

**HEAD START PROCEDURES FOR:
DOCUMENTATION PROCESS FOR CHILDREN WITH DISABILITIES (HS)
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** **This describes the documentation process for children with disabilities according to the Head Start Standard 1302.61, 1302.62, 1302.63**

2.0 **Responsibility:**

- 2.1 Education/Disability Consultant
- 2.2 Health/Safety/Mental Health Consultants
- 2.3 Head Start Staff
- 2.4 Family Service Worker

3.0 **Resources:**

- 3.1 ECI
- 3.2 SSA/LEA
- 3.3 Child's File
- 3.4 myHeadStart GoEngage
- 3.5 Policies and Procedures
- 3.6 Brigance Screen and Summary Report

4.0 **Procedures:**

- 4.1 Each month send the completed Disabilities Tracking form to the Grantee/Delegate Head Start office.
- 4.2 Listed below are the items that should be found in the disabilities section of the child's file behind the white disability tabs.
 - 4.2.1 A Copy of the HS Referral Permission/Refusal form, if the referral is made by Head Start.
 - 4.2.2 A copy of the *Head Start Release of Information Form* (The original should be sent to the SSA.)
 - 4.2.3 A Copy of the SSA Receipt of *Procedural Safeguards*
 - 4.2.4 A Copy of the ARD with IEP's including Behavior Accommodations/Modifications (if any)
 - 4.2.5 A Copy of the students Full and Individual Evaluation (FIE)
 - 4.2.6 Six Week progress reports from PPCD or Speech
- 4.3 The date of the ARD, the date of the FIE, date of IEP, amount of service time by the speech or related service provider, date the HS Referral Permission/Refusal form was signed, date of the *Head Start Release of Information Form*, date of receipt of Procedural Safeguards and the diagnosis entered into myHeadStart the web-based data system and the Disability Tracking Form.
- 4.4 If a parent refuses testing or services for Special Education or Speech, place a Refusal of Services form in the child's record.
 - 4.4.1 The teacher will create a student individual plan

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(SIP).**

5.0 Grantee/Delegate must retain a copy of the IFSP/IEP for any child enrolled in Head Start for the time the child is in the program consistent with IDEA requirements.

6.0 Associated Documents:

6.1 MOU with SSA/LEA/ECI

7.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
ESC File Child File	Print Electronic	ESC ISD	7 years	Shred	ESC Confidential File, Locked File @ ISD

8.0 Monitoring:

- 8.1 Quarterly File Reviews
- 8.2 End of the Month Report

9.0 Revision History:

Date:	Revision	Description of Revision
6-2006		
9-2008	4.2.7 & 4.6	RTI-R&R
6-2011	4.2.3 & 4.7	4.7 Clarified wording for Head Start Initiated Referral 4.2.3 added "permission to test"
5-2014	4.2.7 & 4.6	Removed 4.2.7 and 4.6, reviewed, updated procedures
8-2015		Reviewed
10-2015	4.1	Added "Grantee/Delegate"
4-2016	4.1, 4.2.3, 4.6, 7.3	added "update and share" added "paperwork" wording added below 4.6 added "lesson plans" added
6-2017	2.1, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.2.8,4.2.9,	Added Education to Disability Consultant

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		added "A copy of SSA Release of Confidential Information", "Consent for Assessment", "ARD with IEPs", "FIE", "Receipt of Procedural Safeguards", updated Behavioral Accommodations and Modifications
6/2017	4.4, 4.5, 4.6, 4.7, 4.8, 4.9	Reviewed and updated DNQ and Dismissal ARD procedures. added Individual Plan procedures
6-2017	5.00-5.60	Add-
4-2018	4.7	Review and update timeline grading period was changed to quarterly.
5/2018		
6-2018	3.6 4.2.4 4.2.8 4.6 4.7 4.9 4.11	Add-"Brigance Screen and Summary Report" removed and added 4.3 Add-"entered into PROMIS". Add-"Student Individual Plan" Add-"Student Individual Plan" Add-"Student Individual Plan" Deleted Paragraph
6/2019	3.4, 4.3 4.1.1	Changed "PROMIS" to myHeadStart deleted 4.1.1 and added a new 4.1.1
4/29/2022	4.4.1	removed: which will be reviewed quarterly with parents and Head Start Consultants.
4/29/2022		reviewed and reviewed

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12/2022	3.0, 3.4	remove “myHeadStart” replace with “GoEngage”
12/2022	4.0, 4.3	remove “myHeadStart” replace with “the web-based data system”

revised 12/2022

1302.61, 1302.62, 1302.63