

## Special Education Process Screening through IFSP

### General Steps in the Special Education Process at Mt. Hood Head Start

- A Developmental Screening is completed within 45 calendar days of the child's attendance in Head Start or Early Head Start.
- Teacher reviews the results of the screening with the parent and a decision is made whether to refer the child for further testing through Multnomah Early Childhood Program (MECP).
- If child will be referred to MECP, the teacher gathers needed documents for the referral packet and sends to the Disabilities Manager, who forwards the referral packet to MECP.
- The evaluation team calls the parent to schedule a time to meet and sign consent for evaluation.
  - For Early Intervention (birth-3), services need to begin within 45 calendar days of the referral.
  - For Early Childhood Special Education (3-5), services need to begin 60 school days from the date the parent gives written consent for an evaluation, or 30 calendar days from the date of eligibility.
- Child is evaluated
- Eligibility is decided
- Child is found eligible for services
- IFSP meeting is scheduled
- IFSP meeting is held and the IFSP is written
- Services are provided
- Progress is measured and reported to parents
- IFSP is reviewed and updated at least once a year
- Child is reevaluated after 3 years, or if child appears to have age appropriate skills.