

Early Intervention and Early Childhood Special Education Referrals

Procedure/Approach

Southern Oregon Head Start (SOHS) is committed to early identification of developmental disabilities or delays that are critical for a child's health and well-being. When disabilities and delays are caught early, steps can be taken to improve the child's short- and long-term outcomes. With parent permission, SOHS submits referrals directly to the local Early Intervention and Early Childhood (EI/ECSE) agencies. SOHS has developed procedures to ensure referrals submitted meet the needed criteria per EI/ECSE guidelines. Additional procedures are in place so that when a child has been identified as needing further evaluation the referral can be promptly submitted. SOHS tracks the referral progress once it has been submitted to the EI/ECSE agency to ensure that it has been received and to support the parent through each step of the referral process.

Head Start Program Performance Standards:

1302.33-1302.34-Education and Child Development Program Services

1302.41(a)(b)(1)-Collaboration and Communication with Parents 1302.42(c)(2)(d)(1)(2)-Child Health Status and Care

1302.53(a)(1)-1302.53(a)(2)(ii)-Community Partnerships and Coordination with other Early Childhood and Education Programs

1302.60-1302.63-Additional Services for Children with Disabilities

Procedures:

Teachers and Home Visitors 3 Step EI/ECSE Referral Process

Step 1: Prior to submitting the EI/ECSE referral to the Disabilities and Mental Health Department, the Teacher or Home Visitor will ensure screenings have been accurately prepared and documentation has been completed.

- A. The ASQ-3 and if applicable the Articulation screening have been completed in the child's primary language.
- B. The date of the ASQ-3 and if applicable the Articulation screening is not more than 2 months old. If applicable, the ASQ-SE accurately reflects the concerns at both school and home and the age of the child at the time of the referral aligns with the ASQ-SE interval we are submitting with the referral.
- C. The ASQ-3 and ASQ-SE have **each section scored** and the scores have been **entered on the last page of the screening form**.

- D. You have assured that your Area Assistant has entered and attached the applicable screenings (ASQ-3, Articulation, ASQ-SE).

Step 2: Prior to submitting the EI/ECSE referral to the Disabilities and Mental Health Department the Teacher and Home Visitor will recommend the EI/ECSE Referral to the Parent and gain permission.

- A. Speak to the parent regarding the child's strengths and then discuss the developmental areas of concern utilizing the results of the child's screenings. Discuss the benefits of EI/ECSE services and the next steps in the evaluation process. Discuss and provide to the parent the EI/ECSE Referral Process and Services parent hand-out.
- B. If the parent has agreed to the referral have them sign the D-8 release of information form (ROI) that gives SOHS permission to submit the referral to the EI/ECS agency. Pre-fill the D-8 ROI for the parent (highlighted in yellow below) so that the parent only needs to initial the first two lines, sign, date, and enter Relationship to Child on the form.

Step 3: Submit the EI/ECSE Referral through Staff Zone.

- A. First scan and upload the D-8 ROI to your computer.
- B. Go to Staff Zone and under "Departments" click on "Disabilities and Mental Health".

STAFF ZONE

Helpful links, policies and procedures, and resources.

| Quick links | Databases | Departments | Forms |
|--------------------------|------------------|--------------------------------|---|
| AWARDCO | ASQ Online | Disabilities and Mental Health | Child Welfare Report |
| CRITERION | Playground | Education | Credit Card Request |
| Employee Rights Postings | School Messenger | Fiscal | Reporting Forms |
| Home Test Instructions | SHINE | Health/Nutrition/Food Service | Staff Consult Form |
| Input Workgroup | TS GOLD | Human Resources | CHILD Covid Exposure Report |
| Internal Jobs | | Operations | MO Training Information & Planning Form |

Translate »

C. Click on the “**Submit EI/ECSE Referral Here**” link.

EI/ECSE Referral Submission

Please ensure the following is complete before submitting:

- The ASQ-3 and if applicable the Articulation screening has been completed in the child’s primary language
- The date of the ASQ-3 and if applicable the Articulation and ASQ-SE are no more than 2 months old
- The applicable screenings (ASQ-3, Articulation, ASQ-SE) have been entered and attached in SHINE by your AA
- The referral has been discussed with the parent
- The parent has agreed to the referral and has signed the D-8 ROI
- The parent has received the EI/ECSE Parent Referral Hand-Out

To make the submission, make sure you have the D-8 ROI completed to upload.



[Submit EI/ECSE Referral Here](#)

D. Complete the form.

E. Attach the D-8 to the form where indicated.

F. Click submit.

7. Additional Comments/Concerns of Teacher and/or Parent

Enter your answer

8. D-8 ROI Attachment (Non-anonymous question) *

↑ Upload file

File number limit: 2 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

9. First and Last Name of person submitting this form. *

Enter your answer

Submit

Disabilities and Mental Health Service Area Assistant (Dis/MH SAA) Steps for Documenting, Submitting and Tracking an EI/ECSE Referral

Step 1: The Dis./MH SAA will add a New Concern and check each box of concern area indicated on the referral form.

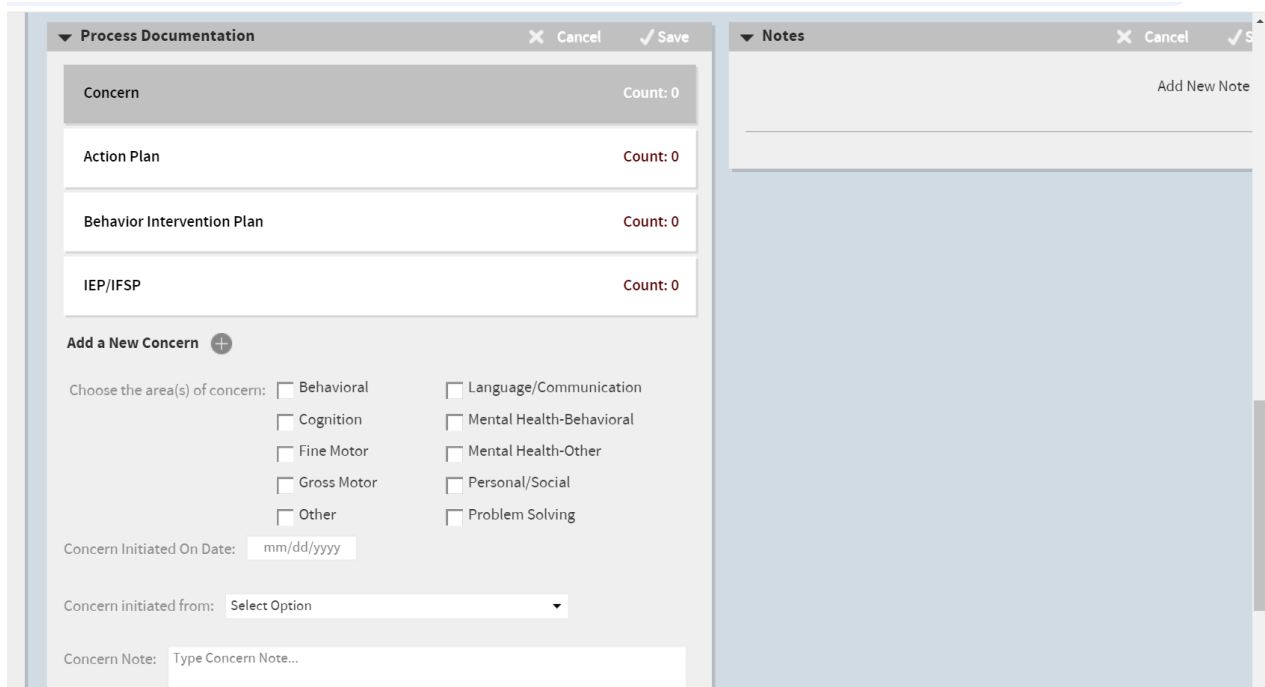
Note: Personal/Social in SHINE equates to Self-Help on the EI/ECSE Referral form

Note: When Social-Emotional is a concern area, mark “Other” and type in Social-Emotional

Concern Initiated on Date: enter in the date you are adding the New Concern

Concern Initiated from: Choose Developmental Screening

Concern Note: Submitting referral to EI/ECSE



The screenshot shows two side-by-side windows from a software application. The left window, titled 'Process Documentation', has a 'Cancel' button and a 'Save' button. It contains a list of concern areas with their counts: 'Concern' (Count: 0), 'Action Plan' (Count: 0), 'Behavior Intervention Plan' (Count: 0), and 'IEP/IFSP' (Count: 0). Below this is a section 'Add a New Concern' with a plus icon. It includes a 'Choose the area(s) of concern:' section with checkboxes for Behavioral, Cognition, Fine Motor, Gross Motor, Other, Language/Communication, Mental Health-Behavioral, Mental Health-Other, Personal/Social, and Problem Solving. There is also a 'Concern Initiated On Date:' field with a date picker (mm/dd/yyyy), a 'Concern initiated from:' dropdown menu (currently showing 'Select Option'), and a 'Concern Note:' text area with the placeholder 'Type Concern Note...'. The right window, titled 'Notes', has a 'Cancel' button and a 'Save' button. It contains a text area with the placeholder 'Add New Note'.

Step 2: The Dis./MH SAA will resolve any Developmental Screening Internal Referrals, choosing the date you are resolving and choosing “Linked to existing concern area(s)” for Resolution Reason and choose each concern area on the pop-up window associated with the referral. To save the Resolution you will need to go to the top of the Developmental Screening Internal Referral and click Update.

Step 3: The Dis./MH SAA will complete the EI/ECSE form including Hearing and Vision screening results and submit it to the EI/ECSE agency.

Step 4: The Dis./MH SAA will email the Teacher, Family Advocate, Site Manager that the referral has been submitted to EI/ECSE.

Step 5: The Dis./MH SAA will add a new note in the Notes section on the right side in the Dis/MH tab in SHINE using the note title “Request for Evaluation to LEA” and write that the referral has been submitted and staff have been emailed.

Step 6: The Dis./MH SAA will go to the Tracking Referral spreadsheet and enter the date the referral has been submitted.

Step 7: The Dis./MH SAA will at least bi-weekly check the referral status and then add any changes to the referral status to the spreadsheet and give the date to the updated status. Status changes acquired from EcWeb for JxCo or ECS staff for JoCo include, confirmation the agency received our referral, schedule of the evaluation, indication that the child has qualified and an upcoming Eligibility and IFSP meeting is to be scheduled or the child Did Not Qualify (DNQ) and, the initial IFSP meeting has been scheduled. Email the Teacher, Family Advocate, and Site Manager when a referral status has changed:

- To indicate an evaluation has been scheduled sharing the evaluation date.
- *Indicating* that the child has qualified or was DNQ.
- The initial IFSP meeting has been scheduled sharing the date.