Developmental Referral Flow Chart
WCMCA, Inc. Head Start

Developmental Screener results below cutoff

or

Parent or FES Concerns
Other Considerations: Is child in foster care or living with relatives or has a child abuse report been made?

FES will:
- Discuss concerns with parents and decide if they would like a rescreen or a referral and document discussion in ChildPlus (CP) under Disability Concerns.

Rescreen
- FES will rescreen within 30-45 days of initial screening.

Screening is below cut-off

Referral
- FES explains ECSE referral process to parents
- FES completes the referral form

FES will:
- Implement individualized follow-up plans (i.e. child goal setting documented in GOLD; behavioral plan; Parent Education)

Parent Declines Referral for ECSE Evaluation
- FES documents refusal on the referral form and emails to Supervisor & Systems Specialist
- Systems Specialist uploads refusal and documents in CP

Parent Accepts Referral for ECSE Evaluation
- FES will complete and forward release of information and referral to Head Start Supervisor and System Specialist.
- Systems Specialist will upload documents in CP and complete referral through Help Me Grow.
- ECSE will contact family to get written permission for evaluation.
- ECSE will complete evaluation within 30 days of obtaining parent signatures.

Parent Declines ECSE Services or Child Does Not Qualify
- FES/Systems Specialist ensures copy of screening/assessment results and tracks and uploads to CP, closing concern.

Ongoing monitoring occurs through email and phone communication throughout the entire process to ensure timely completion.

Child Qualifies and Parent Accepts ECSE Services
- ECSE notifies parent and FES of Individualized Planning Meeting
- FES ensures copy of IEP is submitted to Systems Specialist
- System Specialist closes concern, tracks and uploads IEP into CP and provides a My Child Folder to Teacher to give to family

5/24