

 <b>Policy #: CD-6</b>	<b>Effective Date:</b> 6/22/10	<b>Page #:</b> 1 of 1
<b>Ref #:</b> 1308.6 (a)-(e), 1308.19 (a)-(k)	<b>Policy Council Approval Date of Policy:</b> 6/22/10	

**COMPONENT: CHILD DISABILITIES**

**SUBJECT: REFERRALS**

**PERFORMANCE OBJECTIVE:** To establish that Head Start will inform parents and coordinate with staff to ensure screenings are conducted within the child’s first 45 calendar days from the first date of attendance. The program will implement on-going assessments to determine the child’s skill level, progress, and identify the need for further evaluation or programming planning changes.

**POLICY AND PROCEDURE:**

See Policy CHDS-2 for guidance screenings social/emotional, speech and language, developmental, growth, hearing and vision screening procedures as well as involving parents/guardians.

Referrals for further formal assessments may be based on the following, not all inclusive:

- Parent/Guardian Concerns
- Medical Provider Concerns
- Teacher Concerns
- Low Scores on Screenings

When concerns arise or are identified teaching staff will refer to completing an Education Referral SOP.

The Health Services Manager is responsible for:

- Gathering documents and forwarding to LEA.
- Entering and Scanning Referrals into ChildPlus.
- Obtaining, making, and forwarding copies to Family Advocates to be placed in Child’s file.
- Notifying appropriate staff upon receipt of meeting notices and other pertinent information as necessary.
- Attending meetings or appointing a designee.
- Work in collaboration w/ LEA’s and Parent/Guardian in obtaining any information/permission needed to process referrals.

The HSM and Ed. Manager and other content managers will communicate regularly via emails and meetings to ensure the collaboration of services.