

**Tri-County Community Council
Head Start/Early Head Start**

Part: 1302 Program Operations

Subpart: C-Education and Child Development Program Services

Section: 1302.33 Child Screenings and Assessments

Subject: Child Screening and Assessment (Referral Process)

Policy:

Head Start/Early Head Start children will be referred to Child Find/Local Education Authority (LEA)/ELKS or Early Steps for further developmental evaluation and services based on screening results, parent concerns, and/or teaching staff concerns. If a child is determined eligible for services under IDEA, the program will partner with parents and the agencies responsible for implementing services.

Procedure:

1. The Disabilities Specialist will indicate the need for a referral on the screening summary and discuss the results with Education/Disabilities Coordinator for Head Start/Early Head Start children.
2. The Disability Specialist will share screening results, and potential concerns, and discuss the recommended referral for further developmental evaluation with the parent. Staff must obtain written parental consent using FDLRS/Child Find referral packet, ELKS's referral packet, and the Early Steps - Birth to Three Early Intervention Intake/Referral form that gives the agency permission to share and exchange the child's information.
3. Disabilities Specialist will assist the parent in completing the appropriate referral packet for Child Find, LEA, ELKS, and Early Steps.
4. The Disabilities Specialist will ensure that a copy of the Screening/Referral is in the Disability section of the child's education file.
5. Disabilities Specialist will input notes into Childplus (1) detailing the referral (Type, Provider, Date of referral); (2) completion date of the evaluation; (3) notes of eligibility (4) notes on the service delivery (date service starts, location and how often).
6. If a child is determined to be eligible for services under IDEA, the program will partner with parents and the LEA responsible for implementing the services.

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7. The Disability staff and Head Start/Early Head Start teaching staff will participate in the development of the IFSP/IEP if requested by parents and the implementation of the IFSP/IEP.
8. The Head Start/Early Head Start teaching staff will provide relevant information from screenings, assessments, and classroom observations to the team developing a child's IFSP or IEP.
9. The Head Start/Early Head Start Staff will participate in meetings with the local agency responsible for implementing IDEA to develop or review an IEP or IFSP for a child being considered for Head Start/Early Head Start enrollment, a currently enrolled child, or a child transitioning from a program.
10. The Head Start/Early Head Start teaching staff will retain a copy of the IEP or IFSP for the child enrolled in Head Start/Early Head Start for the time the child is in the program.
11. The teaching staff/Disability Specialist will document working with the child implementing their IFSP/IEP and working with children that are not eligible for services on the Child Individualization Plan in the child's education file.