



Head Start of Lane County Head Start / Early Head Start Disability Work-plan

How Head Start Performance Standards are implemented throughout the program year in each component area. The plan is a road map for staff, parents, and interested community members linking Performance Standards to agency policies and procedures

Disabilities Services Workplan: 45 CFR 1308				
Activity	Responsibility or Monitor	Evidence		By When
		Document	Policy	
Program Planning and Management:				
1308.4 (e) 1308.4(m); 1308.4(o-o3) Ensure budgets support the needs of children with disabilities and that grant applications reflect the objectives and activities to meet the needs of those identified children	Executive Director, HS/EHS Program Directors, Fiscal Director, CD/D Consult	Budget, Budget Committee Minutes, Purchase Orders, Policy Council Meeting Minutes	Budgets, Procurement, Program Self-Assessment , Purchase Orders , Purchasing of Supplies/Equipment , Early Childhood CARES Referral and Evaluation , Implementation and Documentation of IFSP Services , Individualization	May
Develop a Disabilities Service Plan to guide all aspects of the program's effort to serve children with disabilities. CFR 1308	CDD/C, HS/EHS Program Directors, Executive Director	Head Start of Lane County Disabilities Services Workplan, Early Childhood CARES-Head Start/Early Head Start of Lane County Inter-Agency Agreement, Early Childhood CARES Service Handbook, Early Childhood CARES CARES Annual Service Plan Calendar, Staff and Parent Surveys, LAC Meeting Minutes, Curriculum Committee Minutes Early Childhood CARES /Head Start Annual Meeting Minutes		Annually, staff, parents and service providers will review disabilities services through surveys and meetings to make recommendations for program services.

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1304.51(e) Ensure there is an effective and timely communication system for staff to ensure quality outcomes for children and families.	Responsibility HS/EHS Program Directors, RM, CD/D Conslt Monitor Executive & HS/EHS Director, Operations Director, Information Systems Manager, Committees	Galileo Assessment, Outcomes Report, IFSP, Child File, Child/Family Portfolio, WebCAF Reports, Galileo Progress Reports, PIR, Self-Assessment Report, GIP, Training Plan, E-mail, Voice mail, Portal, flyers, Committee minutes, Interoffice mail, WebCAF, AEPS Progress reports, HS/EHS Early Childhood CARES Interagency Agreement	Ongoing Monitoring & Reporting , Program Self-Assessment , Child/Family Portfolio , Developmental Screening	Ongoing
1308.4(01) Allow for salaries of special education resource teachers that augment the work of regular teacher.	HS/EHS Program Directors, CD/D Conslt., Budget Committee	Budget, Timecards, HS/EHS Early Childhood CARES Interagency Agreement Referrals to Collaboration Team, Referral for Additional Services	Referral for Related Services Referral to Collaboration Team	
1308.18(a, b); 1308.6(b3); 1308.6(d); 1308.4(k); 1308.6(b3) Consultants will work together in assuring the needs of children with disabilities are met	HS/EHS Program Directors, CD/D, MH, & Health Consultants /Specialist, Budget Committee	Monthly Consultant/RM Meeting Minutes, WebCAF reports, IFSP, Purchase Orders, Referral for additional services, Permission for Additional Services	Ongoing Monitoring and Reporting Program Component Integration and Collaboration	
1308.5(d1-5) Ensure child with a disability's enrollment is not denied due to: staff attitude, facility, need for additional resources to serve a specific child, unfamiliarity of disabling condition, equipment or prosthesis and personalized services (feeding, toileting, etc). 1308.4(g) Plan and prepare staff and parents for the services of a child w/ a severe disability.	Responsibility CD/D Consultant /Specialist, RM, HS/EHS Directors, ERSEA Specialist Monitor Operations Director, Program Directors, RM CD/D Conslt/Specialist	Contracts, IFSP Training plan; HS/EHS Early Childhood CARES Inter-agency agreement, IFSP	Referral for Related Services Enrollment Initial Application Process Age/Income Verification Program Options Recruitment Action Plan Recruitment Process Registration Selection	Ongoing Pre-service / ongoing

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1308.5(d1-d5) Access resources or other agency option if child placement is not <u>appropriate</u> at HS	CD/D Conslt/Specialist	HS/EHS Early Childhood CARES Interagency Agreement , IFSP, Referral for Additional Services, Parent permission for Additional Services	Transition , Referral for ECSE Services, Referral for Related Services IFSP Team Meetings ,	On going, as needed
1308.4(j2-5iii); 1308.4(o1, o3) Share provisions of a joint child placement with another agency, including personnel, administrative accommodations, increasing staff, volunteers and practicum students	HS/EHS Directors, CD/D Consult., RM	HS/EHS Early Childhood CARES Interagency Agreement, WebCAF, Child File, IFSP, Permission for Additional Services	Enrollment , Volunteer Orientation & Training , Referral to Collaboration Team	As needed.
Collaboration with Community Partners				
1304.41(a1) Take an active role in other community planning, communication, cooperation, information sharing to improve child services throughout. Document efforts to establish community partnerships 1306.22(a); 1304.40(d3) Actively recruit, train and use volunteers and parents throughout the program	Responsibility All staff; HS/EHS Program Directors; CDD consultant Monitor Management	LMAC, HSAC subcommittee, e-mails to partners: WIC, Safety Net, LCC, State Health Groups, Volunteer Handbook , In-kind forms, Volunteer job , Early Intervention Council, Lane Assoc. for Educators of Young Children, descriptions, SB555 Task force & meeting minutes, Domestic Violence Council minutes, Earned Income Task Force, family Self Sufficient minutes, Safety Net, Commission on Children & Families	Volunteer Orientation, Training & Follow up ; Non-Federal Share In-kind ; Parents, Area Residents & the Program ; Classroom Volunteer ; Social Services Advocacy ; Community Activities	Ongoing
1304.(I1-I7) Participate in the Child Find plan process involving trainings, referrals and resources. Update agreement annually	Responsible CD/D Conslt, Specialist Monitor CD/D Conslt, Program Director	IFSP, WebCAF; Recruitment Action Plan ; Early Intervention Council meeting agenda/minutes; HS/EHS Early Childhood CARES Interagency		Ongoing

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professional in child’s primary language and free of bias.	Interpreter Monitor RMs, HS/EHS Program Directors, Consultants			within 48 hours. Provide follow up within ten days.
1308.6(e2vi,vii,viii); For children referred for possible disability, arrange for appropriate evaluation in the event Early Childhood CARES does not provide for the evaluation.	Responsibility CD/D Conslt & Specialist Monitor HS/EHS Program Directors	Permission for Additional Service , HS/EHS Early Childhood CARES Interagency Agreement	Early Childhood CARES Referral & Evaluation Procedure	Document all parent contact within 48 hours. Provide follow up within ten days.
1308.6(e5); 1308.19(a) Use results of evaluations to determine eligibility for ECSE services.	Responsibility Eligibility Team (Early Childhood CARES, HS/EHS) Monitor CD/D Conslt, RM, HS/EHS Program Directors	Eligibility Determination, HS/EHS Early Childhood CARES Interagency Agreement	Eligibility for Developmental Delay , Eligibility for Emotional Disorders , Eligibility for Communication Disorders , Eligibility for Mental Retardation , Eligibility for Hearing for Impairment, including deafness , Eligibility for Orthopedic Impairment , Eligibility for Vision Impairment , Eligibility for Other Disabilities	ECSE (3-5yrs) Determine eligibility within 60 school days of referral. EI (birth-3yrs) Determine eligibility and an IFSP written within 45 calendar days of the referral. Rule does not apply if child will turn 3 yrs. Before the 45 calendar day deadline.
1308.4(h1-7); 1308.4(j1-5iii); 1308.5(d); 1304.24(a2), 1304.24(a3iii-iv); 1308.7(14a) Ensure the special education services as needed for children with disabilities are provided. This includes audio logy, physical/occupational therapy, speech/language, psychological, transportation, assertive technology, behavior support, specialized classroom services, mental health and dual placement with another agency.	Responsibility Early Childhood CARES, Disab team, RM Monitor CD/D Conslt, RMs, Program Director, Nutrition Conslt	IFSP, Follow-up reports in WebCAF, Staffing notes	Implementation and Documentation of IFSP Services , Initial Individual IFSP Meeting , Monthly Staffing and Ongoing Evaluation	On-going

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<p>1308.19(b,c,d,e,e1-8, f1-4, g,I,j1-4, k); 1308.19(i) When child is determined eligible, ensure a written plan (IFSP) is in place.</p> <p>Document efforts to contact parents about IFSP meeting. Hold meeting without parent if necessary</p> <p>Provide parents with interpreter as needed and copy of IFSP.</p> <p>1308.19(k) Start IFSP services immediately or within two weeks of arrival if child has an IFSP in place</p>	<p>Responsibility DST, Early Childhood CARES</p> <p>Monitor CDD Consultant, Disab Specialist, RM, Program Director</p>	<p>IFSP, WebCAF Disability section, Consultation Notebook, HS/EHS Early Childhood CARES</p> <p>Interagency Agreement/ contract</p>	<p>Implementation and Documentation of IFSP Services, Initial Individual IFSP Meeting, Monthly Staffing and Ongoing Evaluation</p>	<p>ECSE (3-5yrs) 30 calendar days of the date of eligibility and services begin as soon as possible of completion of IFSP document</p> <p>EI (birth-3yrs) Determine eligibility and an IFSP written within 45 calendar days of the referral and services begin as soon as possible of completion of IFSP document. Rule does not apply if child will turn 3 yrs. Before the 45 calendar day deadline.</p> <p>Two weeks from arrival</p>
<p>All children enrolled in Head Start/Early Head Start will be screened as the first step in the assessment process. Early Childhood CARES will forward screening/evaluation records of children newly enrolled in Head Start.</p> <p>Head Start/Early Head Start staff will conduct on-going developmental assessment of all enrolled children to determine child progress and individualize services.</p>	<p>CDD/C & Specialist</p> <p>CDD/C & Specialist</p> <p>Early Childhood CARES Service Coordinator, RM, Teacher, Family Advocate, EHS (Director/Manager, home visitor, teacher, CCC specialist)</p>	<p>Galileo, ASQ, WebCAF, Child's file</p> <p>WebCAF, copies of referral documents in child's file, IFSP, Child's file</p> <p>Galileo, AEPS, ASQ, Curriculum Plan, Individualizing Report, IFSP</p>	<p>Referral for Related Services Referral to Collaboration Team Galileo Assessment</p> <p>Initial IFSP Meeting Implementation and Documentation of IFSP, Eligibility Team Meeting</p> <p>Individualizing, Child/Adult Interaction, Child/Family Portfolio, Classroom Safety,</p>	<p>On-going, as needed</p> <p>On-going, as needed</p> <p>On-going as needed</p> <p>On-going</p>

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<p>Infants, toddlers, and preschoolers who score below the cutoff on ASQ will be referred to Early Childhood CARES for evaluations to determine if the child is eligible for Early Intervention/Early Childhood Special Education IEI/ECSE) services. 1308.6(e)</p> <p>Early Childhood CARES will evaluate children and determine what, if any, eligibility criteria applies to children referred. 1308.7-17</p> <p>An IFSP team, consisting of parent of child, Early Childhood CARES service coordinator, Head Start teacher or /and family advocate or Early Head Start teacher, home visitor , or CCC specialist will determine if child is eligible for EI/ECSE services and if so, develop the Individualized Family Service Plan.</p> <p>Head Start teachers or Early Head Start teacher, home visitor, or CCC specialist will modify the child's goals and classroom activities and environment according to the current IFSP for the student. 1308.6</p>	<p>CDD Specialist, RM, Teacher</p> <p>CDD/C/ Specialist, RM, Teacher, Parent</p> <p>CDD/C/ Specialist, RM, HS/EHS Program Directors</p> <p>CDD/C/ Specialist, RM, HS/EHS Program Director</p> <p>Head Start teachers or Early Head Start teacher, home visitor, or CCC specialist, HS/EHS program directors, RM</p>	<p>Galileo, Curriculum Plan, Individualizing Report, IFSP, Galileo Child Progress Report, Galileo Outcomes Report, AEPS, Early Childhood CARES</p> <p>Interagency Agreements, Purchase orders, Budget, IFSP, WebCAF, Child file</p> <p>WebCAF, Galileo, Parent Report</p> <p>Galileo, WebCAF, Child/family Portfolio</p>	<p>Computers in the Classroom, Curriculum Planning, Daily Schedule, Galileo Assessment, Galileo Child Observation, Staffing, Supporting Social/Emotional Development</p> <p>Purchasing of Supplies/Equipment, Classroom environment, Developmentally Appropriate Materials, Equipment, Activities, Implementation and Documentation of IFSP Services, Individualization, Integrated Planning, staffing, on-going assessment and evaluation, Referral for Related Services, Setting up the Physical Environment, Disability and At-Risk Enrollment, Playground Safety, Communicating Information to Parents with Sensory Impairment</p>	<p>On-going as needed</p> <p>On-going as needed</p> <p>On-going as needed</p> <p>September, on-going as needed within 45 days of a child's enrollment</p> <p>On-going</p>

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<p>The classroom and program services will be evaluated, considering the specific needs and requirements of each child with a disability.</p> <p>Accessibility of center facilities will be assured for children or adults with orthopedic handicaps or special mobility requirements; special furniture, equipment and materials will be provided as needed.</p>				
<p>Provide assistive technology services or devices as necessary to enable a child to improve functions such as vision, mobility, or communication to meet the objectives in the IFSP.</p>	<p>Responsibility Early Childhood CARES</p> <p>Monitor CDD/C, RM, Teacher, EHS staff</p>	<p>IFSP, Purchase Order, WebCAF, Child File, Budget</p>	<p>Implementation and documentation of IFSP Services, Individualization, Referral for Related Services, Staffing</p>	<p>On-going as needed</p>
<p>Provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program.</p>	<p>Responsibility Early Childhood CARES</p> <p>Monitor CDD/C/Specialist, RM, Teacher, EHS staff, HS/EHS program directors</p>	<p>HS/EHS Early Childhood CARES Interagency Agreement, IFSP, WebCAF, Child File, Budget</p>	<p>Implementation and documentation of IFSP Services, Individualization, Referral for Related Services, Staffing</p>	<p>On-going as needed</p>
<p>Review all options to meet the needs of the child so that a continuum of services available from various agencies is considered.</p>	<p>Responsibility Early Childhood CARES</p> <p>Monitor CDD/C/Specialist, RM, Teacher, EHS staff, program director</p>	<p>WebCAF, IFSP, Child File,</p>	<p>Enrollment, Recruitment Process, Selection, Implementation and documentation of IFSP services, Individualization, Referral for Related Services, Staffing, Referral to Collaboration Team</p>	<p>On-going as needed</p>
<p>Transition of children with disabilities into Early Head Start or Head Start and from Head Start to the next placement.</p>	<p>CDD/C, CDD/S, ERSEA Manager, RM, Teacher, Family Advocate, EHS staff</p>	<p>Transition summary, IFSP, WebCAF, Galileo, Child file</p>	<p>Transition Services, Student Education Record,</p>	<p>September, June and as needed</p>

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Assist parents in the transition of their child from Head Start into public school or other placement	CDD/C, CDD/S, RM, Teacher, Family Advocate, E	Transition summary, IFSP, WebCAF, Galileo, Child file	Transition Services , Student Education Record ,	May and as needed.
1305.7(a) Maintain services to children once enrolled, except for compelling reasons until transitioning into public school. 1304.41(c1iii) Establish relationships/visits with public schools to discuss transitioning children 1304.40(h, h2,3i-4); 1304.41(a2i-ix); 1304.41(c1ii, iii, iv)(c); 1308.4(g); 1308.21(b,c); 1308.4(I5); 1304.52(k3ii); Help transition children into next placement and include parents. Encourage parents to advocate for their children.	Responsibility DST, EHS staff Monitor CD/D Conslt /Specialist, RM Program director	Transition Summary, Curriculum Plans, IFSP, Parent meeting minutes, Site Board Transition Plan, School District transition team meeting minutes, HS/EHS Early Childhood CARES interagency agreement, Summer program Schedules, Trainings, Rosters, WebCAF, School District Transitions plans, Teacher and, FA meeting/training agenda, Curriculum Committee minutes	Transition services , Family Service Home Visit , Additional Family Service Visit ; Initial IFSP Meeting , Curriculum Planning , Monthly Staffing , Parent Meeting	On-going Document all parent contact within 48 hours. Provide follow up within 10 days.
Disabilities/Health Services Coordination: 45 CFR 1308.18				
HS/C and CDD/C will work closely together throughout the screening and assessment process and follow up to assure that the needs of each child with disabilities are met.	Responsibility CDD/C, HS/C Monitor Disab and CDD Specialists	WebCAF, IFSP, Child file,	Developmental Screening , Galileo Assessment , Referral for Related Services , Hearing , Vision , and Height/Weight Screening , Medical and Dental Home and Follow-Up	September and as needed
Supervise the administration of all medications to children with disabilities in accordance with state and federal requirements.	HS/C	WebCAF, child file, medication records	Administration of medications	As needed
1304.22(c2, c4-c6); 1308.18(c, d1, d2); 1304.53(a10iii); 1308.18(b) Assigned, trained staff will administer medications;	Responsibility DST Monitor RM, Hlth Conslt, EHS Director	Parent Permission for Medications & Flow sheet (combined), WebCAF	Administration of Medicine	As needed Document emergent (accident, health, abuse, busing) items within 24

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<p>maintain labeling, handling, storage of medications in locked cabinet or refrigerator.</p> <p>Record medication dispensing and review regularly with child's parent.</p> <p>Record changes in child's behavior associated with medications and inform parents about possible effects.</p>				<p>hours or sooner.</p> <p>Document all parent contact within 48 hours.</p> <p>Provide follow up within ten days.</p>
Mental Health Services				
<p>1304.24(a2-3i)</p> <p>Secure and schedule regular mental health on site services for identified children. Develop a responsive action plan with parents input.</p>	<p>MH Conslt, CD/D Conslt/Specialist, RM, EHS Director</p>	<p>All screening results, Staffing notes, Acuscreen, Child Observation form, Behavior Related Service Request, Referral to Early Childhood CARES, Teacher Concerns, Family Concerns, Behavior Plans, Direction Service Contract, WebCAF notes, Consultant log book, Interagency agreements, Site visits checklist, Permission for Additional Services,</p>	<p>Monthly Staffing/Ongoing Assessment & Evaluation, Early Childhood CARES Referral & Evaluation, Referral to Collaboration Team, Referral for Related Services, Child Guidance and Behavior Management,</p>	<p>Document all parent contact within 48 hours.</p> <p>Provide follow up within ten days.</p> <p>Refer within three weeks of staffing.</p>
Nutrition Services 45 CFR 1308.20				
<p>Work with Health Consultant, Food Service Manager and IFSP Service Coordinator to ensure that provisions to meet the special needs of children with disabilities are incorporated in to the nutrition program.</p>	<p>CDD/C, Health Consult, Food Service Manager, Early Childhood CARES, RM, CDD team, EHS staff</p>	<p>IFSP, WebCAF, Food Service Records, Child File</p>	<p>Identification of Nutrition Needs, Nutrition Philosophy, Food Allergy and Restrictions, Monthly Staffing/Ongoing Assessment & Evaluation, Height/Weight, Mealtimes, Amount of Food Prepared,</p>	<p>Registration, Within 90 days of child's first attendance day.</p>

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<p>1304.23(a); 1308.20(a); Assess nutritional needs of child w/ parent, including: eating patterns, cultural preferences, dietary restrictions, disability, and relevant assessments. Provide information, referral and/or follow up</p> <p>1304.23(b4) Evaluate, plan and implement the program's nutritional service involving parents and the community</p> <p>1308.20(a); Ensure special needs are incorporated into nutrition services.</p> <p>1304.40(f3i-f3ii) Provide parent education related to nutrition, food prep, food budget and child nutrition</p> <p>Serve appropriate quantities and size for age of children with awareness of medical or dietary restrictions/requirements.</p> <p>1308.20(b) Refer children with confirmed severe problems with: chewing, swallowing and feeding themselves.</p>	<p>Responsibility DST CFSW, FSA, Cooks, Health Conslt, FSM, EHS staff</p> <p>Monitor FSM, RM, Health Conslt, Food Service manager</p>	<p>WebCAF, HS Cycle Menu, Production Records, IFSP, PC input, recipes from parents, HSAC input</p>	<p>Identification of Nutrition Needs, Nutrition Philosophy, Food Allergy and Restrictions, Monthly Staffing/Ongoing Assessment & Evaluation, Height/Weight, Mealtimes, Amount of Food Prepared.</p>	<p>Registration, Within 90 days of child's first attendance day.</p> <p>Document emergent (accident, abuse, health, busing) items within 24 hours, or sooner.</p> <p>Document all parent contact within 48 hours.</p> <p>Provide follow up within 10 days.</p> <p>Site monitoring visit three times per year; first site visit 4 weeks of program starting. New sites must have a pre approved visit.</p>

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Address prevention of disabilities with a nutrition basis.	CD/D Conslt, Health Conslt, HS Consult., RM, Lead Teacher	WebCAF, Galileo Assessment, Child File, Ht/Wt Screening	Identification of Nutrition Needs , Nutrition Philosophy , Food Allergy and Restrictions , Monthly Staffing/Ongoing Assessment & Evaluation , Height/Weight , Mealtimes , Amount of Food Prepared .	Registration, Within 90 days of child's first attendance day. Document emergent (accident, abuse, health, busing) items within 24 hours, or sooner. Document all parent contact within 48 hours. Provide follow up within 10 days. Site monitoring visit three times per year; first site visit 4 weeks of program starting. New sites must have a pre approved visit.
Family Services and Parent Involvement				
1304.50(b2-3); 1304.50(b7) Ensure at least 51 percent of PC will be parents with children currently enrolled and reflective of all program models. Community representatives should be familiar with resources and services for low-income families or past parents. 1304.50(b4-5) Elect PC members annually, with term limitations of three years for both PC and Parent Committees.	Responsibility FA/CCC, FS/CP Conslt Monitor RM, FS/CP Conslt, Exe Admin Assist, Program Director, Exec Director	PC Minutes, PC Roster, PC Handbook	Voting ; Policy Council Limitations on Membership ; Policy Council Composition	In September / October & on-going to fill vacancies

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<p>1304.50(d2i-v); 1304.50(e2); 1304.50(h); 1301.31(a7) PC serves as a link for parents, the community and Board by encouraging and participating in formal and informal activities at the class level, assisting with parent meetings, and resolving community and parent complaints</p> <p>1304.50(h); 1301.31(a7); 1304.50(d2v); Handle internal disputes pro-actively</p>	<p>Responsible Executive Director, PC</p> <p>Monitor RM, HS/EHS Program Directors, Board of Directors, FS/CP Conslt</p>	<p>PC minutes, PC handbook Written Concern form, Union contract, PC Exe minutes</p>	<p>Shared Decision Making; PC Concern; Internal Dispute Resolution, Parents, Area Residents & the Program; Empowering Parents and the Community; Community Activities</p>	As needed
<p>1304.40(d1); 1304.50(f) Involve parents in program policy-making/operations; reimburse some costs for parents participating.</p> <p>1304.51(a2); 1304.50(e1); 1304.50(d1ix); 1308.4(b) Review and update policies and work-plans with parent input and have PC approve.</p>	<p>Responsibility Executive Director, HS/EHS Program Directors, Consultants, HR Director</p> <p>Monitor PC, Board of Directors, HR Director</p>	<p>70.2, PC Minutes, PC Handbook, PC Training Agenda/handouts, Workplan, Board minutes, Curriculum Committee Minutes, Consultant Meeting Minutes, HR database, PC By-laws</p>	<p>Policy Council Objectives, Voting; PC Subcommittee's; Personnel Policies; PC Operations; Board Roles and Responsibilities, PC Official Duties; PC Provision of Information; Share Decision Making</p>	Monthly
<p>1304.40(g1ii); 1304.40(c2, c3) Provide resource information to parents, including information to pregnant women prenatal information, including risks, labor/delivery and post-partum recovery and the benefits of breastfeeding, early intervention services.</p>	<p>Responsibility FA/ CCC</p> <p>Monitor RM, FS/CP Conslt/Specialist, Hlth Conslt</p>	<p>Resource Directory (English/Spanish), WebCAF notes, , Parent Survey, Minutes from parent focus group, FPA Activities Table, Resource packets, Newsletters, HS portal, Literature in parent areas, parent meeting minutes,</p>	<p>Social Service Advocacy; Family and Community Resources; Parent Access to Community Information; Family Service Home Visit, Additional Family Service Visit, Site & Classroom Newsletters; Parent Meetings; Increased Knowledge</p>	<p>Document all parent contact within 48 hours.</p> <p>Provide follow up within 10 days.</p> <p>Ongoing By April 30th.</p>

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1304.40(b2) Follow up that information provided on the family partnership met parents needs or expectations				
1304.40(g1i) Inform parents of opportunities to participate in other community service goals	Responsibility FA/ CCC Monitor RM, FS/CP Conslt/Specialist	HS Portal, WebCAF, PC minutes, Newsletters, Parent meeting report	Increased Knowledge; Empowering Parents & the Community; Development of Parent Skills	Ongoing Document all parent contact within 48 hours. Provide follow up within 10 days.
1304.40(a-c); 1304.20(e3); 1304.40(a1-2); 1308.21; 1304.40(a3) Form a family partnership with parents, avoid duplication of services on a pre-existing plan. Focus on strengths and realistic family goals, benefits of HS, strategies and timelines 1304.40(b1i-iii) Update family partnership and give referrals/resources as needed for identified goals, needs, etc.	Responsibility FA, CCC, Interpreters Monitor FS/CP Conslt, RM	Resource Directory, , Permission to Exchange, Newsletters, , Parent Galileo Portfolio, Lesson plans, Curriculum webbing, WebCAF notes, Resource packet, Employment Development Plan, FPA Activities Table and Full day , WebCAF Family Partnership section	Confidentiality of Records, Monthly Staffing and Ongoing Assessment and Referral, Family and Community Resources, Family Service Home Visit, Additional Family Service Visit, Parent Orientation, Education Home Visit, Referral for Related Services; Referral to Collaboration Team; Nutrition Assessment & Referral; Family & Community Resources; Child Support Enforcement Referral; Early Childhood CARES Referral and Evaluation Process; Parent Orientation Follow Up; Parent meetings	September Ongoing 130 days from child's start date Document all parent contact within 48 hours. Provide follow up within 10 days.
1308.6(c, d, e1-e5); Inform parents of type and purpose for screenings. Obtain written permission from parent to screen	Responsibility RA, FA Monitor RM	Parent Permission	Developmental Screening; Group Screening Day; Registration	Document all parent contact within 48 hours. Provide follow up within ten days.

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1304.22(c3); 1308.18(d1) Obtain physician's instructions and written parent consent to administer medicines	Responsibility Lead Teacher, FA Monitor RM, Hlth Conslt	Parent Permission and flow sheet , WebCAF	Administration of Medications	Document all parent contact within 48 hours.
1304.24(a1-3); 130818(h); 1308.22(b3); 1304.20(e1); 1304.20(e2); 1308.21 Work with parents to determine their child's health, developmental, safety and mental health needs. Share information as needed with staff, parents and refer to appropriate providers	Responsibility DST Monitor RM, FS/CP Conslt, CD/D Conslt, Collaboration Team, Hlth & Nut Conslt	Lesson Plans, Permission to Exchange, Observation, Referral to Collaboration Team, Family Concerns , Teacher Concerns , Permission to Evaluate, WebCAF, Galileo Social/Emotional Development completed by parent, Permission for Additional Services , Strength/Needs Assessment, On-going in Galileo child assessment	Child Guidance and Behavior Management , Developmental Screening , Observation , Monthly Staffing and Ongoing Assessment/Referral , Parent Orientation , Supporting Social and Emotional Development , Curriculum Planning , Daily Schedule , Eligibility of Child with Mental Retardation , Eligibility of Child with Other Disabilities , Referral to Behavior/Mental Health Collaboration Team , Group Screening Day , Identification of Nutrition Needs , Social HV #1	Referrals as need arises or is identified by parent Complete AcuScreen within 45 days of starting classes. Set Galileo Baseline by Oct 15 th . Document all parent contact within 48 hours. Provide follow up within 10 days.
OAR 581-002(10) Notify parents on rules for riding the bus		Rules Governing Children on the Bus Transportation Release Letter	Bus Transportation , Transportation Accident and Reporting , School District Transportation ,	