

1a. Group of Qualified Professionals Meeting Policy and Procedure

- *Created 08/01*
- *Reviewed 04/2020*

Policy

Evaluation information is shared to determine initial eligibility for special education. Decision must include assessment information, evaluation findings and recommendations, observations and parent reports.

Procedure

This procedure may be combined with the Initial IEP/IFSP Meeting.

1. An invitation to the IEP meeting will be sent to the Parent. The Disabilities Specialist will notify Head Start/EHS/ECEAP staff of the upcoming meeting.
2. Multi-disciplinary Team should include Parents(s), Teacher/EHS staff, Teacher/Family Advocate, LEA Specialist/Part C Specialist from the various disciplines based on referral concerns for each child, Supervisor, and others as appropriate.
3. Evaluations data must be from more than one procedure. It is important that tools used are not racially or culturally biased. Test and/or materials should be in the child's native language whenever feasible.
4. GQPM meeting includes:
 - Review of pertinent records related to child's current health status and medical history. # Sharing preliminary results of evaluation.
 - Determination of eligibility, fill out appropriate eligibility form, whether or not child is found eligible.
 - Eligibility Categories and guidelines: Eligibility of Child with Developmental Delays
5. DST/EHS staff will document Eligibility Meeting and outcome on the Case management Form.

Policy complies with Head Start Performance Standard 45 CFR Section 1304.21, 1308.19