NMCAA Early Head Start & Head Start Disabilities Service Plan

**Policy:**

**HS 1302.33**

Child screenings and assessments.

**HS 1302.60, HS 1302.61, 1302.62, 1302.63, 1302.71**

Additional Services for Children with Disabilities.

**Procedures:**

Goal: Children are ready to learn.

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| Objective: Children’s developmental needs will be identified and supported to bring them to their full potential. |

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| Outcome:Children will receive the needed support to improve in areas of delay, receiving developmental, behavioral and sensory screenings, within 45 days of their initial enrollment and referral if needed as tracked in Child Plus. | School Readiness/Family Engagement Goal:Children are developing communication, motor, self-regulation and social skills. Parents will learn about their child’s development and behaviors to promote school readiness. |

Impact: Children with developmental delays will operate at their full potential in their school community by focusing on their strengths and building their confidence of being an independent learner.

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| Service Area | Program Activities | Who | By When | Measure |
| Disabilities | 1. Children will receive developmental, behavioral and sensory assessment within the first 45 days of enrollment to identify if there are any indicators of possible delays.
2. For children who scored low and require a re-screen this will be completed by the staff.
3. Children that score a refer, or are identified by parents and staff for a referral after scoring low, will be referred to the local LEA for further in-depth evaluation and those that are found eligible for services will receive support for developmental delays in collaboration from LEA and Head Start staff.
4. During the wait time for evaluation, or for children that do not qualify for IDEA services, interim services will be provided for the child.
 | * Teacher
* Provider
* Child Family Specialist (CFS)
* Parents
* Community Doctor and/or nurse
* Teacher and Assistants
* Provider
* CFS in conjunction with parents
* Parents will be notified
* Teacher
* Provider
* CFS
* Parent
* Local LEA
* Teacher
* Provider
* CFS
* Parent
* Local LEA
 | Within 45 days of enrollment**Head Start:**8-10 weeks after initial screening**Early Head Start:**ASQ-32 months (60 days) after initial screeningDECA I/TFor 1 area of concern: 3-6 months after initial screeningFor 2-3 areas of concern:6-8 weeks after initial screeningImmediately once the parent agrees to the referral processImmediately/Ongoing | **Head Start:**Early Screening Inventory – ESI-P and ESI-K as tracked in Child PlusESI-Parent Questionnaire as tracked in Child PlusProgram Physical as tracked in Child PlusDenver II (children under 3)**Early Head Start:**Ages and Stages 3 Questionnaire (ASQ-3) as tracked in ChildPlusDECA IT as tracked in ChildPlus**Head Start:**ESI-R (P or K depending on the child’s age)**Early Head Start:**ASQ 3Progress recorded on the GOLD assessment toolInterim Action Plan (IAP)Lesson Plan |

Goal: Families are ready to engage.

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| Objective: Head Start families will be educated and understand the IEP process and their rights in guaranteeing their child’s developmental support needs are met. |

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| Outcome: Families will be offered early intervention options upon completion of 45 days screenings if delays are identified, and receive information that explains the early intervention process, including their rights according to IDEA at the time of referral. | School Readiness/Family Engagement Goal: Children are developing communication, motor, self-regulation and social skills. Parents will learn about their child’s development and behaviors to promote school readiness. |

Impact: Families will be educated and support on how to become an advocate for their children.

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| Service Area | Program Activities | Who | By When | Measure |
| Disabilities | 1. Parents will receive information that explains the early intervention process, including their rights according to IDEA.
2. Parents will receive educational information concerning their child’s developmental delays.
3. Families will receive developmental support and encouragement from Head Start and LEA staff.
 | * Teacher
* Provider
* CFS
* Teacher
* Provider
* CFS
* LEA staff
* Teacher
* Provider
* CFS
* LEA staff
 | At time of referralParent Teacher Conferences and Home VisitsOngoing | IDEA informationDocument on SS formDevelopment and Learning ReportIndividual Education PlanChild and Family Action PlanLEA documentation |

Goal: The program is ready to support.

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| Objective: Staff are educated and informed on the best ways to serve children and families affected by developmental delays. |

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| Outcome: Staff provides needed services for children and families with developmental delays through referrals as well providing services and activities that support IEP goals as identified on lesson plans. | School Readiness Goals:Children are developing communication, motor, self-regulation and social skills.  |

Impact: Staff feels confident that the support offered to families and children with disabilities makes a life changing difference in the lives of the children they serve in both school and life.

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| Service Area | Program Activities | Who | By When | Measure |
| Disabilities | 1. Staff are trained in the screener to identify possible developmental delays.
2. Staff are trained and informed in the areas of developmental delays and disabilities through ongoing training and the MTSS process.
3. Support is provided to the teachers and CFS when interpreting the IEP goals and next steps for the child. IEP’s are uploaded in ChildPlus.
 | * Education (Ed) Coaches
* Teacher
* Teacher Assistants
* Provider
* PSC
* CFS
* Teachers
* Teacher Assistants
* Provider
* CFS
* Ed Coaches
* PSC
* LEA staff
* Ed Coach
* PSC
* LEA staff
 | Initial and Ongoing trainingsOngoingOngoing/As needed | Education Coaches and Program Services Coordinators monitoringTraining Sign in Attendance Sheets tracked in Child Plus. Staff skills are measured on lesson plans and Child/Family Action Plans goals.MTSS attendance.Specialized Services TrackingObservation documentation form |

Goal: Provide quality monitoring of services in the area of disabilities

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| Objective: To monitor the provision of services in the area of disabilities to ensure staff receive the training and knowledge in order to provide quality services to children and families. |

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| Outcome: Our program works collaboratively with families and partners to ensure children with developmental delays are ready to learn and reaching their potential. | School Readiness/Family Engagement Goal:Children are developing communication, motor, self-regulation and social skills. Parents will learn about their child’s development and behaviors to promote school readiness. |

Impact: Our program ensures that all children have the support needed to reach their full potential.

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| Service Area | Program Activities | Who | By When | Measure |
| Disabilities | Children* Screenings & Referrals to LEA
* School Readiness Goals
* GOLD assessment tool

Families* Parents receive IDEA information
* Parents receive developmental support
* Parents receive information on advocacy if needed

Staff* Staff trained to screen
* Staff educated
* Staff support with IEP
* Staff monitor disability numbers and documentation
* Staff meet with local LEA’s to coordinate collaboration and challenges
 | * Teacher
* Provider
* CFS
* All staff
* LEA staff
* Ed Coach
* Ed Coach & Disabilities Manager
* PSC
* CFS
* LEA staff
* MTSS Meetings
 | * Within 45 days of enrollment
* 3x yearly Head Start
* 4x yearly EHS
* At referral
* Ongoing
* Yearly
* Ongoing training
* Ongoing monitoring
 | * ESI-R, Denver II, ASQ-3, DECA I/T
* Physicals
* School Readiness Outcomes
* GOLD reports
* Tracked in Child Plus
* School Readiness Outcomes
* Tracked in Child Plus
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6/18 p:forms/HS/Coaching/NMCAA Disabilities Plan