

Doña Ana County Head Start

Steps for Identifying a Concern with a Child

1. When a family fill out the intake paperwork, if they mark that the family has any kind of concerns. Or when they say their child was in an early intervention program before. Please provide this child's name to the Disability Specialist. Also let the teacher know that the family has brought up a concern.
2. When the teacher & teacher assistant complete the first home visit and the parent expresses a concern with their child development. The teacher will inform the parent that they will observe the child in the classroom to see if they are seeing the same things as the parent.
3. Classroom staff will observe the child and document their concerns on the Observation Form for at least a month.
4. Once a teacher hears about a concern with a child from the parent, they will begin to complete the Observation form using different settings and times throughout the day and week to complete the observations. They will also inform the Disability Specialist as soon as they know of the concern so the Disability Specialist can complete her own observations.
5. The Disability specialist will work with the teacher to provide accommodations and help the teacher make changes in the lesson plans to begin working with the child with the concern. As needed the Disability Specialist will consult with the Educational Specialist.
6. If a referral needs to be made, the teacher will schedule a meeting with the parent, teacher and Disability Specialist to go over the observations, concerns & strengths of the child. They will also provide the parent with options on steps to take to help their child.
7. If the parent agrees to the referral, the Disability Specialist will have the parent sign the necessary paperwork and review the Parent & Child Rights in Special Education with the parent.
8. The teacher will complete the Teacher Input Form or attach a copy of the observation form.
9. The Disability Specialist will prepare all the paperwork and send it to the appropriate LEA (Local Education Agency) Child Find Office.
10. LEA will complete the evaluation and inform the family, the Disability Specialist and teacher of the IEP meeting.
11. The Teacher and Disability Specialist will attend the IEP meeting.
12. If the child qualifies, the Disability Specialist will get the IEP, download it to Child Plus and make a copy for the file and the parent.
13. The teacher will begin to implement the IEP goals into the classroom teaching. The child will begin to have therapists go to the classroom, they will sign the Visitor log and work with the child in a designated area at the Head Start center except in Berino.