

**Area:** Disabilities Services

**Subject:** DS05 - Child Success Team (CST) Meeting

**Reference:** 1304.21 (a)(2)(iii), 1304.40 (e)(5)

**Policy:**

Child Success Team (CST) Meetings are held when the topic(s) being discussed require a multidisciplinary team approach in order to develop a comprehensive action plan to meet the individual needs of the child and family. Staff play an important role in ensuring that the individual needs of enrolled children and families are being met.

**Procedure:**

1. At monthly case conferencing, staff will discuss: developmental screening results, behavioral information, health screening results/concerns, attendance needs, parent/guardian and teaching staff observation regarding potential areas of concern, child/family progress and areas of “need”. Once information has been reviewed, Master Teacher/Home Based Supervisor, Child Development Specialist or Project Specialist will determine if a Child Success Team (CST) Meeting is needed.
  - Children who enroll in program with staff/parent/guardians 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.
  - A CST meeting is held when the topic(s) being discussed requires a multidisciplinary approach or child scores *Refer* or *Rescreen* (twice) on developmental or social emotional screenings and has not responded to individualized strategies to support areas of concern(s).
  - A CST meeting provides parent education and helps the team to identify and implement strategies that are focused on child and family success. It is the mandated process once educator, parent/guardian held previous parent conferences and the parent wants to discuss a referral for special education evaluation.
  - Mandatory CST members include: Parent/Guardian, designated Educator, or Project Specialist, and Master Teacher/Home Based Supervisor or Child Development Specialist (center/home base). Parent/Guardian, Project Specialist or Child Development Specialist and FCCH provider (as available) are the mandatory CST member for FCCHs.
  - Possible CST members include: Family Service Worker, Grantee Disabilities Supervisor/designated staff, Head Start Nurse/or other designated health staff, Mental Health Consultant, Dietician, and LEA/Part B agency staff. Attendance of these CST members is contingent on the topic(s) being discussed.
  - Staff can be excused from attending a CST meeting as a result of employee absence or scheduling conflict. The Master Teacher/Home Based Supervisor can excuse designated educator from the CST meeting when other CST members are knowledgeable of the child/families specific “need” and can

provide the necessary assistance.

2. The Master Teacher/Home Based Supervisor, Child Development Specialist and Grantee Disabilities Supervisor/designated staff will be notified that a CST meeting is needed when the area(s) of concern are: immediate developmental concerns, developmental/social-emotional screening follow up strategies have not been effective, acute behavioral/mental health concerns, health concerns, attendance of a child with an identified disability and/or behavioral concern, and the transitioning of children with an identified disability with specific individualization needs into/between/out of Head Start programs. See Program Area Plans for “specific individualization needs”.
3. When it has been determined that a CST Meeting is needed, the following steps will take place:
  - a) Designated educator, or Project Specialist will discuss with the child’s parent/guardian the child’s strengths and areas of concern at parent conference to determine parent/guardian interest in referral to special education and request to hold a Child Success Team (CST) Meeting.
  - b) When the parent/guardian consents to holding a Child Success Team (CST) Meeting, designated educator or Project Specialist will note dates/times the parent/guardian is available to attend a Child Success Team (CST) Meeting.
    - If a parent/guardian refuses to participate in a Child Success Team (CST) Meeting designated educator or Project Specialist will document the parents refusal on the *Child Success Team Request (D-6)* form and in Case Conferencing Notes/*Parent Contact Record (E-7)*/*Family Home Visit Plan (E-18)*.
    - Educator will continue to support the child and family with individualized strategies to address growth and development.
  - c) Designated educator or Project Specialist will complete the *Child Success Team Request (D-6)* form and submit it to direct supervisor/manager for review & signature to begin the process to schedule Child Success Team (CST) meeting. This documentation will include the child/family’s specific need and the strategies that have already been implemented and the date/time parent/guardian/staff is available to meet.
  - d) Once Child Success Team Request (*D-6*) is reviewed/approved, the Educator or Project Specialist will complete COPA Child Referral (which includes in the “Comment” box: areas of concerns, strategies and availability (date(s)/time) of parent/guardian/staff) and email it to Master Teacher/Home Based Supervisor for review.
  - e) After reviewing the completed *Child Success Team Request (D-6)* form and the COPA Child Referral for accuracy and complete information, the Master Teacher/Home Based Supervisor will distribute the *Child Success Team Request (D-6)* form per the distribution on form and email COPA Child Referral to Grantee Disabilities Supervisor/designated staff.
  - f) When the area of concern is solely health or nutrition, the Master Teacher/Home Based Supervisor will not email the Head Start Nurse using COPA Child Referral or route mail them a copy of the *Child Success Team Request (D-6)* form. The following process will take place:
    - Master Teacher/Home Based Supervisor will instead contact the

Head Start Nurse directly in order to schedule the CST meeting. If there is a feeding/nutrition concern, the Head Start Nurse will complete a Nutrition Referral and submit it to the Agency's Registered Dietitian or (RDA).

4. The Grantee Disabilities Supervisor/designated staff will respond to submitted COPA Referrals within 5 working days of receiving the COPA referral.
  - Master Teacher/Home Based Supervisor will contact the Grantee Disabilities Supervisor if contact has not been made within 5 working days of the COPA Referral being submitted.
  - Grantee Disabilities Supervisor/designated staff will update the COPA Referrals status from "New" to "In Progress" when the CST Meeting is in the process of being scheduled/ held.
5. To ensure Child Success Team (CST) meetings are held in a timely manner, the Grantee Disability Supervisor/designated staff and the Master Teacher/Home Based Supervisor will collaborate to schedule the CST meeting based on the parent/guardian and "mandated" staff availability.
  - The Master Teacher/Home Based Supervisor will email an electronic invite to all mandatory and possible CST members to notify them of the "tentative" CST meeting date/time based on parent/staff availability.
6. Once a CST meeting date/time is identified, the designated Head Start educator or Project Specialist will notify the parent verbally and in writing whenever possible by completing the *Notification of a Child Success Team Meeting (D-7)* form.
  - The Notification of a *Child Success Team Meeting (D-7)* form will indicate the date, time, location of the meeting, and the individuals who will be in attendance.
7. At the Child Success Team (CST) Meeting, the *Results of the Child Success Team Meeting (D-8)* will be completed to document the discussion, interventions and strategies being implemented.
  - During the CST meeting, members will identify interventions and strategies and the title of the person (s) responsible to implement as part of the Action Plan to address the area (s) of need.
  - During the CST meeting when a follow-up plan requires the CST members to re-meet in order to measure child/family progress the follow-up CST meeting date/time will be documented in the Follow-up Plan section.
8. COPA data and the documentation of the CST process will be monitored as part of Agency's ongoing monitoring practices, Annual Program Evaluation and Grantee Site Visits periodically through-out the program year for compliance.

<b>Supervised by:</b>	Director II, Disabilities Supervisor, Program Manager
<b>Performed by:</b>	Head Start Teacher, Home Based Educator, Project Specialist, FCCH Provider, Health Staff, Child Development Specialist, Master Teacher, Home Based Supervisor
<b>Form (s) needed:</b>	Child Success Team Request Notification of a Child Success Team Meeting Results of Child Success Team Meeting
<b>COPA Procedure:</b>	DMH 04- Individual Child COPA Referral F 01-Family Referrals and Services
<b>COPA Report:</b>	DMH03- Disability/Referral Tracking Report (COPA Report 451) DMH04- Overall Referral Tracking Report (COPA Report 459)
<b>Frequency:</b>	A Child Success Team (CST) Meeting will be scheduled as needed throughout the program in order to meet individual needs of children and families. Grantee Disabilities Supervisor/designated staff will respond to submitted COPA Referrals within 5 working days of receiving the COPA Referral. <u>All CST meetings</u> will be scheduled/ held in a timely manner.