

## Disability – ChildPlus Instructions

### When to Document under Disability tab

Document any disability conversations, meetings attended, collaboration with service providers, etc under Disability tab. It is not necessary to have an IFSP or IEP in place to document these conversations and activities.

- Go to Disability tab, click IFSP or IEP tab.
- Click Add Activity.
- Enter Date Completed: date of the conversation, meeting, collaboration activity, etc.
- Enter Activity Type: always select Note.
- Click the Clock and type your note.

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fees Attendance PIR

Concerns (1) IFSP IEP Additional Info Attachments (0)

No IFSP

It is not necessary to have an IFSP or IEP in place to document disability conversations, meetings, updates, etc.

IFSPs and Activities Show:  IFSP  Activities Hide Notes Add IFSP Add Activity Close IFSP

### Add Activity

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Date Completed 8/4/21 Date of the conversation, meeting, updates.

Activity Type Note Always select Note

Notes Click Clock and type your Note.

Save and Add Another Save Cancel Add

## Referral for Further Evaluation

Disability Managers data enter concerns based on the Referral for Further Evaluation form received from staff. Staff can view the Concerns tab to check on the status of the referral process.

Application Enrollment Family Services Health Immunizations **Disability** Mental Health Birth Transportation Education Fees Attendance PIR

Concerns (1) IESP IEP Additional Info Attachments (0)

Sample of Concerns and Activities for the Concern that Disability Manager will document. This information is available for staff to check on status of the referral process.

Close Concern

Identified	Category	Closed	Closed Reason	LEA or Part C Agency
Open	8/04/21 Language			Central Kitsap School District

Activities for the Language Concern Hide Notes Add Activity

Complete	Activity	Date	Status
✓	Evaluation	10/15/21	Evaluated - Eligible for Services (IEP/IFS...
	10/15/2021 4:13 PM Karen Sandeno Jane Doe email confirmed child's eligibility for services.		
	Communication	8/31/21	
	8/31/2021 4:11 PM Karen Sandeno Jane Doe called to let me know evaluation is scheduled on October 11, 2pm. She notified parents. I sent email to teacher to make sure she knows this is scheduled.		
	Referral - External	8/09/21	
	8/9/2021 4:08 PM Karen Sandeno Received notification from teacher that parent consent attached. Referral sent to Jane Doe, CK ChildFind.		
	Concern Identified	8/04/21	Pending

When staff complete the Referral for Further Evaluation form and the Authorization to Release and Exchange Confidential Information form,

- Make sure form is complete and filled out correctly.
- Attach the form under Disability tab. Make sure the attachment uploaded correctly and is legible.
- Notify Disability Manager via email with CPID.
- Add Activity to document that you sent the email to Disability Manager.

**Tip:** Any time a parent tells you they are working with Part B or C agency, or that their child has an IFSP or IEP, stop the conversation and obtain a signed Authorization to Release and Exchange Confidential Information form. Keep paper copies with you so that you can obtain a signature during a home visit.

When staff receive updates from parent, Part C agency or school district, regarding referral or evaluation, document under IFSP Add Activity or IEP Add Activity. See screen shots above and sample notes below.

Concerns (1) IESP IEP Additional Info Attachments (0)

No IFSP or No IEP

Click Add Activity to add Note about conversations, updates etc when IFSP/IEP is pending.

IFSPs and Activities Show:  IFSP  Activities

Hide Notes

Add IFSP

Add Activity

Close IFSP

Note 10/07/21

Examples of Notes

10/7/2021 4:17 PM Teacher Name Spoke with Mom today to confirm and remind of evaluation appointment on Monday. Mom has transportation. Will not need a taxi.

Note 8/04/21

8/4/2021 4:16 PM Teacher Name Uploaded signed consent form. Notified Disability Manager.

Note 7/15/21

7/15/2021 4:15 PM Teacher Name Reminded mom to return the consent form. She is still interested in referral.

## Adding an IFSP/IEP

When Disability Manager receives the IFSP/IEP, the manager will:

- Attach the IFSP/IEP under Disability tab. Make sure document uploaded correctly and is legible.
- Add IFSP or Add IEP to create the disability record.
- Notify staff via email with CPID.
- Add Activity to document that you sent the email to Responsible Staff.

When staff receive an IFSP, IEP, Review, or Amendment directly from Part C agency or school personnel,

- Attach the file under Disability tab.
- Notify Disability Manager with CPID.
- Add Activity to document that you sent the email to Disability Manager.

Within one week of receiving notification that an IFSP, IEP, Review or Amendment has been received, staff will:

- Read the document.
- Add Activity Note that summarizes the services, provider(s), goals and other relevant details. See sample below.
- Add IEP/IFSP flag to the child's record. See instructions next page.

## Closing an IFSP/IEP

When a child is no longer receiving services, or ages out of IFSP eligibility, notify Disability Manager. Disability Manager will close the IFSP or IEP.

When a 3 year old enrolled in Early Head Start ages out of IFSP eligibility and is getting an IEP, staff must obtain Authorization to Release and Exchange Confidential Information with the school district. Attach signed release under Disability tab and notify Disability Manager.

### IEP is Open

Latest	IEP - Initial 8/4/2021	LEA	Central Kitsap School District
Disability	Speech or language impairment (primary)	Received Services	Yes
Specific Condition		Next IEP review should be complete by	8/4/2022

IEPs and Activities    Show:  IEPs  Activities    [Hide Notes](#)    [Add IEP](#)    [Add Activity](#)    [Close IEP](#)

Note    8/10/21

Sample of Add Activity Note by teacher that summarizes the IEP.

8/10/2021 5:52 PM Teacher Name  
Read and reviewed child's IFSP/IEP today. Child will receive speech services for 30 minutes per week in general education setting provided by a Speech Language Pathologist. His SLP provider is Diana Ross. This child will also receive physical therapy services for 90 minutes per week in a special education setting provided by his special education teacher. His special education teacher is Bob Seger. A summary of his goals are: support receptive language and expressive language development by asking child to label, model language, and provide multiple opportunities for Joe to use language. Support gross motor development by providing opportunities for Joe to maintain his balance and develop bilateral leg strength during activities.

Include transportation considerations if needed.  
Did the IFSP/IEP list any accommodations/modifications to support the child? For example, use of sensory breaks, visual cues, timers, choices, etc.  
Is there a need for adaptive equipment to support the child? (Communication devices, utensils, adapted pencils grips, etc.)

IEP - Initial	8/04/21	Disabilities: Speech or language impairment (primary) LEA: Central Kitsap School District	Sandeno, Karen
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8/4/2021 5:49 PM Karen Sandeno Sent email to teacher to notify IEP received. Reminded to summarize the IEP within one week.

### Family Members

Family Information						
Adult Sample	Primary	Adult	Female	DOB	7/05/95	In-Kind
Sibling Sample	3y 6m	Child	Male	DOB	1/18/18	
Child Sample	11m	Child	Male	DOB	9/06/20	

Add

Child Sample Attachments (2)

To add child to IEP/IFSP group, go to Application tab, child's general information tab, click Change.

#### General Information

Adult or Child <sup>PIR</sup> Child

ChildPlus ID

Birthday 9/6/20

Gender Male

SSN

Alternate ID

Race <sup>PIR</sup> Multi-racial/Biracial

Hispanic/Latino <sup>PIR</sup> No

First Name Child

Middle Name

Last Name Sample

Suffix

Nickname

Languages

Language	Proficiency	Primary
English	Little	<input checked="" type="checkbox"/>

Groups this family member belongs to Change

<No Groups>

#### Groups Child Sample belongs to

Group Name	Flag Notes
<input type="checkbox"/> Health Advisory Committee	
<input type="checkbox"/> Health Alert	
<input checked="" type="checkbox"/> IEP/IFSP	Speech
<input type="checkbox"/> Pick Up Alert	
<input type="checkbox"/> Policy Council	
<input type="checkbox"/> Virtual Not 1st Choice	

Check IEP/IFSP, type the primary disability in Flag Notes.

Click OK and the green flag will appear next to child's name.

Child Sample Male DOB: 9/06/20 11m CP

Enrolled 2/18/21 (179d) Year 1 IEP/IFSP

OK Cancel