

Area:	Disabilities Services
Subject:	DS08 - Referring Children <u>0 to 5 Years of Age</u> 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 Migrant & Seasonal Head Start program that need special education evaluation will be referred to a local Part C agency (0-3 years of age) or local Part B agency (3-5 years of age) by MSHS staff in collaboration with the child's parent/guardian.

Procedure:

1. At case conferencing, staff will discuss: developmental screening results, parent/guardian and provider observations, developmental/health concerns. Once information has been reviewed Project Specialist will determine if a Child Success Team (CST) Meeting should be scheduled in collaboration with management as needed (Program Manager, Disabilities Supervisor/designee).
 - 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 Program Manager and as needed Disabilities Supervisor 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, Project Specialist, Program Manager and/or as needed Disabilities Supervisor/designee. During these 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 teacher/provider 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 MSHS 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. Staff 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 Family Child Care Homes.

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. Project Specialist/Program Manager or as needed Disabilities Supervisor/designee will inform parent/guardian about special education services/assessment process and their Parent Right's.
 - b. Parent/guardian will sign a new Parent-Guardian Consent for Release of Information form indicating that the MSHS program and the local Part B/Part C agency have permission to share educational, 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 *MSHS Staff Referral for Special Education Evaluation* Form or Referral form for SELPA /LEA/SARC.
6. Following the Child Success Team (CST) Meeting, the following steps will be completed:
 - a. Project Specialist, Disabilities Supervisor/designated staff will submit, the following documents within 5 workdays to the local Part B/Part C agency to ensure a timely referral for special education evaluation:
 - *MSHS Staff Referral for Special Education Evaluation* (Initial Referral for Individual Assessment: Preschool (SELPA), Intake and Referral Information form Early Start (SARC/Early Start)
 - Copy of completed *Parent/Guardian Consent for Release of Information* (LEA Form NC 08) or *Consent for Release of Information* (Part C R-33.1)
 - Copy of completed developmental screenings (i.e.: *Ages & Stages Questionnaire*, *Ages & Stages Questionnaire: Social Emotional* and sensory screening results as requested
 - Medical information, as appropriate, for children with documented or suspected medical concern (s) as requested.
 - b. Project Specialist or designated staff will enter Family Referral & Services data into COPA to document the submission of the disabilities referral.
 - c. Project Specialist, Grantee Disabilities Supervisor/designated staff 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-33.1 or NC 08)
 - Special Education Referral forms
 - Printed copy of Email to local Part B/Part C agency indicating the request for special education evaluation.

- d. Project Specialist, Grantee Disabilities Supervisor/designated staff will update COPA in order to document the Child Referral for special education evaluation and the referral outcome. Update COPA by changing date to referral date and status to "In Progress". Once assessment has been completed and IFSP/IEP meeting has been held update status to "Complete", "Did not qualify" or "Parental Refusal" as appropriate.
7. Project Specialist, Family Service Worker, Child Development Specialist, will follow-up with the parent/guardian in order to provide: support during the evaluation process, assist parent/guardian with transportation needs, and answer questions. As needed Grantee Disabilities Supervisor/designated staff will follow-up with special education agencies to address concerns.
8. Per parent consent, Project Specialist, Program Manager, Grantee Disabilities Supervisor/designee will attend the initial Individualized Family Service Plan(IFSP)/Individual Education Program (IEP)meeting where Part B or Part C agency will review assessment reports, recommended strategies, eligibility for special education services, goals/objectives, and types of special education services that will be provided.
 - Project Specialist, Program Manager or as needed Disabilities Supervisor/designee will attend for children who will need support with individualized services or will be dually enrolled into the MSHS program (i.e. special day class/MSHS Contracted Family Child Care Home) or the parent/guardian/program staff request.
9. When a child does qualify for special education services FCCH Provider, Project Specialist, Grantee Disabilities Supervisor/designee will ensure the following is conducted:
 - Individualization of weekly *Preschool Activity Plan (E-6b)* or *Infant/Toddler Activity Plan (E-6a)* and *Child School Readiness Plan (E-29b)* based on IFSP/IEP goals/objectives.
 - A copy of the child's IFSP/ IEP document and attached reports are filed in the child's Disabilities/Mental Health File.
 - The child's IFSP/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
Performed by:	Project Specialist, FCCCH Provider, MHS Program Manager, 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 Staff Referral for Special Education Evaluation Parent Contact Record Infant/Toddler Activity 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 6 weeks to 5 years of age will be referred for special education evaluation as needed throughout the program year. Project Specialist, or as needed Grantee Disability Supervisor/designated staff will submit the request for special education evaluation to the local Part C agency (0-2.10 year olds) or Part B agency (3-5 year olds) within 5 workdays of holding the Child Success Team (CST) Meeting and acquiring the necessary documents.