Department of Education's data system (CT-SEDS) via a nightly automated data exchange with the Office of Early Childhood (OEC).

*Reminder, these referrals must occur at least 90 days, but not more than nine months, prior to the child's third birthday; unless the child is referred to Birth to Three system less than 90 days prior to their third birthday (this would be considered a late referral to Birth to Three and should be processed as soon as possible).

There have been several instances where children do not appear in CT-SEDS, but the LEA has received notification of a referral[^] from a Birth to Three Provider. Three reasons this may occur are:

1. There is a data entry error or incomplete data entry in OEC data system.

*Reminder: Birth to Three Providers do not have access to CT-SEDS and do not know SASID numbers. They cannot search for or identify a child by a SASID number.

2. A SASID has not yet been assigned. SASID's are assigned by OEC once weekly on Wednesdays.
3. An IFSP has not yet been added into the data system.

We are asking that Birth to Three Providers and LEAs follow these directions together **before** escalating the issue to the SDE or OEC.

Birth to Three Providers verify the following fields are entered in the current data system:

1. Referral to LEA (Form 3-8) = **Y**, with date form 3-8 signed entered on **case info** page

Referral to LEA (Form 3-8)

Y-Yes, N-No, O-Not Yet, R-Revoked

Date Form 3-8 Signed

2. Town, Town of Residence & LEA are entered on the **child info** page. **LEA must reflect the town responsible for the referral** and should be entered in the **LEA text box** NOT in the notes section.

Town

State

ZIP

Town of Residence

LEA

3. There is a complete IFSP entered in the data system.
4. Click save button again on case info and child info pages – and wait 24 hours. The electronic referral should go through overnight once everything is saved correctly.

*Reminder: Children in DCF Care –**Birth to Three Providers are not responsible for obtaining or having knowledge of status with DCF (including but not limited to having a DCF 603). Birth to Three providers will follow the procedures as posted on the Birth to Three website.**

[^]Notification of an official referral from the Birth to Three system is when a record is created in CT-SEDS through the automated data exchange with OEC. The Birth to Three Provider then sends Birth to Three Form 3-8 (Approval to Include Local School District) and copies of any Birth to Three documents that the parent has provided permission to share with the LEA.