



## **5.2A Referral for Special Education Assessment 0-2.10 years** **Instruction Sheet**



### **PURPOSE STATEMENT:**

The Referral for Special Education Assessment (the Referral) form is used to initiate the referral process when the teacher and parent/guardian believe further consultation or evaluation may be needed for the EHS child based on evidence (parent report, teacher observation, ASQ-3, doctor report, etc). The Referral documents parent/guardian and teacher concerns related to the child's speech and/or language development, behavior, or overall development, and that the parent/guardian was informed of their rights and responsibilities.

### **TIMELINE:**

The Referral should be initiated no sooner than 30 days after the child's first date of attendance into the program so that the child can adjust to the Early Head Start (EHS) setting and proper observation can be completed by staff.

### **STAFF RESPONSIBLE:**

EHS Home Visitor, EHS Teacher, EHS Associate Teacher, Site Supervisor/Assistant Site Supervisor, Home-Based Supervisor, ECE/Disabilities Specialist

### **INSTRUCTIONS:**

- Complete the first box with all of the requested information: child's information, parent/guardian's contact information, and the site's contact information.
- In the 'Areas of Concern' box, mark the appropriate boxes and document the parent/guardian's concerns about their child's speech, behavior, and/or overall development. Document the Teacher/Home Visitor concerns as well.
- Review the consent statement with the parent/guardian that explains the referral and intake process. Provide the parent/guardian with the following documents: a copy of the referral; the Family Introduction to California Early Start (CES); three San Diego Regional Center handouts on: SDRC Services, Early Start, and Eligibility; the Rights and Responsibilities of Parents of Children with Disabilities. Check off that the parent/guardian received these documents.



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- Obtain the parent/guardian's signature and date.
- Have the parent/guardian sign a completed Authorization to Release Information for the Exceptional Families Resource Center (EFRC). Call and fax the Referral for Special Education form to the EFRC. The EFRC's phone and fax numbers are provided at the bottom of the form.
- File the completed form in the Child File, Section 5: Disabilities. Enter the referral in PROMIS, per the PROMIS Record Keeping Standard Operating Policy and Procedure.

### **Home-Based:**

- The Home Visitor is responsible for completing the form with the family and then submitting the referral to their supervisor.
- The Home-Based Supervisor will review the referral for accuracy, fax the form to EFRC, enter the referral in PROMIS, and document the referral on the designated tracking log.
- The Home Visitor, Supervisor, and assigned program support staff are responsible for follow-up on the status of the referral.