

Area:	Child Development
Subject:	CD11 Referring a Child for further assessment and possible Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
Reference:	1304.20(d)(e)(f), 1304.20(b)(3), 1304.51(g)
Policy:	Any teacher concerned about a child's behavior or screening results will follow the referral process for possible further evaluation in accordance with the Head Start Performance Standards.

Procedure:

1. A Case Conference meeting will take place between the child's teacher and the Center Director/Supervisor at a minimum to discuss strategies and the screening results. The case conferencing discussion will include strategies to assist with the child's individual needs and documenting progress.
2. When determined at the Case Conference that a child needs to be referred for evaluation, a Child Success Team referral will be sent to the Disabilities Supervisor or Site Supervisor for speech concerns, a copy placed in the child's file and a copy given to the parent of the child. The referral will be entered into COPA with possible meeting dates and times indicated in the comments section.
3. The Disabilities Supervisor, or the Site Supervisor for speech concerns, will schedule a Child Success Team meeting in conjunction with the meeting facilitator.
4. Prior to the CST meeting, information will be gathered which may include a child observation conducted by:
 - The Disabilities Supervisor for developmental concerns or
 - The Site Supervisor for speech concerns
 - Mental Health consultant for behavior concerns
5. A notification of a Child Success Team meeting will be sent to appropriate staff and parents by the person who submitted the Child Success Referral form.
6. After the Child Success Team meeting, a Results of Child Success Team Meeting form will be completed by the meeting facilitator present at the meeting and sent to the Disabilities Supervisor.
 - As needed, the Head Start nurse will work with staff/parent to develop and implement any necessary medical procedures.
7. When the need to make a referral for a multidisciplinary diagnostic evaluation is determined, the Disabilities Supervisor will inform the parent must of their rights and given the opportunity to review any relevant documentation such as observations, screening results, etc. This typically occurs at the CST meeting.
8. If the parent agrees with the need to refer for multidisciplinary diagnostic evaluation, the appropriate referral form will be submitted by the Disabilities Supervisor to one of the following: the Local Education Agency (LEA), the contracted

Speech/Language Pathologist, the relevant community agency, or the appropriate Diagnostician within 2 calendar days for children ages 0-3 and 15 calendar days for children ages 3 and above. Additional information to be sent with parent Release of Information may include: screening results, medical records, teacher observations and classroom/home strategies, information from parents and/or developmental records.

9. The “Case Manager”, who is usually the Diagnostician (Resource Teacher or Speech/Language Pathologist), will inform the parent of the Assessment Plan and obtain the parent signature accordingly. The Local Education Agency/Special Education Local Plan Area (LEA/SELPA) will utilize their official form upon assigning a case manager and creating a subsequent Assessment Plan (within 15 days of referral). Please note: The “Consent for Assessment Form” is to be used only when the Diagnostician is contracted through the Delegate Agency to provide assessment services (i.e. Migrant Head Start: Speech/Language Pathologist).
10. When the parent has given permission for the Assessment Plan, the LEA/SELPA has 60 days (45 days for ages 0-3) to complete the evaluation process and the IEP/IFSP meeting. Please note: Many school districts do not offer evaluation services during time periods that they are closed, therefore, those days are not included in the 60 day timeline.
11. The Head Start staff will make every attempt to attend the IEP/IFSP meeting and assist with writing the plan. The parent must be included in the planning of any IEP/IFSP and must give approval in order for it to become official, including agreeing with the levels of performance, annual goals and short-term objectives, and placement recommendations.
12. A copy of the IEP/IFSP, along with goals, will be kept in the child’s file. Staff will update COPA with current IEP/IFSP information.
13. Parent/Teacher Conference will take place at the center level to ensure that the IEP/IFSP is implemented in the classroom environment and included in the child’s learning (outcomes) goals. Teachers will incorporate IEP/IFSP goals into the activity plans/individual plans.

Note: See next page for Flow Chart

Supervised by: Disabilities Supervisor

Performed by: Head Start Teaching Staff

Forms needed: Child Concern Form, Child Success Team Referral, Notification of a Child Success Team Meeting, Results of Child Success Team, Parent/Guardian Consent for Release of Information, Parent to Refer Consent for Assessment, Parent Contact Form

Frequency: Ongoing

RHS/EHS Disabilities Referral Process

