

Area:	Disabilities Services
Subject:	DS04 - Referring Children 3 Years to 5 Years of Age for Special Education Evaluation
Reference:	1304.20(b)(1-3),1304.20(d),1304.20(e)(1-3),1308.6
Policy:	Children enrolled in a Head Start or Migrant & Seasonal Head Start program that need special education evaluation will be referred to a local Part B agency also referred to as Local Educational Agency (LEA) by Head Start staff in collaboration with the child's parent/guardian.

Procedure:

1. At case conferencing, staff will discuss: developmental screening results, parent/guardian and educator observations, developmental/health concerns. Once information has been reviewed Master Teacher/ designated staff, or Child Care Specialist, Child Development Specialist will determine if a Child Success Team (CST) Meeting should be scheduled.
 - Children who enroll in program with staff/parents immediate concerns regarding child's health and development will be screened within the first two weeks of enrollment. After conferring with direct supervisor and as needed Grantee Disability Supervisor/designated staff a Child Success Team Meeting may be scheduled prior to case conferencing meeting to support timeliness of referral for special education evaluation.
2. Determine who will take the lead and facilitate the Child Success Team (CST) Meeting for example, Child Development Specialist/designated staff (i.e. Master Teacher) or Project Specialist (FCCH) or Grantee Disability Supervisor/designated staff. At this meeting participants will determine if a referral for special education evaluation is appropriate based on the following: health condition (s), developmental screening results, vision/hearing screening results, mental/behavioral health screening results, parent/guardian concerns/observations, and educator concerns/observations.
 - CST Meeting members will also identify strategies to implement in the classroom/home to support the child's ongoing development.
 - As appropriate, a follow-up meeting will be established in order to monitor child/family progress and determine if additional strategies are needed.
3. All referrals for special education evaluation will be submitted in collaboration with the child's parent/guardian.
4. When a parent/guardian does not consent for a referral for special education evaluation to be submitted Head Start staff will:
 - a. Parent/guardian will initial the Results of the Child Success Team (CST) Meeting document section, *"I decline for my child to be referred for special education services"*.
 - b. Implement strategies discussed during the Child Success Team (CST) Meeting in attempt to meet the child's needs and follow up with progress on an ongoing

basis. Educator will document follow up at parent conferences (which may be more frequent due to concerns) with parent/guardian using the *Parent Contact Record (E-7)* for Center Based programs or *Family Home Visit Plan (E-18)* for Home Base programs.

5. When the parent/guardian consents for a referral for special education evaluation to be submitted the following steps will be completed at the child's Child Success Team (CST) meeting:
 - a. Grantee Disabilities Supervisor/designated staff will inform parent/guardian about special education services/assessment process and their Parent Right's.
 - b. Parent/guardian will sign a Parent-Guardian Consent for Release of Information form indicating that the Head Start program, Stanislaus County Office of Education or Central California Migrant Head Start and the local Part B agency have permission to share both educational and health information in order to conduct educational assessment & planning.
 - c. Parent/guardian will initial the Child Success Team (CST) Result document section, "*I agree for my child to be referred for special education services*".
 - d. The CST meeting facilitator will collect necessary child/family information in order to complete the *Head Start Referral for Special Education Evaluation Form (D-10)* or Referral form for SELPA Santa Cruz County.
6. Following the Child Success Team (CST) Meeting, the following steps will be completed:
 - a. Grantee Disability Supervisor/designated staff will submit, via email, the following documents within 5 workdays to the local Part B agency to ensure a timely referral for special education evaluation:
 - *Head Start Referral for Special Education Evaluation form (D-10)*
 - Copy of completed *Parent/Guardian Consent for Release of Information RHS/EHS (R-34)* or *Consent for Release of Information (R-33)*
 - Copy of completed developmental screenings (i.e.: *Ages & Stages Questionnaire, Early Screening Inventory, Ages & Stages Questionnaire: Social Emotional* and sensory screening results.
 - Medical information, as appropriate, for children with documented or suspected medical concern (s).
 - b. Master Teacher/ designated staff, Project Specialist or Grantee Disabilities Supervisor/designated staff will enter Child Referral & Services data into COPA to document the submission of the disabilities referral.
 - c. Master Teacher/ designated staff, or Project Specialist will ensure that the following documents are filed in the child's Disabilities/Mental Health File:
 - Child Success Team Request form (D-6)
 - Notification of Child Success Team Meeting form (D-7) (as needed)
 - Results of a Child Success Team Meeting form (D-8)
 - Parent/Guardian Release of Information form (R-33 or R-34)
 - Head Start Special Education Referral form (D-10)/SELPA Santa Cruz
 - Printed copy of Email from Grantee Disability Supervisor to local Part B agency indicating the request for special education evaluation.

- d. Grantee Disability Supervisor/ designated staff and Master Teacher/ designated staff, or Project Specialist will update COPA in order to document the Child Referral for special education evaluation and the referral outcome.
7. Master Teacher, Child Development Specialist or Program Manager will ensure that the Family Service Worker or Project Specialist is following-up with the parent/guardian in order to provide: support during the evaluation process, assist parent/guardian with transportation needs, and answer questions.
8. Per parent consent, Family Service Worker and assigned educator or Project Specialist will attend the initial Individual Education Program (IEP) meeting where Part B agency will review assessment reports, recommended strategies, eligibility for special education services, goals/objectives, and types of special education services that will be provided.
 - Grantee Disability Supervisor/ designated staff will attend for children who will need support with individualized services or will be dually enrolled into the Head Start program (i.e. special day class/Head Start) or the parent/guardian/program staff request.
9. When a child does qualify for special education services the Master Teacher/designated staff, Child Care Specialist or Child Development Specialist will ensure the following is conducted:
 - Individualization of weekly *Preschool Activity Plan (E-6b)* and *Child School Readiness Plan (E-29b)* based on IEP goals/objectives.
 - A copy of the child's IEP document and attached reports are filed in the child's Disabilities/Mental Health File.
 - The child's IEP document is entered into COPA into COPA 411 Disability Status Report within two weeks of receipt.
10. Disability COPA data, Family Referrals & Services COPA data, documentation of CST process and request for special education evaluation will be monitored as part of Agency's self-monitoring practices, Annual Program Evaluation and Grantee Site Visits periodically through-out the program year for compliance.

Supervised by:	Director II, Program Manager
Performed by:	Head Start Teacher, Project Specialist, FCCH Provider, Master Teacher, Child Development Specialist, Disabilities Supervisor
Form (s) needed:	Child Success Team Request Notification of a Child Success Team Meeting Results of Child Success Team Meeting Consent for Release of Information (MSHS) Parent Guardian Consent for Release of Information (RHS) Head Start Referral for Special Education Evaluation (RHS) Parent Contact Record Family Home Visit Plan Preschool Activity Plan Child School Readiness Plan
COPA Procedure:	DMH05- Child Disabilities/ Entering an IEP/IFSP document DMH07- Referring Children Ages 6 Weeks to 5 Years of Age for Special Education Evaluation
COPA Report:	DMH03- Disability/Referral Tracking Report (COPA Report 451) DMH04- Overall Referral Tracking Report (COPA Report 459) DMH07- Disability Status Report (COPA Report 411)
Frequency:	Children 3 years to 5 years of age will be referred for special education evaluation as needed throughout the program year. Grantee Disability Supervisor/ designated staff will submit the request for special education evaluation to the local Part B agency within 5 workdays of holding the Child Success Team (CST) Meeting and acquiring the necessary documents.