



## **Part 2: Help Me Grow, Referral Information; Frequently Asked Questions:**

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### **1. What happens after a referral is made through the Help Me Grow MN online referral site?**

- Based on the child's home address, the referral and the family's contact information are forwarded electronically to the child's resident school district's Part C Infant-Toddler Intervention Services intake person or Part B Preschool Special Education intake person. School district ECSE staff members will reach out to the parents/guardians to learn about their concerns for their child, share information, and discuss possible next steps.

### **2. How do I know if/when the referral really went through the Help Me Grow MN system?**

- When a referral is successfully submitted, an automatic confirmation message and confirmation number appear on the screen. The MN Department of Education recommends that this number be recorded in the child's file for future reference. The system is automated, so once an audiologist (or other referral source) receives the confirmation message and confirmation number, they will know that the referral information has been sent directly to the child's resident school district ECSE Program.

### **3. How can I know where the referral went?**

The referral information is sent electronically to the child's resident school district's ECSE program's designated intake email address. Currently, the Help Me Grow MN online referral system does not share back to referral sources the contact information for where the referral went. However, here are a few ways that clinical audiologists and other referral sources may find out more information. Clinical audiologists and other referral sources may:

- Call the Help Me Grow toll-free referral phone number 1-866-693-GROW (4769) and ask for more information about the referral that was submitted for the child. Staff at the MN Department of Education can help provide some information based on the referral confirmation number you received from the online system.

- Email [mde.helpmegrow@state.mn.us](mailto:mde.helpmegrow@state.mn.us) to ask for assistance in learning to which school district the referral through Help Me Grow was sent and the contact information for the district's ECSE intake person.
- Follow the steps listed in the "[Obtaining Parent's/Guardian's Permission to Release Information \(ROIs\), Sharing Clinical Audiology Reports when Referring Young Children Through Help Me Grow MN; Spring 2021 Pilot Process](#)", Revised February 2022 to find the contact information for the ECSE program intake staff in the child's resident school district.

**4. Who do I contact if I have questions about making referrals through the Help Me Grow MN system?**

- You can email your questions or comments to [mde.helpmegrow@state.mn.us](mailto:mde.helpmegrow@state.mn.us) or call the Help Me Grow MN toll-free number at 1-866-693-GROW (4769).

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This resource is made possible with a grant from the Minnesota Department of Education using federal funding CFDA 84.027A, Special Education - Grants to States. Unless otherwise specified, this resource does not necessarily represent the policy of Metro ECSU, the federal Department of Education, the MN Department of Education, the MN Department of Health, and you should not assume endorsement by the federal or state government.