

# Components of the CYS Referral Process

- Complete the ESI-R Screening (Done by the Head Start Teacher) within 45 days of attendance.
  - Inform Health and Disabilities Coordinator or site designee of **all** children who fall into the “**REFER**” category within **5 days** of the ESI-R screening results and/or other concerns.
    - Compile a disability folder (See separate contents sheet)*
    - Discuss classroom concerns with the Head Start staff*
  - Rescreen (only children who score within the “rescreen” range) within **6-8 weeks** of the 1<sup>st</sup> screening.
  - Hold **SRT (Screening Review Team) Meeting** within **15 days** for children who fall into the “**REFER**” range on the ESI-R, ASQ-SE (parent and/or teacher), **SPL** concerns or **any developmental concerns of the parent and/or teacher**.
    - Share child’s school experiences with the parent(s)*
    - Develop strategies for individualization of classroom program*
    - Obtain signed Joint Consent or decline of referral for evaluation at CPS*
- If the parent chooses to proceed with the referral to CPS**
- Compile the **Look What I Can Do Folder** (See separate contents sheet)
    - Make a copy of the joint consent and include the original in the **LWICD** folder*
    - Write observations about the child’s classroom experiences*
    - Review and include a copy of the current medical and health history*
  - Assist parent(s) in contacting the child’s CPS home school to enroll the child as “Non-Attending”