

**EARLY HEAD START PROCEDURES FOR:  
DOCUMENTATION PROCESS FOR CHILDREN WITH DISABILITIES (EHS)  
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 (b), (c), 1302.63**

**2.0**        **Responsibility:**

- 2.1            Education/Disability Consultant
- 2.2            Health/Safety/Mental Health Consultants
- 2.3            Early 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 EHS 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    The ECI Referral Packet if the referral is made by Early Head Start
  - 4.2.2    A copy of the *Head Start Release of Information Form* (The original should be sent to the ECI.)
  - 4.2.3    A Copy of the ECI Release of Confidential Information.
  - 4.2.4    A Copy of the ECI Consent for Assessment
  - 4.2.5    A Copy of the IFSP Meeting with IFSP's
  - 4.2.6    A Copy of the students ECI Assessment
  - 4.2.7    A Copy of the ECI Receipt of *Parents Have Rights Booklet*
  - 4.2.8    Behavior Accommodations/Modifications (if any)
  - 4.2.9    Progress Notes from ECI ( Each Service will have a Progress Note)
- 4.3    The date of the IFSP Meeting, the date of the ECI Assessment, date services began, date consent to test was signed, date of receipt of Parents Have Rights Booklet, Diagnosis and Services (Diagnosis may be Developmentally Delayed, but the services will be: SST, ST, OT, PT etc.) 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

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Speech, place a Refusal of Services form in the child’s record.

- 4.4.1 The teacher will create a student individual plan (SIP).
- 4.5 When ECI conducts an assessment to evaluate the student and the student does not meet eligibility, ECI will provide a Notice that the Child did not meet eligibility.
- 4.6 If a child does not qualify for services through ECI, the teacher and the parent will create a student individual plan (SIP).
- 4.7 If the student is dismissed from ECI, ECI will provide assessment and a Notice of Dismissal from ECI form.
- 4.8 If the parent and/or teacher still has concerns, a Student Individual Plan can be developed for that student.

**5.0 Coordination and Collaboration with ECI, LEA/SSA**

- 5.1 Grantee/Delegate coordinates with ECI, LEA’s and/or SSA’s to identify children enrolled or who intend to enroll that may be eligible for services under IDEA. Grantee/Delegate also participates in local Child Find efforts by providing informational brochures to parents and providing a Least Restrictive Environment for students.
- 5.2 Grantee/Delegate develops interagency agreements with ECI, LEA’s and SSA’s to improve service delivery to children eligible for services under IDEA including the referral and evaluation process, service coordination promotion, and service provision in the least restrictive environment.
- 5.3 Grantee/Delegate participates in the development of the IFSP or IEP if requested by the child’s parents.
- 5.4 The Grantee/Delegate provides relevant information from it’s screenings, assessments, and observations to the IFSP/IEP team.
- 5.5 The Grantee/Delegate offers to participate in meetings with ECI, LEA, or SSA to develop or review an IFSP/IEP for a child being considered for Head Start enrollment, a currently enrolled child, or a child transitioning from Head Start.
- 5.6 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:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
ESC File	Print	ESC	7 years	Shred	ESC Confidential

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Child File	Electronic	ISD			File, Locked File @ ISD
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**8.0 Monitoring:**

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

**9.0 Revision History:**

Date:	Revision	Description of Revision
6-2017		Created
4-2018	Review and Update timeline of 4.6	grading period was changed to quarterly
6-2018	1.0 3.6 4.2.8 4.3 4.4 4.6 4.8	Add-“process for” Add -”Brigance Screen and Summary Report” Removed and created 4.3 Change PROMIS to myHeadStart Add-conducts an assessment to evaluate” Add-”Student” Add-”Student Individual Plan” Add-”Student” Deleted Paragraph
11/2018	4.10	
6/2019	3.4	Changed “PROMIS” to myHeadStart
5/2020	4.3	Changed “PROMIS” to myHeadStart
5/2020	4.6	Changed “Student Individual Plan for the student and placed it in the child’s file” to ‘Student Individual Plan for the student and place it in the child’s file and the individualization notebook.” Changed “The SIP-R will be placed in the child’s file” to “The SIP-R will be placed in the child’s file and

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		the individualization notebook.”
6/4/2021	4.4, 4.4.1	<p><b>Changed:</b> If a parent refuses testing or services for Special Education or Speech, place a Refusal of Services form in the child’s file. If a parent refuses a referral for Special Education or Speech services, the teacher will continue with individualization in the lesson plans and check with the parent at the next parent teacher conference/or home visit to see if the parent has concerns at that time.</p> <p><b>To:</b> If a parent refuses testing or services for Special Education or Speech, place a Refusal of Services form in the child’s record.</p> <p>4.4.1 The teacher will create a student individual plan (SIP) which will be reviewed quarterly with parents and Head Start Consultants.</p>
6/4/2021	4.6	<p><b>change:</b> Disabilities Consultant will make a Student Individual Plan and place in the child’s file</p> <p><b>to:</b> parent will create a student individual plan</p>

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		(SIP) which will be reviewed quarterly with parents. <b>remove:</b> in the child's file and
4/29/2022	4.4.1	Removed: Sip will be reviewed quarterly with the parents and educational consultant
4/29/2022	4.6	Removed: Sip will be reviewed quarterly with the parents, and The student Individual Plan will be updated quarterly with Student Individual Plan - Review. The SiP-R will be placed in the individualization notebook.
4/29/2022		Reviewed and revised
6/8/22	4.7	Remove: The teacher will review/update the Student Individual Plan quarterly.
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"