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

1.0   **Scope: <u>This describes the process for screening any developmental, sensory, and behavioral concerns according to the Head Start Standard 1302.33 (a) (1) (2) (3) (4) and 1302.61, 1302.63.</u>**

2.0   **Responsibility:**
    2.1   Family Service Worker
    2.2   EHS Teacher
    2.3   Grantee/Delegate Education/Disability Consultant
    2.4   Parent

3.0   **Resources:**
    3.1   ECI
    3.2   EHS Brigance III
    3.3   Brigance Online Monitoring System Summary Sheet
    3.4   Child's File
    3.5   EHS Education Plan
    3.6   Disability Tracking Form
    3.7   Intra-agency Community Partnership Agreement with ECI
    3.8   ==GoEngage==

4.0   **Procedures:**
    4.1   SCREENING
        4.1.1   ESC and ISD Staff will give parents 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
        4.1.2   Within 45 days of enrollment, ESC and/or ISD staff will complete the Brigance Developmental Screening for each child, including children with an IFSP. 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.

4.1.2.1 When a child has been dismissed from ECI or will turn three within 45 days after the initial screening and has fallen below the screener cut off score, there will be a Head Start committee meeting. The committee will consist of ESC Consultants, with input from the teacher, and the parent. The committee will determine if the child should be referred to ECI, to the SSA, or if the child should be rescreened on or before January 15. Once a decision has been made, the proper protocol will be followed for either the referral process or rescreen process.

4.1.3 EHS, Parents, and Grantee/Delegate receive screening results.

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

4.1.5 Teacher will communicate with the FSW and/or FSW/Licensing Director immediately regarding any child who falls below the cutoff on the Brigance. This will be documented in case notes.

4.1.6 After the initial screening ESC and/or ISD Staff will immediately (within 7 days) refer students to ECI, who fall below the Brigance Cut off score (with parent permission). ISD staff will complete a Student Individual Plan (SIP) and enter the referral on the online referral system.

4.2 REFERRAL STEPS

4.2.1 EHS Teachers and FSW/Center Director will share information and any concerns with parents regarding screening results at additional parent conferences. The EHS Parent Brochure explaining the referral process for ECI will be shared and discussed with the parents.

4.2.2 Parents sign the HS Release of Information in order for HS to share information with ECI.

    4.2.3   Parents sign permission or refusal for referral to ECI for further evaluation using the Disability Services Permission/Refusal Form.

    4.2.4   FSW/Center Director will make the referral to ECI.

    4.2.5   ECI will contact parents for further evaluation.

    4.2.6   Information will be updated into ==the web-page data system==.

4.3   RECORD INFORMATION ON THE DISABILITY TRACKING FORM – when ECI and parents fill out the ECI intake packet.

    4.3.1   Date parents signed ECI Parents Have Rights receipt

    4.3.2   Date referral was given to ECI

    4.3.3   Date of initial IFSP meeting, addendum, or yearly review.

    4.3.4   Date parent signed Head Start Release of Information.

        4.3.4.1 Send the original to ECI and put a copy in the child's file.

    4.3.5   Upon receiving IFSP documentation, continue recording information on Disability Tracking Form:

        4.3.5.1 Date of ECI Assessment

        4.3.5.2 ECI's Consent to Test

        4.3.5.3 Diagnosis and Progress Notes

        4.3.5.4 Did not qualify or was dismissed.

            4.3.5.4.1 Place dismissal from Special Service Form, signed by ECI consultant in child's file.

        4.3.5.5 Refusal of Service Form is placed in file if parents deny services.

4.4   TRANSITION FROM ECI TO SSA

    4.4.1   When a child reaches the age of three, he/she is dismissed from ECI on that date.

    4.4.2   Transition procedures are begun by ECI one-hundred and twenty days before the child's third birthday.

        4.4.2.1 ECI begins talking with the parents before the last meeting date about options parents may choose. (ISD, rehabs, etc.)

        4.4.2.2 ECI schedules meetings with parents, EHS, and parental choice of placement.

        4.4.2.3 Before the child's third birthday, ECI sends the paperwork to ISD or alternate choice.

        4.4.2.4 If the choice is the ISD, the SSA (Shared Service Arrangement) begins testing.

4.4.2.5 It is up to the parent to follow through with permission and paperwork, with assistance from the family service worker, if needed.

 4.4.3 The SSA procedures and guidelines are initiated.

 4.4.4 The Disability Tracking Form reflects the timeline for these procedures.

  4.4.4.1 Follow the tracking procedures outlined in #4.3 above.

4.5 FOLLOW-UP

 4.5.1 Progress Notes from ECI consultants or Progress Reports from SSA therapists are placed in the child's file and date noted on the Disability Tracking Form.

 4.5.2 Early Head Start teachers may initiate an ARD or IFSP meeting when necessary.

5.0 **Associated Documents:**

 5.1 Early Head Start Release of Information Form
 5.2 HS Permission/Refusal Form
 5.3 Complete IFSP
 5.4 ECI Assessment Report
 5.5 Complete ARD
 5.6 Full and Individual Evaluation (FIE)
 5.7 Behavior Accommodations/Modifications
 5.8 Progress Notes from ECI or Progress Reports from the SSA
 5.9 Refusal to Provide Services Form from SSA
 5.10 Dismissal from ECI or Special Education Services
 5.11 Disabilities Tracking Form
 5.12 Student Individual Plan
 5.13 Brigance Online Monitoring System Summary Sheet

6.0 **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Early Head Start Release of Information Form	Print	Child's file	7 years	Shred	ISD locked unit
EHS Referral Permission/refusal Form	Print	Child's file	7 years	Shred	ISD locked unit
Complete IFSP	Print	Child's file	7 years	Shred	ISD locked unit
ECI Assessment	Print	Child's file	7 years	Shred	ISD locked unit
Complete ARD	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
Progress Notes/Reports from ECI or the SSA	Print	Child's file	7 years	Shred	ISD locked unit
Refusal of Services Form	Print	Child's file	7 years	Shred	ISD locked unit
Dismissal from Special Services or Speech	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

7.0 **Monitoring:**
    7.1 Quarterly File Review
    7.2 End of the Month

8.0 **Revision History:**

Date	Revision #	Description of Revision
6/2017		
6/2018	3.3	Brigance Online Monitoring System Summary Sheet
	4.1.2	Add-The Brigance results will be recorded in PROMIS and on line monitoring system.
	4.2.2	Add- "EHS Teacher and FSW "additional parent". Removed procedures and added results.
	4.2.7	added "information will be updated into PROMIS"
	4.1.5	Add- "Teacher will communicate with FSW/Center Director immediately regarding any child who falls below the

		cutoff on the Brigance. This will be documented in case notes".
11/2018		changed EHS/Center Director to FSW and/or
11/2018	4.1.6	FSW/ Licensing Director added "to ECI"
11/2018	4.1.7	Added paragraph
	4.2.1	Deleted- "Meet with parents of children where concerns have been identified during Brigance Developmental Screening" and Changed to "EHS Teachers and FSW/Center Director will share information and any concerns with parents regarding screening results at additional parent conferences'.
	3.6	Add--Disability Tracking form
	4.2.4	Add-FSW/Center Director
	5.13	Add-Brigance Online Monitoring System Summary Sheet
6/2019	4.1.2, 4.2.6	changed PROMIS to myHeadStart
6/2019	4.1.7 was moved to the added 4.1.2.1	When a child has been dismissed from ECI

or will turn three within 45 days after the

initial screening and has fallen below the

screener cut off score, there will be a Head

Start committee meeting. The committee |

		will consist of ESC Consultants, with input
		from the teacher, and the parent. The
		committee will determine if the child
		should be referred to ECI, to the SSA, or if
		the child should be rescreened on or before
		January 15. Once a decision has been
		made, the proper protocol will be followed
		for either the referral process or rescreen
	3.7, 3.8	process. added
12/1/2020	4.1.2	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.
4/2022		reviewed
12/2022	3.8	remove "myHeadStart" and replace with "GoEngage"
12/2022	4.0,4.1.2	remove "myHeadStart and replace with "the web-based data system"
12/2022	4.2, 4.2.6	remove "myHeadStart and replace with "the web-based data system"