HEAD START PROCEDURES FOR:
DISABILITY - CHILD SCREENING AND ASSESSMENTS
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0 **Scope: <u>This describes the process for Child Screenings and Assessments</u>**
<u>according to the Head Start Standard 1302.33 (a) (1) (2) (3) (4) and</u>
<u>1302.61,1302.63.</u>

2.0   **Responsibility:**
    2.1   Family Service Worker
    2.2   HS Teacher and Teaching Assistant
    2.3   Grantee/Delegate Education/Disability Consultant
    2.4   Parent

3.0   **Resources:**
    3.1   Early Childhood Intervention
    3.2   SSA's and LEA's
    3.3   Interagency agreement with SSA's and LEA's
    3.4   Child's File
    3.5   GoEngage
    3.6   Brigance III Head Start Screening Manual
    3.7   HS Education Plan
    3.8   Brigance Online Monitoring System Summary Sheet

4.0 **Procedures:**
SCREENING
    4.1   ESC and ISD Staff will give parent information on types and purposes of screenings. ESC and ISD Staff will obtain screening permission from parents in the child's native language at the time of registration
    4.2   Within 45 days of enrollment, ESC and/or ISD staff will complete the Brigance Developmental Screening for each child, including children with an IEP. The Brigance results will be recorded in the web-based data system and the Brigance OnLine Monitoring System. During times of pandemic, emergencies, or natural disasters, teachers will request a private meeting to complete the screening when possible. In extreme cases, where screening is not possible, casenotes will be entered into the web-based data system to reflect reasons why screening was not completed. A Developmental Checklist from CLI Engage will be used and completed via telephone or digital platform with the parent when a screener is not administered. Once students return to school, screening will be completed.

.   4.3   ESC and/or ISD Staff will review results from the Head Start Enrollment Packet, the initial home visit, the Brigance screening instrument, observations, checklists, the DECA screening instrument, and health screenings.

4.4   After initial screening, ISD staff will complete a rescreen tracking form for students who fall below the cutoff. This includes identifying areas for individualization.

4.5   ESC and ISD Staff will rescreen children who scored below the cut off on or before January 15. (If child is enrolled after November 1, then rescreen by the 90th day of enrollment.)

4.6   If a child enters within the last 45 days of school, and the child falls below on the initial Brigance Screening, the student will not be rescreened; however, will need to be receiving documented individualization. (Documentation must be recorded in lesson plans)

4.7   ESC and ISD Staff will arrange for further evaluation:
- Within 7 school days with parent or teacher concerns
- After initial screening within 7 school days with parent or teacher concerns
- After scoring below cut off on Brigance rescreen within 7 school days

4.8   Documentation (release of information, permission/refusal, SIP) will be submitted to the Disability Consultant at the same time as the Electronic Referral Form is submitted.

4.9   An Electronic Referral Form will be completed and sent to Disability Consultant who will fax it to the appropriate LEA/SSA and Principal within 7 days.

4.10   ESC/ISD/SSA/LEA will follow federal guidelines for evaluation of children with suspected disabilities.

5.0   REFERRAL STEPS

5.1   HS Teachers will share information and any concerns with parents regarding screening results at additional parent conferences. The HS Parent Brochure explaining the referral process for the SSA will be shared and discussed with the parents.

    5.2   Parents sign permission or refusal for referral to SSA for further evaluation try using the Disability Services Permission/Refusal Form for child file, sending a copy to the Education/Disability Consultant.

    5.3   HS Teacher will complete a SIP for the child and submit a copy of it along with the Electronic Referral Form.

    5.4   HS teacher will complete an Electronic Referral Form and send it to Education/Disability Consultant who will fax it to the appropriate LEA/SSA and Principal within 7 days.

    5.5   SSA/LEA Staff will give parents a copy of Procedural Safeguards and obtain permission or refusal to proceed with further evaluation.

    5.5   ESC/ISD/SSA/LEA will follow federal guidelines for evaluation of children with suspected disabilities.

6.0   **RECORD INFORMATION ON THE DISABILITY TRACKING FORM**

    6.1   Date parent signed the HS Release of Information for Special Education/Speech and the SSA Release Confidential Information.

    6.2   Date parents signed HS Referral permission/refusal form.

    6.3   Date parent signed the SSA's Receipt of Procedural Safeguards

    6.4   Date parent signed the SSA Consent for Assessment

    6.5   Diagnosed Area (SI, NCEC-AU, NCEC-ID, NCED-SLD, NCEC-ED, OHI, OI, VI, AI, etc.)

    6.6   Date of Initial ARD and IEPs

    6.7   Number of minutes served for speech or related services

    6.8   Date of Last ARD

    6.9   Date child Did Not Qualify (DNQ) and had DNQ ARD

    6.10   Date child withdrew from Head Start

    6.11   Date child was dismissed from Special Education and had Dismissal ARD

    6.12   Date of Refusal to Provide Services Form

    6.13   Six Weeks Progress Reports (Write the date of each progress report)

7.0   **FOLLOW-UP**

       7.1   Progress Reports from SSA Special Education teachers/therapists are placed in the child's file and date noted on the Disability Tracking Form.

       7.2   Head Start teachers may initiate an ARD meeting when necessary.

8.0   Associated Documents:

    8.1   Head Start Release of Information for Special Education/Speech Form

    8.2   HS Referral permission/refusal form

    8.3   SSA Release of Confidential Information

    8.4   SSA Receipt of Procedural Safeguards

    8.5   SSA Consent for Assessment

    8.6   Complete ARD with IEP's

    8.7   Full and Individual Evaluation (FIE)

    8.8   Behavior Accommodations/Modifications

    8.9   Six Weeks Progress Reports from the SSA

    8.10   Did Not Qualify ARD

    8.11   Refusal to Provide Services Form

    8.12   Dismissal ARD for dismissal from Special Education Services

    8.13   Individual Plan

    8.14   Disabilities Tracking Form

    8.15   Brigance Online Monitoring System Summary Sheet

9.0   Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Head Start Release of Information Form	Print	Child's file	7 years	Shred	ISD locked unit
Head Start Referral permission/refusal	Print	Child's file	7 years	Shred	ISD locked unit
Written Referral Form	Print	Child's file	7 years	Shred	ISD locked unit
Electronic Referral Form	electronic	Google Doc	7 years	Delete	Locked Password
SSA Release of Confidential Info.	Print	Child's file	7 years	Shred	ISD locked unit
SSA Receipt of Procedural Safeguards	Print	Child's file	7 years	Shred	ISD locked unit
SSA Consent for Assessment	Print	Child's file	7 years	Shred	ISD locked unit

Complete ARD with IEP's	Print	Child's file	7 years	Shred	ISD locked unit
Full and Individual Evaluation (FIE)	Print	Child's file	7 years	Shred	ISD locked unit
Behavior Accommodations/ Modifications	Print	Child's file	7 years	Shred	ISD locked unit
Six Weeks Progress Reports from SSA	Print	Child's file	7 years	Shred	ISD locked unit
Did Not Qualify (DNQ) ARD	Print	Child's file	7 years	Shred	ISD locked unit
SSA Refusal to Provide Services Form	Print	Child's file	7 years	Shred	ISD locked unit
Dismissal ARD Special Services or Speech	Print	Child's file	7 years	Shred	ISD locked unit
Individual Plan	Print	Child's file	7 years	Shred	ISD locked unit
Disabilities Tracking Form	print/ electronic	File Cabinet/ Google Doc	7 years	Shred/ Delete	Locked Password

10.0 **Monitoring:**
      10.1   Quarterly File Review
      10.2   End of the Month

11.0 **Revision History:**

Date	Revision #	Description of Revision
6/2017		
6/2018	3.1	Spelled out ECI--Early Childhood Intervention
	3.8	Add--"Brigance Online Monitoring System Summary Sheet"
	4.1.1	Deleted--"HS teacher will meet with the parents of children where concerns have been identified during Brigance Developmental Screening.
	4.1.2	Deleted-- 'HS teacher will share information with

	5.6 5.16	parents regarding screening procedures at parent meetings and in conferences" Combined 4.1.1 & 4.1.2 to "HS Teachers will share information and any concerns with parents regarding screening results at additional parent conferences". Took out duplicated FIE Add--"Brigance Online Monitoring System Summary Sheet"
	3.5	changed 'PROMIS' to "myHeadStart"
	4.8	added " Documentation (release of information, permission/refusal, Brigance, SIP) will be submitted to the Disability Consultant at the same time as the Electronic Referral Form is submitted."
	4.8	removed "or a written Referral Form"
6/2019	4.2 4.4 5.1 5.2	added " including children with an IEP. The Brigance results will be recorded in myHeadStart and the Brigance OnLine Monitoring System." added "After initial screening, ISD staff will complete a Student Individual Plan (SIP)."

	5.3	added"The HS Parent Brochure explaining the referral process for the SSA will be shared and discussed with the parents." added "SSA for further evaluation using the Disability Services Permission/Refusal Form for child file, sending a copy to the Disability Consultant."
	6.7	added "HS Teacher will complete a SIP for the child and submit a copy of it along with the Electronic Referral Form." as 5.3 which re-ordered the numeration of the list
	7.1	added "Number of minutes served for speech or related services" for 6.7 which re-ordered the number
	7.3	added "special education teachers" added "Head Start teachers may initiate an ARD meeting when necessary."
5-13-2020	4.4	Changed "Student Individual Plan (SIP)" to" rescreen tracking form for students who fall below the cutoff This includes identifying areas for individualization."
12/1/2020	4.2	add: During times of pandemic, emergencies, or natural disasters, teachers

		will request a private meeting to complete the screening when possible. In extreme cases, where screening is not possible, casenotes will be entered into myHeadStart to reflect reasons why screening was not completed. A Developmental Checklist from CLI Engage will be used and completed via telephone or digital platform with the parent when a screener is not administered. Once students return to school, screening will be completed.
4/29/2022		reviewed
6/8/2022	4.8	Remove: Brigance
6/8/2022	7.2	Remove: reviewed and updated on a quarterly basis.
12/2022	3.0, 3.5	remove "myHeadStart" replace with "GoEngage"
12/2022	4.0, 4.2	remove "myHeadStart" and replace with "the web-based data system"