



Vermont Deaf & Hard of Hearing Program

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Parent Infant Program (PIP) Referral Process

1. A child is diagnosed by an audiologist with any degree of hearing loss, including conductive loss due to middle ear dysfunction.
2. Audiologist informs family of PIP services and provides a brochure. In diagnostic report, discussion of referral to PIP is documented. If referral is not made, please note the reason and a plan for follow up.
3. Audiologist sends a referral form *and* audiology/ENT reports to Children's Integrated Services - Early Intervention (CIS-EI) for PIP services. The referral form can be found on our website via the "PIP Referral - for Audiologists" button. You can find the regional CIS Coordinators via this link: <http://dcf.vermont.gov/partners/cis>
4. Simultaneously, audiologist sends these same documents (CIS referral form and audiology reports) to the Nine East PIP Coordinator for tracking of the referral's progress.
5. The CIS-EI Service Coordinator and/or Developmental Educator makes an initial visit with the family. PIP is explained with brochure and services are recommended. If the family is in agreement:
 - a. An interim One Plan can be written (given that hearing loss makes a child auto-eligible).
 - b. PIP can be put on the grid page as "Consultation," which allows us to do 1-2 visits before the One Plan and CIS evaluation is complete.
 - c. Parents sign CIS consent forms to release audiology/ENT reports and to make the formal referral to PIP.
6. CIS Service Coordinator sends the referral form *and* audiology/ENT reports to PIP via Nine East Network. The referral form is at this link: https://nineeastnetwork.formstack.com/forms/infant_referral
This form is also available on our website via the "PIP Referral - for CIS-EI" button.
7. CIS Service Coordinator sends Grid, PIP Outcomes, and Permission to Bill Insurance to Ileene Therrien at Nine East Network via email itherrien@9east.net or fax #(802)229-0101.
8. PIP Parent Advisor notifies the Service Coordinator of their start date (must be within 30 days of the date on the grid page) and provides 1-2 consultation visits.
9. To continue services, PIP is added to the One Plan after frequency of visits and outcomes are decided.

*Our goal is to begin PIP services as quickly as possible. If parents decline our services, please let us know immediately and the Early Hearing Detection & Intervention (EDHI) program staff will follow up.