

OPERATING PROCEDURES

AGES 0-5

Goose Creek CISD

101911

Template update May 2020

Legal Framework: AGES 0-5

[Related Resources](#)

Broad Category: CHILD FIND

PROCEDURES:

Early Childhood Special Education (ECSE) Preschool Program TEC 29.009, ECI Memorandum of Understanding

<http://www.tea.state.tx.us/special.ed/mou/pdf/etmou.pdf>

Goose Creek CISD offers a multi-disciplinary team approach to the evaluation for children, ages 3-5, who are NOT enrolled in public school.

3 is 3/Early Childhood Intervention (ECI)

IDEA requires children who are identified with a disability prior to age 3 referred by Part C/Early Childhood Intervention (ECI) to have an IEP developed by the child's 3rd birthday (this means ARD must be held and IEP in place prior to child's 3rd birthday). The impact of this rule on the Child Find Team and ARD Committees is as follows:

1. A child's evaluation may require completion in less time than the 45-school day timeline.
2. A child's initial ARD may have to be held in less time than 30 days from the date the Full Individual Evaluation is completed.

When working with a child who is about to turn 3, the child's date of birth drives all timelines.

*Referrals received from Part C/Early Childhood Intervention (ECI) less than 90 days prior to the child's 3rd birthday do not apply and will follow regular referral timelines.

ECI Transition Meetings

Transition Meetings are held monthly with the ECI agencies. The meetings are held at the

OPERATING PROCEDURES

AGES 0-5

Goose Creek CISD

101911

Special Ed Department Offices or the ECI office. Interpreters are available. The Child Find Speech Pathologist, Child Find Diagnostician, and/or Child Find LSSP present an overview of the evaluation process and initial ARD meeting to the parents who attend ECI Transition Meeting.

The purposes for these meetings are to:

- Inform the parents of the transition process from ECI services to public school services.
- Describe the continuum of ECSE services that Goose Creek CISD has available.
- Describe the evaluation process.
- Describe the ARD process.
- Address any questions that the parent has regarding this transition.

After the ECI Transition Meeting, the ECI referral information is submitted to GCCISD by the ECI agency. GCCISD staff process/upload the referral information and any additional documents to the eSped program. The Child Find Coordinator or designee reviews the referral information and assigns to the Child Find evaluation team for completion. The FIE must be completed, and the ARD held prior to the child's 3rd birthday.

Since the child is not attending school, the Child Find secretary will contact the parent to schedule the evaluation. On the morning of the scheduled evaluation, the Child Find evaluation team will obtain the following:

1. Provide the Notice of Evaluation.
 2. Obtain consent for the evaluation (date stamped when received).
 3. Review and provide the Notice of Procedural Safeguards (dated July 2020) and obtain a signed receipt.
 4. Review and provide the Guide to the ARD Process and obtain a signed Parent/Guardian Acknowledgement Form.
- The evaluator will enter the date of consent and upload signed copies of the consent/receipts in eSped.
 - Once the FIE is completed in eSped, the evaluator will notify the Child Find secretary who will then either schedule an initial ARD or contact the receiving

OPERATING PROCEDURES

AGES 0-5

Goose Creek CISD

101911

ECSE campus that will be responsible for completing the initial ARD meeting.

- It is the evaluator's responsibility to review the FIE with the parent prior to the ARD. If the parent cannot be contacted, the team evaluator must notify the campus and plan to be present prior to the ARD meeting to review the FIE results with parent.

* It is the responsibility of the initial team evaluator to complete the draft AU supplement, FBA, Behavior Intervention Plan and Behavior goals/objectives for the ARD if recommended.

** If additional forms need to be generated or faxed, such as a physician form or consent to release information, the Initial Evaluator will complete this task.

Referrals (not from ECI) ages 3-5

Children ages 3-5 who are not enrolled in GCCISD go through the Special Education Child Find intake process. When a parent contacts a campus and wants their 3-5 year old child referred for a Full Individual and Evaluation for special education, the campus should direct the parent to call the Child Find secretary at 281-707-3567. *Children with disabilities cannot begin attending GCCISD until their 3rd birthday or at the date designated by an ARD committee.

When a parent/guardian calls the Child Find secretary, the secretary collects information including parent name, phone/email, child name/birthdate, and address. The staff member will verify the child's address/home campus and will send the parent the Child Find Intake Packet. The parent will return this packet prior to scheduling their child's intake appointment.

*Once a student enrolls in Prekindergarten or Kindergarten, and the student is suspected of having a disability, the campus based initial evaluation procedures are followed. Campuses **must** enroll students with suspected disabilities rather than deferring enrollment contingent upon referring the student to the Special Education Child Find department.

OPERATING PROCEDURES

AGES 0-5

Goose Creek CISD

101911

Additional Information - Head Start Agencies

Head Start agencies are federally funded programs. (They are not considered a private school.) Students attending Head Start who are not enrolled in a GCCISD school who are suspected of having a disability may be referred to the GCCISD Child Find department for an Initial Full Individual Evaluation.

Eligibility for this program includes:

- Age birth to 5
- Low income
- Foster children (regardless of income)

10% of the total enrollment is made available to children w/ disabilities

STAFF RESPONSIBLE:

Local ECI Contractor: Bay Area Rehabilitation ECI Program
5313 Decker Drive
Baytown, TX 77520
Referral Number: (281) 838-4477
Fax Number: (281) 838-4480
Website: www.dars.state.tx.us

District Level: Coordinator for Compliance and Accountability, Coordinator for Evaluation, and Director of Special Education, SLP – Speech Clinic

Itinerant Level: SLP, VI Teachers, AI Teachers

TIMELINES FOR Ages 0-5 ACTIVITIES:

- Transition from IDEA-C to IDEA-B ECSE programs
- FIIEs
- Public outreach
- Staff training

EVIDENCE OF PRACTICE:

- Forms and checklists used to prepare ECI transition plans
- Training artifacts (presentation handouts, sign-in sheets, etc.)

OPERATING PROCEDURES

AGES 0-5

Goose Creek CISD

101911

- Copies of IFSP meetings
- Notice of ARD committee meetings
- Copies of ARD committee meetings
- LEA submissions of SPP 11 and 12 through TEAL