

Disability Referral

The screenshot shows the 'Child Referral' form in the COPA system. The form is divided into several sections: Child Information, Referral Information, Referral Reason, Referred To, and Service Areas. A red oval highlights the 'Date', 'Submitted By', 'Requested By', and 'Status' fields. The 'Status' dropdown menu is open, showing options: New, In Progress, Ongoing, Complete, Did not Qualify, and Parent Refused.

This page must be completed once a decision has been made to refer this child to Chicago Public Schools (Head Start) or to Child and Family Connections (Early Head Start).

- **Date:** Enter the date the referral was initiated.
- **Submitted by:** This is the name of the person entering the information (should appear automatically).
- **Requested by:** Select the title of the person who initiated the referral.
- **Status:** Select the following when –
 - ◆ **New:** referral is initiated
 - ◆ **In Progress:** parent signs CPS Consent for Evaluation form
 - ◆ **Ongoing:** does not apply to disability referrals
 - ◆ **Complete:** eligibility conference is held – child eligible
 - ◆ **Did Not Qualify:** eligibility conference is held – child ineligible
 - ◆ **Parent Refused:** if parent refused at anytime during the process

Please note, should the parent refuse the referral for evaluation, make sure to make a note of this in the comment section of this page and have documentation of the parent refusal **that includes parent signature** on file.

Disability Referral

The screenshot shows the COPA Disability Referral form. At the top, there is a navigation bar with the COPA logo and buttons for HR, Family, Child, Enrollment, Sites, Reports, and Log Out. Below the navigation bar, the form has several sections: 'Requested By' (Please Select), 'Status' (New), 'Referral Reason' (Please Select), 'Referred To' (Please Select), and 'Service Areas'. The 'Service Areas' section includes checkboxes for Attendance, Disabilities, Education, Food Services, Health and Safety, Mental Health, Nutrition, Social Services, and Other. A red circle highlights the 'Referral Reason' and 'Referred To' dropdown menus.

- **Referral Reason:** Select the primary area or reason for the referral.
 - ◆ **Failed Screening:** should be selected if the child scored in the Refer range on the ESI-R Developmental Screening for Head Start students or the ASQ for Early Head Start students.
 - ◆ **Speech/Language:** should be selected if child is only exhibiting developmental concerns in this area.
 - ◆ **Psychological/Learning, Vision, Hearing, or Health:** should be selected if the child is exhibiting significant difficulties in one of these areas that interferes with their learning, but did not score in the Refer range on the ESI-R Developmental Screening for Head Start students or the ASQ for Early Head Start students.
- **Referred to**
 - ◆ Head Start: Select Chicago Public School – Home School
 - ◆ Early Head Start: Select Child and Family Connection (CFC)
- **Service Area:** For a Disability Referral, always select Disabilities.

Disability Referral

Service Areas				
<input type="checkbox"/> Attendance				
<input type="checkbox"/> Disabilities				
<input type="checkbox"/> Education				
<input type="checkbox"/> Food Services				
<input type="checkbox"/> Health and Safety				
<input type="checkbox"/> Mental Health				
<input type="checkbox"/> Nutrition				
<input type="checkbox"/> Social Services				
<input type="checkbox"/> Other				

Notifications				
Parents Consent For Release of Information	N/A	▼ Date		mm-dd-yyyy
Parents Rights	N/A	▼ Date		mm-dd-yyyy
School District Invitation to IEP	N/A	▼ Date		mm-dd-yyyy
Parent Invitation to IEP	N/A	▼ Date		mm-dd-yyyy
Notice to Parent, Not Qualified for Services	N/A	▼ Date		mm-dd-yyyy
Notice to Parent, Records Sent	N/A	▼ Date		mm-dd-yyyy
Parent consent for observation/testing	N/A	▼ Date		mm-dd-yyyy

Notifications – for Head Start students only

In the drop down box, select “Received” and enter the date each piece of information is obtained.

- **Parents Consent for Release of Information:** This is the Joint Screening Referral/Consent Form that the parent signs at the Screening Review Team (SRT) meeting.
- **Parents Rights:** Make sure to give the parents a copy of their rights. A condensed form of these rights can be obtained on COPA or from the Disability Team. This date should be the same as the SRT meeting date.
- **School District Invitation to IEP:** This is the date the parent receives notification of the eligibility conference (IEP Meeting) from CPS.

Disability Referral

Service Areas			
<input type="checkbox"/> Attendance	<input type="checkbox"/> Health and Safety		
<input type="checkbox"/> Disabilities	<input type="checkbox"/> Mental Health		
<input type="checkbox"/> Education	<input type="checkbox"/> Nutrition		
<input type="checkbox"/> Food Services	<input type="checkbox"/> Social Services	<input type="checkbox"/> Other	<input type="text"/>

Notifications			
Parents Consent For Release of Information	N/A	Date	mm-dd-yyyy
Parents Rights	N/A	Date	mm-dd-yyyy
School District Invitation to IEP	N/A	Date	mm-dd-yyyy
Parent Invitation to IEP	N/A	Date	mm-dd-yyyy
Notice to Parent, Not Qualified for Services	N/A	Date	mm-dd-yyyy
Notice to Parent, Records Sent	N/A	Date	mm-dd-yyyy
Parent consent for observation/testing	N/A	Date	mm-dd-yyyy

E-Mail Notification

E-Mail Notification to:

Notifications (cont.) – for Head Start students only

- **Parent Invitation to IEP:** This is the date of the eligibility conference (IEP Meeting). *It is strongly recommended that Head Start staff attend the conference with the parent.*
- **Notice to Parent, Not Qualified for Services:** The parent will receive an IEP form that states that the child is not eligible for services. Since the cover sheet of an eligible and ineligible student look very similar, it is important to read through the cover sheet carefully to determine if the child has a diagnosed disability and will be receiving services at CPS.
- **Notice to Parent, Records Sent:** This field does not need to be completed.
- **Parent Consent for observation/testing:** This field does not need to be completed.
- **E-mail Notification to:** This field does not need to be completed.

Disability Referral

The screenshot shows the COPA web interface for a Disability Referral. The top navigation bar includes the COPA logo, a 'Training & Resources' button, and tabs for HR, Family, Child, Enrollment, Sites, Reports, and Log Out. The main form is divided into several sections:

- Service Areas:** A grid of checkboxes for Attendance, Disabilities, Education, Food Services, Health and Safety, Mental Health, Nutrition, Social Services, and Other.
- Notifications:** A table with columns for notification type, status (N/A), date, and a date input field. The table contains seven rows of notifications.
- E-Mail Notification:** A field for 'E-Mail Notification to:'.
- Observation / Comments:** A large text area for providing a history of the referral, which is circled in black in the image.
- Submit Referral:** A button at the bottom of the form.

Observation/Comments

In the observation/comments section, provide a complete history of the referral from beginning to end. Comments should show that progress on the referral has been made in a timely manner.

Many disability coordinators prefer to keep more detailed notes in the Child Case Notes section of COPA. It is not necessary to enter detailed notes in both this and in the Case Notes. However, on this page enter critical dates of the referral, a brief explanation of what occurred, and add a reference to Case Notes. For example, 1/10/2011 – spoke to the case manager at the child’s home school – see case notes. Case notes must be printed and placed in the child’s disability file to support the referral process.

*****See Appendix B for a quick reference guide.*****