# 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 S	ervices Health	Immunizations	Disability	Mental Health	Birth	Transportation	Education	Fees A	Attendance	PIR
Conce <u>r</u> ns (1)	itional <u>I</u> nfo Atta	achments (0)								
No IFSP		It is not nece: document dis updates, etc.	ssary to ha sability cor	ave an IFSP or versations, me	IEP in eetings	place to				
IFSPs and Activities Show: 🗹 IF	SP 🗹 Activities			H	Hide No	otes Ac	dd IFSP	dd Activ	ity	Close IFSP
Add Activity		ſ	Date of the	conversation, m	neeting,	, updates.			~ ~ @	> 8
Date Completed	8/4/21 🔤 🚽			_						
Activity Type	Note		•							
		ŕ	Always sele	ct Note						
									⊕ ** 🗗	
Notes										A
			Click Cloc	k and type your	Note.	5				Ŧ

Cancel Add

Save and Add Another

## 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	Enrollmen	t Family Services Health	Immunizatio	ns Disat	bility Mental Health Bi	irth Transpor	tation E	ducation	Fees	Attenda	ince PIR
Conce <u>r</u> ns Concerns	(1) <u>IE</u> SP	IEP Additional Info Atta	achments (0)	Sam Man cheo	nple of Concerns and / ager will document. Th ck on status of the refe	Activities for t his informatio erral process	the Cono on is ava	cern that ailable for	Disabi staff to	ility o	Close Concern
	Identified	Category		Closed	Closed Reason		LEA	or Part C	Agency		-
Open	8/04/21	Language					Cent	tral Kitsap	School	District	
Activities Complete	for the La	nguage Concern				Dat	.e	Status	Hide	Notes	Add Activity
Activities Complete	for the Lar Activity Evaluation	nguage Concern				Dat	ie 10/15/21	Status Evaluate	Hide d - Eligi	Notes	Add Activity Services (IEP/IFS
Activities Complete 10/15/2	for the Lar Activity Evaluation	nguage Concern	e email confiri	med child'	's eligiblity for services.	Dat	e 10/15/21	Status Evaluate	Hide d - Eligi	Notes	Add Activity Services (IEP/IFS
Activities Complete 10/15/2	for the Lan Activity Evaluation 2021 4:13 PN Communic	nguage Concern 1 Karen Sandeno Jane Doe ation	e email confiri	med child'	's eligiblity for services.	Dat	e 10/15/21 8/31/21	Status Evaluate	Hide d - Eligi	Notes	Add Activity Services (IEP/IFS
Activities Complete 10/15/2 8/31/20 to make	for the Lan Activity Evaluation 2021 4:13 PM Communic 221 4:11 PM e sure she ki	nguage Concern 1 Karen Sandeno Jane Doe ation Karen Sandeno Jane Doe nows this is scheduled.	e email confiri called to let n	med child' ne know e	's eligiblity for services. evaluation is scheduled o	Dat n October 11,	e 10/15/21 8/31/21 2pm. Sh	Status Evaluate e notified	Hide d - Eligi parent:	Notes	Add Activity Services (IEP/IFS email to teacher
Activities Complete 10/15/2 8/31/20 to make	for the Lan Activity Evaluation 021 4:13 PN Communic 021 4:11 PM a sure she ki Referral -	nguage Concern 1 Karen Sandeno Jane Doe ation Karen Sandeno Jane Doe nows this is scheduled. External	e email confiri called to let n	med child' ne know e	's eligiblity for services. evaluation is scheduled o	Dat n October 11,	e 10/15/21 8/31/21 2pm. Sh 8/09/21	Status Evaluate e notified	Hide d - Eligi parent:	Notes	Add Activity Services (IEP/IFS email to teacher
Activities Complete 10/15/2 8/31/20 to make 8/9/202	for the Lar Activity Evaluation 021 4:13 PM Communic 021 4:11 PM e sure she ko Referral - 11 4:08 PM	nguage Concern 1 Karen Sandeno Jane Doe ation Karen Sandeno Jane Doe nows this is scheduled. External Karen Sandeno Received r	e email confir called to let n notification fro	med child' ne know e om teachei	's eligiblity for services. evaluation is scheduled o r that parent consent att	Dat n October 11, ached. Referra	e 10/15/21 8/31/21 2pm. Sh 8/09/21 al sent to	Status Evaluate e notified Jane Doe	Hide d - Eligi parent: e, CK Ch	e Notes ible for s s. I sent ildFind.	Add Activity Services (IEP/IFS email to teacher

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.

Application Enrollme	ent Family Services Health Immuniz	ations Disability Mental Health Bir	th Transportation	Education Fees	Attendance PIR
Conce <u>r</u> ns (1) I <u>F</u> SP	IEP Additional Info Attachments	(0)			
No IFSP or N	NOIEP	Click Add Activity to add N about conversations, upda etc when IFSP/IEP is pen	lote ates iding.		
IFSPs and Activities	Show: 🗹 IFSP 🗹 Activities	Hide	Notes Ac	dd IFSP	rity Close If
Note 10/7/2021 4:17 PM	10/07/21 Exa Teacher Name Spoke with Mom to	mples of Notes	) on appointment on N	Vonday. Mom has tr	ansportation. Will ne
Note	8/04/21				
8/4/2021 4:16 PM Note	Teacher Name Uploaded signed cor 7/15/21	isent form. Notified Disability Manager	<u>.</u>		
7/15/2021 4:15 PM	Teacher Name Reminded mom to r	eturn the consent form. She is still inte	rested 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 Kitsa	p School District	
Disability	Speech or language impairment (pr	mary)	Received Services	Yes		
Specific Condition				8/4/2022		
IEPs and Activities	Show: 🗹 IEPs 🗹 Activities		Hide Notes	Add IEP	Add Activity	Close IEP
Note	8/10/21	Sample of Add Acti	vity Note by teacher that s	ummarizes the	e IEP.	
8/10/2021 5:52 P Read and review Language Pathol setting provided expressive langu motor developm Include transport Did the IFSP/IEP Is there a need fi	M Teacher Name ed child's IFSP/IEP today. Child will re ogist. His SLP provider is Diana Ross by his special education teacher. His age development by asking child to la ent by providing opportunities for Jon tation considerations if needed. ist any accommodations/modification or adaptive equipment to support the	ceive speech services fo This child will also rece special education teach bel, model language, an e to maintain his balance s to support the child? child? (Communication	r 30 minutes per week in gen eive physical therapy services er is Bob Seger. A summary nd provide multiple opportur e and develop bilateral leg st For example, use of sensory devices, utensils, adapted pe	eral education s for 90 minutes p of his goals are: ities for Joe to u rength during ac breaks, visual cu ncils grips, etc.)	etting provided by a per week in a special : support receptive la use language. Suppo ctivities. es, timers, choices, e	Speech education anguage and ort gross
IEP - Initial	8/04/21 Disabilities: S LEA: Central	peech or language imp Kitsap School District	airment (primary) This IEP informatio Manager's data ent	n is from the D ry.	Sandeno, Karen Iisability	
8/4/2021 5:49 PN	/ Karen Sandeno Sent email to teac	ner to notify IEP receive	d. Reminded to summarize th	e IEP within one	week.	

Application	Enrollment	Family Services	Health	Immunizations	Disability	Menta	al Health	Birth	Transportation	Education	Fees Att
Family Me	mbers										
ی S Family Ir	nformation										
Q Adult Sa	mple	Prim	ary	Adult	Female	DOB	7/05/95				In-Kind
8 Sibling S	Sample	Зу б	m	Child	Male	DOB	1/18/18				
🙎 Child Sa	mple	11m		Child	Male	DOB	9/06/20				
Child Sam	ple Attachn	nents (2)	Tc Ap cli	add child to IE oplication tab, cl ck Change.	P/IFSP gr hild's gene	oup, go eral info	o to rmation t	ab,	]		Add
Adult or C	hild <sup>PIR</sup>	Child		•		Chil Birth	dPlus ID hday		9/6/20		
First Name	e	Child				Gen	der		ale	•	
Middle Na	ame					SSN					
Last Name	9	Sample				Alte	rnate ID				
Suffix						Race	e PIR		Multi-ra	al/Birac	ial
Nickname						Hisp	oanic/Lat	ino <sup>PI</sup>	R No 🔻		
Language	S	Language English	Pro Li	oficiency ttle •	Primary 2	Gro <no< td=""><td>ups this f o Groups:</td><td>amily &gt;</td><td>member belo</td><td>ngs to</td><td>hange</td></no<>	ups this f o Groups:	amily >	member belo	ngs to	hange

# Groups Child Sample belongs to



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