

Head Start Performance Standard	ECEAP Performance Standard
1302.33	CO-1

Purpose

To support staff in referring children to special education and early intervention services in partnership with families.

This informs Early Learning staff about the process for completing referrals for further evaluation due to results of developmental and social emotional screenings and/or parent/caregiver observations or concerns. Completing a referral begins the process of determining a child's eligibility for increased support services through a partner agency or school district through and Individualized Family Support Plan (*IFSP*) for birth to three year olds or Individualized Education Plan (*IEP*) for three to five year olds.

Early Learning staff work in partnership with families and Early Intervention Agency (*birth to three*) or Child Find (*three to five years old*) partners to ensure children and families have every opportunity and support available to help the child to learn and grow to their greatest potential.

Procedure

Our program uses the **Referral for Further Evaluation** form for referring a child to an early intervention program or Child Find and the **Authorization to Release and Exchange Confidential Information** for the release of information to outside partners. Referrals are not made without informed written consent of the child's parent/caregiver.

When Referring a Child for Further Developmental or Social Emotional Evaluation:

- Concerns identified through screening results, observations or parent/caregiver input, must be discussed in detail with the family and, if appropriate, a referral for formal developmental or social emotional evaluation must be offered to the family.

Acceptance of Referral for Further Evaluation:

- If a parent/caregiver **accepts** the referral for further evaluation, the conversation must include the following:
 - General process after referral is made including contact process by Early Intervention or Child Find
 - Contact information Early Intervention or Child Find.
- Parent/caregiver signs **Referral for Further Evaluation Consent Form**
- Staff uploads signed **Referral for Further Evaluation Consent Form** and relevant



Referral for Further Developmental Evaluation Procedure



screening reports to ChildPlus and emails Disabilities Program Manager **within three days** of authorizing signature

- **Within one month** of submitting the referral, staff check in with family to ensure they have been contacted by the early intervention program or school district
 - If they have not been contacted, staff collaborate with the family to contact the agency together and notify both their supervisor and the Disabilities Program Manager
- Staff regularly follow up on referral process with family, offering support and advocacy as needed
- If the Early Intervention program or school district determines not to proceed with an evaluation, review the decision with the family and determine further ways of providing continued supports for the developmental and social emotional growth of the child

Denial of Referral for Further Evaluation:

- If a parent/caregiver rejects the referral for further evaluation, staff will have the family sign **Parent Refusal for Further Evaluation Form**. Staff will have the conversation with the family that must include the following:
 - further ways of providing continued supports for the developmental and social emotional growth of the child
 - options for more frequent screenings and targeted planning for classroom and home activities to support areas of concern
 - Periodic check in and conversation with family using motivational interviewing skills

Determination of Eligibility for Services by Early Intervention Program or School District

Does Qualify for Services	Does Not Qualify for Services
<ul style="list-style-type: none"> ● Discuss the upcoming IFSP or IEP meeting. Offer to and plan to attend the meeting to support the family. ● Attend IFSP/IEP meeting ● Request copy of IFSP from Disabilities Program Manager via email. 	<ul style="list-style-type: none"> ● Discuss with the parent/caregiver how you will continue to support the child and family.