



Preschool Screening Procedure

Head Start Performance Standard:1304.20(b) Screening for developmental, sensory, and behavioral concerns.

- (1) In collaboration with each child's parent, and within 45 calendar days of the child's entry into the program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmental, sensory (visual and auditory), behavioral, motor, language, social, cognitive, perceptual, and emotional skills (see 45 CFR 1308.6(b)(3) for additional information). To the greatest extent possible, these screening procedures must be sensitive to the child's cultural background.
- (2) Grantee and delegate agencies must obtain direct guidance from a mental health or child development professional on how to use the findings to address identified needs.
- (3) Grantee and delegate agencies must utilize multiple sources of information on all aspects of each child's development and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior.

ECEAP Performance Standard E-10 Screening and Referrals

Contractors must conduct developmental screenings to identify children who may need further evaluation. Screening must include speech/language, social-emotional, physical/motor, and cognitive development. Screening tools must be responsive and sensitive to the cultural and linguistic needs of each child and family and administered only with parent consent.

Contractors must document:

Developmental screening of each child within 45 calendar days of the child's first day of class.

Referrals for further assessment, if needed, based on screening, observation, and/or parent concerns.

Follow up with parents to ensure that referred children receive needed developmental services.

If a child is identified as having special needs, contractors must work with the Local Education Agency (LEA) to develop an Individualized Education Program (IEP) that identifies and plans for needed services.

Procedure:

The school districts conduct Child Find activities to locate, evaluate, and identify students with a suspected delay.

Head Start/ECEAP screens all children (including children on Speech IEP's) within 45 days of their first day of service. In addition to the screening being completed within the first 45 days, staff will screen each child each year within the first 45 days **unless the child is on an IEP for Developmental Delays.**

If a child we serve speaks a language other than English, we must use a qualified bilingual staff, contractor or consultant. When screening, assess language skills in English and in the child's home language to assess both the child's progress in the home language and in English Language Acquisition.



Children transferring from another Head Start/ECEAP program and have already been screened in the same school year, do not need to be rescreened. Staff needs to ensure that screening results are in each child's file and entered in the database.

OESD HS/ECEAP screens children using the Early Screening Inventory (ESI) and ASQ. Staff who administer this screening are trained prior to doing so. The ESI/ASQ is used only to screen children and see if they need further evaluation through the school district. It is not meant to generate goals for the children.

Children score one of three ways on the ESI/ASQ. A score in the "OK" range means that no further evaluation is needed. **"Rescreen" implies that the child needs to be rescreened at 8 weeks.** "Refer" means that the child should be referred with parent permission to Child Find to receive further evaluation from the school district. Teachers/Providers also include their own observations as well as parent input when deciding whether to refer a child to Child Find. **If a child comes up a "rescreen" or a "refer," teachers/providers will let the Child Development Program Manager know to support next steps in the classroom for child.**

Next Steps

In 8 weeks from the date of screening, the child will be rescreened. If they then score an OK, continue on with the on-going assessment. However, if the child again scores a Rescreen or Refer, then you will make the referral to the district with the parent/guardian approval.

Child Find Process

When warranted (through screening and assessment results, classroom observations, or parent/guardian concerns) parents/guardian will be encouraged to contact the school district to schedule further screenings this is known as Child Find.

North Kitsap School District:

To assist in the referral process, teachers are requested to complete a Head Start/ECEAP Screening Summary, form with the parent(s)/guardians. This form includes an Authorization for Exchange of Confidential Information, which allows communication between Head Start/ECEAP and the school district regarding the child. One copy of this form goes to the parents/guardian. One goes in the child's file. The original Screening Summary is given to the Child Development Program Manager. The Child Development Program Manager makes a copy of the Screening Summary for their files and then forwards the original to the school district.

For South Kitsap School Districts:

To assist in the referral process, teachers are requested to complete a Head Start/ECEAP Screening Summary, form with the parent(s)/guardians. This form includes an Authorization for Exchange of Confidential Information, which allows communication between Head Start/ECEAP and the school district regarding the child. One copy of this form goes to the parents/guardian. One goes in the child's file. The original Screening Summary is given to the Child Development Program Manager. The Child Development Program Manager makes a copy of the Screening Summary for their files and then forwards the original to the school district.



For Central Kitsap School District: To assist in the referral process, teachers are requested to complete a Head Start/ECEAP Screening Summary, form with the parent(s)/guardians. This form includes an Authorization for Exchange of Confidential Information, which allows communication between Head Start/ECEAP and the school district regarding the child. One copy of this form goes to the parents/guardian. One goes in the child's file. The original Screening Summary is given to the Child Development Program Manager. The Child Development Program Manager makes a copy of the Screening Summary for their files and then forwards the original to the school district. Teachers/providers help parent/guardian fill out the Central Kitsap referral envelope packet. The original Screening Summary with the completed envelope packet is given to the Child Development Program Manager who sends them on to the School District.

Once referrals have been made, this information needs to be added to the database. You will now start the Disabilities Services Checklist. This form is placed in Child Service section in the family file.

If a parent chooses not to do Special Education Evaluation

If a parent chooses not to go ahead with a special education evaluation have them fill out the Parent Refusal for Special Education Evaluation form and place it in the child services section of the file. Teachers must document in database.