

1n. Implementation and Documentation of IEP/IEFSP Services Policy & Procedure

- Created 08/01
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Policy

The Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) will be implemented as soon as possible after the IEP/IFSP meeting by modifying the child's program in accordance with the IEP/IFSP and arranging for the provision of related services.

Approved by Policy Council September 28, 2001

Procedure

1. After parent has filled out an application for Head Start/EHS/ECEAP, a staff member will review the application with the parent to make sure all information is included. Staff will pay particular attention to questions regarding parents' concerns about their child's physical/social/emotional development, and if their child has attended a special education/early intervention program. Staff will give examples of these programs to make sure the parent understands the question.
2. During intake, if it is found that the child has been served on an IEP or IFSP, the staff completing intake will have the parent sign a Parent Release Form, and inform the Disabilities Specialist of the need to request information from the previous special education/early intervention program. The parent will be advised to contact the LEA district/Part C they live in to ensure service will continue.
3. If a child enters the Head Start/ECEAP program with an IEP/IFSP completed within two months prior to entry, services must begin within the first two weeks of the program attendance. If we do not have a current IEP/IFSP, the Disabilities Specialist will send a letter requesting records. (See Letter of Request)
4. All IEP/IFSP meetings and staffings with LEA/Part C will be noted in Case Management. LEA services will be noted in the Special Education Service Log.
5. The Local Education Agency (LEA)/Part C will provide copies of all required paperwork to the Head Start Disabilities Specialist. If the teacher/EHS staff receives the Eligibility Summary and/or IEP/IFSP from the LEA/Part C, the teacher/EHS staff is to send it to the Disabilities Specialist.
6. The Disabilities Specialist will enter the information onto ChildPlus.
7. The Disabilities Specialist will ensure the necessary papers are in place and will send to the Direct Service/EHS staff to place in the child's site file.

8. The Disabilities Specialist will give a monthly report to the Director to track the referral process and meeting dates.
9. *(Head Start/ECEAP only)* The Disabilities Specialist will provide consultant notebooks and calendars to each site with tabs for each child receiving special education services. The DST is responsible for updating and keeping the consultant notebook in a consistent location allowing for accessibility to the consultant/specialist.
10. *(Head Start/ECEAP only)* A Monthly Special Education Service Log will be completed by the Teacher, Teacher/Family Advocate after each date of service (See monthly Special Education Service Log Procedure).
11. Additional LEA/Part C specialist notes may be placed in the child's site file at the end of each month.
12. The Teacher, Teacher/Family Advocate is responsible for individualizing weekly for the child utilizing the IEP/IFSP goals/objectives as a guideline. This will be reflected weekly on the Lesson Plans/Home Visits/Socializations.

Policy complies with Head Start Performance Standards 1308.4(h), 1308.19, 1304.40