

## SERVICES TO CHILDREN WITH DISABILITIES

### POLICY:

Umatilla-Morrow County Head Start (UMCHS) will work in conjunction with Early Childhood Special Education (ECSE) and Early Intervention (EI) staff to provide comprehensive services to children with a documented disability. The coordination of services between the local ESDs and Umatilla Morrow Co. Head Start, Inc. will be drawn up in the form of an Interagency Agreement and agreed upon by both parties. Services to be provided will be inclusive, non-discriminatory, and developmentally appropriate and involve parents to the greatest extent possible. Documentation of services provided in Head Start or Early Head Start will be included in the child's Individual Family Service Plan (IFSP.) Documentation of services provided to the child in the form of consulting in the Head Start/Early Head Start setting will be maintained by both ESD and Head Start/Early Head Start staff through use of the ECSE Consulting Visit Record or an equivalent. Provisions for services will be designated by the IFSP and are for designated frequencies and/or time periods.

### PROCEDURE:

#### ECSE Services

1. Services provided to children with disabilities by ESD consultants and specialists will fall within Head Start/OPP guidelines and meet Performance Standards as described in the UMCHS Policies and Procedures.
2. Documentation of consultant and specialists visits will be maintained in an indexed section in the Head Start/ECSE Communication Notebook with the child's name and be accessible to both the ESD and Head Start staff. Other classroom staff-designed options must be approved by the Education & Disabilities Director.
3. When a consultant/specialist comes to the classroom to provide services for an ECSE/EI child they will complete a Consultant Visit Record, or equivalent, which includes:
  - 1) Focus of visit
  - 2) Progress noted
  - 3) Concerns
  - 4) Intervention recommendations
  - 5) Date of next visit
4. The ESD Consultant will leave the report with their portion filled out in the Communication Notebook for the education staff to view and respond (or convenient location designated by the education staff keeping confidentiality in mind.)
5. The ESD staff will continue this process on subsequent consulting visits.

#### Head Start/Early Head Start Services

1. Umatilla Morrow County Head Start, Inc. will initiate Interagency Agreements with the local ESD agencies to determine services provided by Head Start and each ESD agency. Interagency Agreements will be negotiated annually.
2. When an ECSE/EI student is documented with a disability and enrolled in Head Start or Early Head Start the education staff will maintain the eligibility statement and a current IFSP in the disabilities section of the child's file.
3. Education staff will view Consulting Visit records left by ESD consultants or specialists on the same day of the visit and implement suggested interventions accordingly.

4. Education staff will respond to the consultant or specialist during the period between visits and will implement recommended interventions based on consultant or specialist observation and the IFSP goals.
5. Strategies suggested by the consultant or specialist will be included in curriculum planning with progress observed and results noted on the Consulting Visit Record.
6. The education staff will complete their portion of the form which includes:
  - 1) Description of intervention
  - 2) Observations and information related to the intervention and results
  - 3) Description of any difference in the child's work or behavior since the intervention
  - 4) Comments or Suggestions
7. The Consultant Visit Record will be placed in the child's section of the Communication Notebook to be viewed by the consultant or specialist on their next visit.
8. After the form is reviewed by the consultant or specialist, the form will be filed in the disabilities section of the child's file and the date of ESD services recorded on the disabilities face sheet.
9. Information about interventions provided by Head Start/Early head Start staff and the Consulting Visit Forms will be shared with parents on home visits and Parent/Staff Conferences and parent input encouraged and documented appropriately.
10. When an ECSE/EI student withdraws from the Head Start/Early Head Start program or at the end of the school year the Consultant Visit Record will be available for request from the next educational setting. If the child transfers to another center, their file will be transferred to the new site and their forms will be included in that center's Communication Notebook.
11. When it is mutually agreed that children would benefit from the provision of services from both ECSE and Head Start/Early Head Start, a plan will be worked out between the Director of Special Education at ESD and the Head Start Education & Disabilities Director. Open communication will occur between both the ECSE/EI Teacher and the Head Start/Early Head Start Teacher to ensure continuity of services for the child. These contacts will be documented in the progress notes in the child's file.

#### Children Requiring 504 or similar Special Needs Services

1. A determination of need will be made in conjunction with the parents, ESD, health care professionals, content area experts and other pertinent staff as needed.
2. A written plan will be created involving all pertinent stakeholders within one month of the identified need and the plan filed in the child's file with a copy to the parents and appropriate staff.
3. Updates and revisions will be made following the child's assessment schedule and Comprehensive Parent/Staff Conference schedule or a meeting may be called by any of the participating members of the team at any time.