



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
**PAGE 1 of 3**  
**EFFECTIVE: 07-01-10**  
**Updated**

**SUBJECT:**  
FORMAL REFERRAL TO AN EARLY INTERVENTION  
AGENCY & LOCAL EDUCATION AGENCY (LEA)

**APPROVED:** 10-21-10  
  
**BY: Ron Griffin, Director**

**PURPOSE**

School District/Local Education Agency (LEA) is responsible for assuring that children who are referred are evaluated in accordance with the Individual Disabilities Education Act. PSD Head Start refers children with suspected disabilities to the LEA for evaluation and services.

**POLICY**

Children must be referred to the school district/LEA for evaluation as soon as the need is evident, starting as early as their third birthday.

**REFERENCE**

Head Start Performance Standards PS 1308.4(F)(1)(2)

**PROCEDURE**

The Developmental Screening is utilized to identify children who fall below age-expectancy. When the child falls below age-expectancy and the teacher's observations indicate a suspected disability, the teacher will contact the parent to review the results and obtain information about the child from the parent. When parents agree to further assess their child, a complete referral packet will be sent to Disability.

1. If the teacher concerned about speech/language or development after
  - Completing the Speech Screen and Acuscreen
  - Completing the ASQ 3-ASQ-SE
  - Discussing concerns at Service Delivery
2. Teacher completes Permission to Refer for Individual Assessment
3. Teacher completes Permission for Release of Information
4. Teacher gets parent's signature on both forms
5. Teacher checks forms to make sure they are complete
6. Teacher has parent complete Parent Questionnaire
7. Teacher sends the Referral Packet to the Disabilities Unit
8. (Speech/Language & Developmental Delay Referral Packet contains the following forms)

- Permission to Refer for Individual Assessment
- Permission for Release of Information
- Parent Questionnaire -Communication Profile – teacher adds it to the packet
- Acuscreen (for concerns with developmental delays)

9. Teacher keeps a copy of the forms in the site file

10. Teacher documents in child's file

11. Parents will receive a letter from disabilities with the service provider's phone number

12. Results of the evaluation determine whether the child is eligible for special education services

13. Teacher will track the evaluation process with the parent during home visits and site visits.

14. Teacher will advise Disabilities of the status of the evaluation progress monthly; we need to

15. Document the outcome of all referrals

16. Teacher should get a copy of the IEP from the parent and send it to the Disabilities Unit

## **REFERRAL SHOULD BE MADE WITHIN 45 DAYS OF ENROLLMENT**

### **HOW TO REFER FOR EARLY INTERVENTION SERVICES BIRTH TO 30 MONTHS**

1. The Home Visitor/Classroom Teacher:

- Completes the appropriate Age & States Developmental Questionnaire with parent in-put
- Discusses concerns with parent
- Reviews developmental milestones with parent

2. The Home Visitor/Classroom Teacher

- Completes the Early Head Start Referral for Assessment form, with parent's permission and signature.
- Completes the Early Head Start Release of Information form

3. The Home Visitor/Classroom Teacher submits the following forms to the Disabilities Unit at Central Offices

- Early Head Start Referral for Assessment
- Early Head Start Permission for Release of Information-Ages & Stages Questionnaires (developmental screening – must be added to the packet)
- Communication Concerns Form – Birth to Three
- Early Head Start Health History Form
- Medical Statement – for special diets & allergies, include health plan for Epi-

Pen, when appropriate

4. The home visitor/classroom teacher keeps a copy of the forms in the site file -Tracks the referral with the parent-Keeps Disabilities or content area aware of referral status

**REFERRALS SHOULD BE MADE WITHIN 45 DAYS OF ENROLLMENT**

Eligibility Criteria

0-24 months 33% delay - in one domain

24-36 months 50% delay – in one domain or 33% in two domains

Age adjustment for prematurity

ASQ-3 Refer when two areas below cutoff