# 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.

## 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.



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)  IFSP  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)      Sandeno, Karen
                              LEA: Central Kitsap School District

This IEP information is from the Disability Manager's data entry.

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 PIR | Child ▾ | | ChildPlus ID | |
| | | | Birthday | 9/6/20 ▦ |
| First Name | Child | | Gender | Male ▾ |
| Middle Name | | | SSN | |
| Last Name | Sample | | Alternate ID | |
| Suffix | | | Race PIR | Multi-racial/Biracial |
| Nickname | | | Hispanic/Latino PIR | No ▾ |

| Languages | Language | Proficiency | Primary | Groups this family member belongs to    Change |
|---|---|---|---|---|
| | English | Little ▾ | ✓ | <No Groups> |

**Groups Child Sample belongs to**                                            ✕

| | Group Name | Flag Notes |
|---|---|---|
| | ☐ Health Advisory Committee | |
| 🚩 | ☐ Health Alert | |
| 🏳 | ✓ IEP/IFSP | Speech |
| 🚩 | ☐ Pick Up Alert | |
| | ☐ Policy Council | |
| | ☐ 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