



# Office of Special Education and Supports

## Early Childhood Evaluation Process Flows

October 12, 2010



# Overview

## Head Start

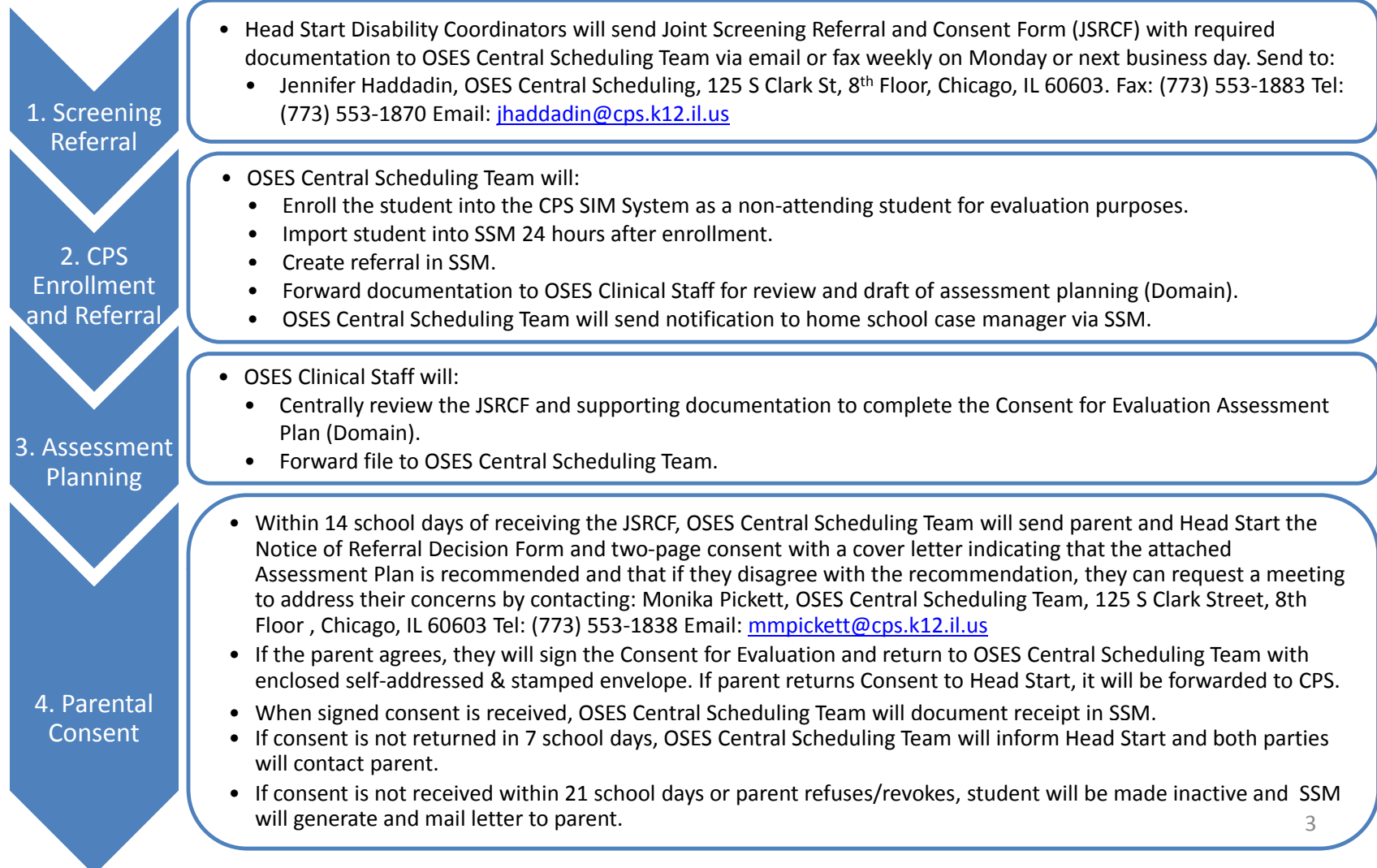
- **Head Start:** Screens and Refers Student
- **CPS Central Scheduling and Clinical Teams:** Enroll, Refer to Full and Individualized Evaluation (FIE), Complete Domain, Secure Parental Consent and Schedule Evaluation
- **CPS School Teams:** Complete Evaluation and Develop IEP
- **CPS Bi-Weekly report** will be shared with the Head Start sites

## Early Intervention

- **CFC Service Coordinators** will help obtain the CPS ECSE Enrollment Consent and Evaluation Procedures form with the parent prior to the transition conference call.
- **CFC Transition Representative:** Meet with CPS EI Transition Liaison and provide complete EI file.
- **CPS Early Intervention Transition Liaison:** Enroll and Refer to FIE
- **Early Childhood Evaluation Teams:** Complete Domain. Secure Parental Consent, Schedule and Complete Evaluation and develop IEP
- **CPS Bi-Weekly report** will be shared with the CFCs

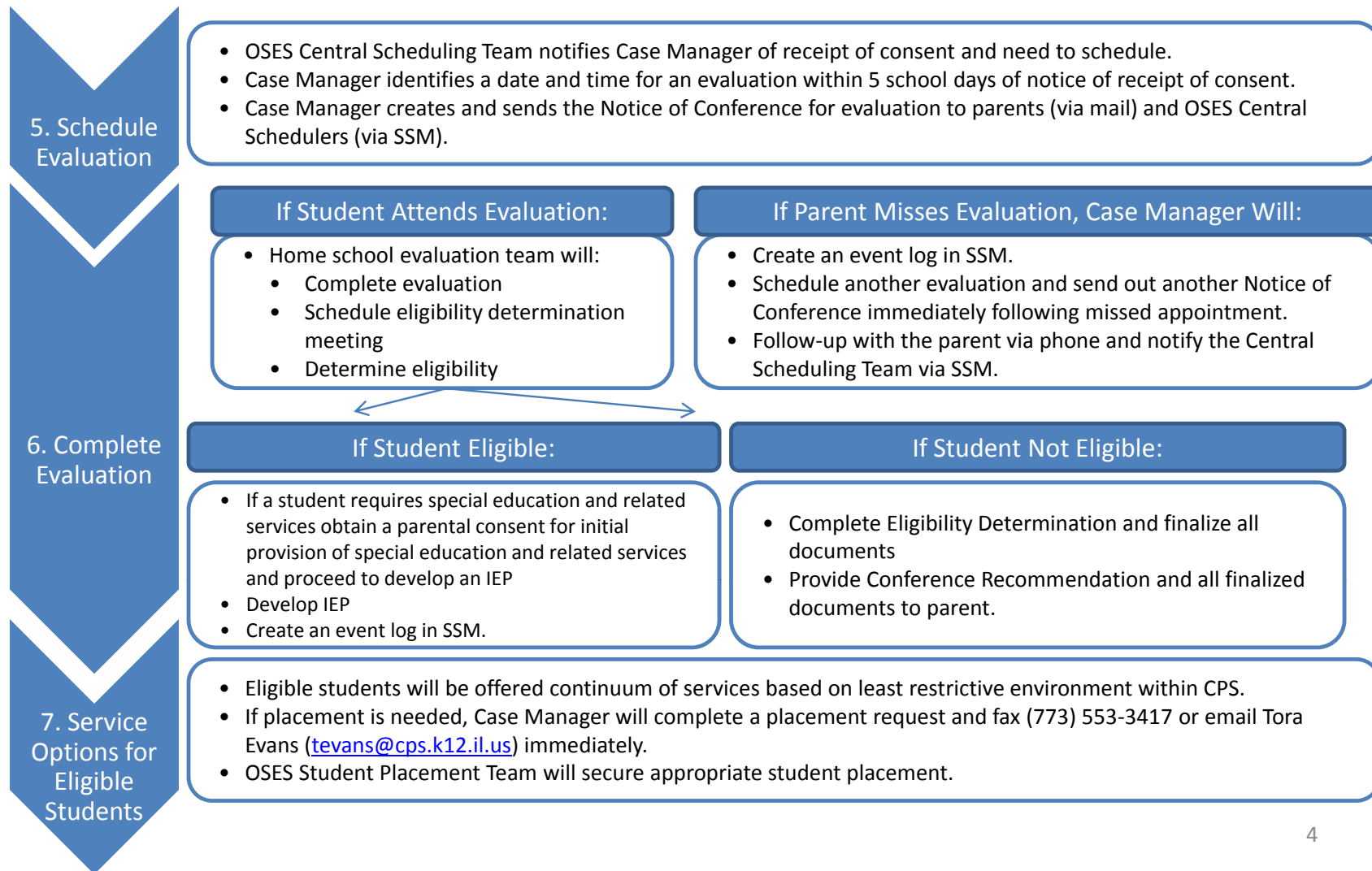


# CPS Head Start Referral Process for FY2011 (Page 1 of 2)





# CPS Head Start Referral Process for FY2011(Page 2 of 2)





# CPS Early Intervention Process FY2011 (Page 1 of 4)

## 1. Pre-Transition Call & Enrollment

- Each CFC will forward the list of children who are at 2.3 to 2.4 month of age to CPS
- Based on the list received from the CFCs, CPS will mail out the Enrollment Consent and Evaluation Procedures to the families identified above.
- Family at the CFC transition meeting or prior to provides signed DHS Consent to release student information and completed Enrollment and Referral form and any other required documentation to the CFC.
- CFC will provide referral packet (IFSP, Reports, completed enrollment and referral form, documentation, and tracking forms) to CPS EI Transition Liaisons
- Prior to or during the transition conference call, CPS EI Transition Liaisons will enroll student as a non-attending student for evaluation purposes. Import student into SSM 24 hours after enrollment.

## 2. CPS Transition Conference Call

- CPS EI Transition Liaison will consult with the parent to Schedule an Appointment for Evaluation (Date, Time, location). CPS EI Transition Liaisons will use the SharePoint Early Childhood Evaluation Team (ECET) Calendar to check availability and enter the student name, ID and CFC location to reserve an appointment)
- Create referral in SSM.
- CPS EI Transition Liaisons will deliver the student referral packet referenced above to ECET within 5 school days of receipt.
- For further action steps when a child is not enrolled before the transition conference call see attached.

## 3. Assessment Planning & Parental Consent

- Within 14 school days of the referral created within SSM, the ECET will do the following:
- Review Notice of Referral Decision form and student referral packet
  - Create Assessment Planning in order to obtain parental consent.
  - Send the parent a cover letter which includes the following; Notice of Referral Decision, Consent for Initial evaluation, Assessment Plan, and self-addressed stamped envelope. The cover letter which gives parent the option to request an assessment planning meeting if they disagree with the assessment planning. The parent will return their Consent form in the envelope provided to the ECET sites (North, Central, South).
  - If consent is not returned within 7 school days, the ECET will contact the parent.
  - If consent is not received by the Child's 3<sup>rd</sup> birthday (unless special circumstances exist) or parent refuses/revokes consent, student will be made inactive and SSM will generate a form letter to parent to be mailed.



# CPS Early Intervention Process FY2011 Attachment to pg. 1 (Page 2 of 4)

- **Pre-Transition conference call activities –**
  - **During, before, or after the CFC family (home) transition meeting,** the parent will complete (DHS) consent to release information and CPS Referral and Enrollment form and will provide any other required documentation to the CFC Service Coordinator.
- **CPS Transition conference call with CFC, CPS, and Parent:**

## **Section 2 in General:**

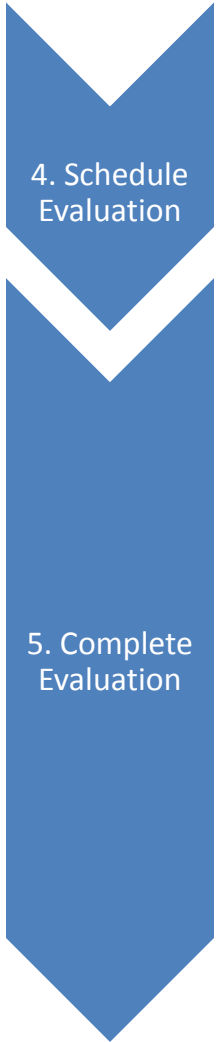
If enrollment documentation is not received before the EI Transition Meeting with a CFC representative and the CPS EI Transition Liaison (Gina or Sharon) , the following enrollment scenarios will apply.

- **Three scenarios;**
  - 1 –CPS Liaison enrolls student during the transition conference call – This is because the parent did not provide all the requested documentation until the day of the transition conference call. Within 5 school days of enrollment, the Liaisons will contact the parent and set an evaluation date. Once this is completed, the CPS Liaisons can follow the rest of the steps under CPS Transition Conference Call
  - 2 - After the CPS Transition Conference call, CPS receives documentation to enroll, – Liaisons will enroll the student – Once the enrollment is confirmed the liaisons will contact the parent within 5 school days of enrollment to schedule an evaluation date, time, and location. Once this is completed, the CPS Liaisons can follow the rest of the steps under CPS Transition Conference Call
  - 3 - If the parents do not provide all the necessary documentation within requested timeline (21 school days) after the Transition Conference call – CPS Central EC Team will follow up with a letter to the family.

**Section 2 Bullet 1:** Please note in order to ensure enough time for document transmittal and receipt of parental consent, evaluations should be set at least 30 days after the Transition Conference call and must be scheduled prior to the child's 3<sup>rd</sup> birthday.

**Section 3 Bullet 3:** If parent disagrees with the recommended Assessment Plan, they can request a meeting to address their concerns by contacting: Monika Pickett, OSSES Central Scheduling Team, 125 S Clark Street, 8th Floor , Chicago, IL 60603 Tel: (773) 553-1838 Email: [mmpickett@cps.k12.il.us](mailto:mmpickett@cps.k12.il.us)

# CPS Early Intervention Process FY2011 (Page 3 of 4)



- Once the ECET receives parent consent they will create the Notice of Conference (NOC) for the evaluation, eligibility, and IEP. NOC will be mailed out to the parents to confirm the conference scheduled prior, during or after their transition meeting. Scheduling priority will be based on the child's third birthday.
- If the consent is not received prior to the child's scheduled evaluation, ECET will make an additional attempt to contact the family to obtain the consent and reschedule the evaluation.

- The ECET will complete the evaluation and determine eligibility for special education and related services by the child's third birthday.

**If Student Attends Evaluation:**

- ECET will:
  - Complete evaluation
  - Determine eligibility

**If Parent Misses Evaluation, ECET Will:**

- Create an event log in SSM.
- Schedule another evaluation and send out another Notice of Conference.
- Follow-up with the parent via phone and notify Monika Pickett via SSM.

**If Student Eligible:**

- If a student requires special education and related services obtain a parental consent for initial provision of special education and related services and proceed to develop an IEP
- Create an event log in SSM.

**If Student Not Eligible:**

- Complete Eligibility Determination and finalize all documents
- Provide Conference Recommendation and all finalized documents to parent.
- ECET Team will retain student record.

# CPS Early Intervention Process FY2011 (Page 4 of 4)



## 6. Service Options for Eligible Students

- Eligible students will be offered continuum of services based on least restrictive environment within CPS.
- Case Manager will complete a placement request and fax (773) 553-3417 or email ([tevens@cps.k12.il.us](mailto:tevens@cps.k12.il.us)) to Tora Evans immediately.
- OSSES Student Placement Team will secure appropriate student placement mail the placement information to the family, ECET team, and receiving school.
- Upon receipt of placement notice, the ECET will forward the student file to the CPS school the student attends for services.



# Bi-Weekly Reporting

Bi-Weekly Report on Status of Referred Students, including:

- Enrollment
- Referral to FIE
- Assessment Planning Completed (Domain)
- Parent Consent
- Evaluation Scheduled (including date)
- Evaluation Completed:
  - Student Eligible
  - Student Not Eligible
  - Student Missed Evaluation
- Student Placement
- Final Status