

Early Head Start Referral to an Early Intervention Program Procedure

1302.33(a)(3) If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional a program must, with the parent's consent, promptly and appropriately address any needs identified through:

(i) Referral to the local agency responsible for implementing IDEA for a formal evaluation to assess the child's eligibility for services under IDEA as soon as possible, and not to exceed timelines required under IDEA; and,

(ii) Partnership with the child's parents and the relevant local agency to support families through the formal evaluation process.

(4) If a child is determined to be eligible for services under IDEA, the program must partner with parents and the local agency responsible for implementing IDEA, as appropriate, and deliver the services in subpart F of this part.

(5) If, after the formal evaluation described in paragraph (a)(3)(i) of this section, the local agency responsible for implementing IDEA determines the child is not eligible for early intervention or special education and related services under IDEA, the program must:

(i) Seek guidance from a mental health or child development professional to determine if the formal evaluation shows the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness; and,

(ii) If the child has a significant delay, partner with parents to help the family access services and supports to help address the child's identified needs.

(A) Such additional services and supports may be available through a child's health insurance or it may be appropriate for the program to provide needed services and supports under section 504 of the Rehabilitation Act if the child satisfies the definition of disability in 29 U.S.C. section 705(9)(b) of the Rehabilitation Act, to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability.

(B) A program may use program funds for such services and supports when no other sources of funding are available.

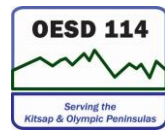
In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit.

If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional a program must, with parent consent, promptly address any needs identified through referral to the local early intervention agency for a formal evaluation to assess the child's eligibility for services as soon as possible. Program staff must in partnership with the child's parent/guardian and the local agency support families through the formal evaluation process.

When a child is in need of further evaluation, review child's family file for additional information regarding the child's development, discuss screening results, observations and concerns with the parent/guardian and discuss with the family the purpose, value and process of a referral. Request parent/guardian's signed permission to exchange information with the early intervention program. Our program uses the ***Early Head Start Screening Referral*** for referring a child to an early intervention program and the ***Authorization for Exchange of Information*** for the release of information.

When referring a child to an early intervention agency:

- Begin the ***Disabilities Services Checklist*** to document your efforts in supporting families through the referral process. This form must be updated and filed in the Child Services section of the child's family file.
- In partnership with the parent/guardian, fill out the ***Early Head Start Screening Referral***. If possible, assist the parent/guardian in calling the local early intervention agency.
- Within **THREE days** of the parent/guardian signing the referral form, submit a copy of the referral form (***Early Head Start Screening Referral***) with a copy of the child's ASQ screening to the Early Head Start Program Manager. After receiving the referral, the Early Head Start Program Manager will fax to the local early intervention agency and document in data base.
- Follow up with the parent/guardian within one week of submitting the referral to ensure they have made contact with the early intervention agency and have completed an intake and/or have scheduled an evaluation. If they have not, partner with the family to contact the agency together.
- If the early intervention program decides not to proceed with an evaluation, review with the parent/guardian the decision and determine how you can best work with the child and family.
- If the child DOES NOT qualify after an evaluation, meet and discuss with the parent/guardian how you will support the child and family.
- If the family DOES qualify for services, discuss the upcoming IFSP (Individual Family Service Plan) meeting and plan to attend with the family.
- Attend IFSP meeting.
- Work with the Early Head Start Program Manager to obtain a copy of the IFSP for the child's file and to use for the child's ILP goal(s).
- **Document all action and follow-up in the database. Enter the IFSP, and when applicable IFSP reviews, into database.**



For a newly enrolled child who enters our program currently receiving services or is in the process of being evaluated by an early intervention agency. Staff must complete ***Authorization for Exchange of Information***. Turn form into Early Head Start Program Manager within **THREE** working days. Early Head Start Program will work with the agency to receive the documentation within 45 days of the child's first date of service. Staff **MUST** obtain and have the document in the child's file to count this as meeting the 45-day Developmental-screening requirement for Early Head Start.

During this process complete the ***Disabilities Parent Questionnaire*** with the parent/guardian. This will help to find out the needs of the family and assist in supporting them.