

# **Implementation and Documentation of Individual Education IEP/Individual Family Service Plan (IFSP) Services Policy**

Individual Plan IEP)/Individual Family Service Plans (IFSP) will be implemented as soon as possible after the IEP/IFSP meeting by modifying the child's program in accordance with the IEP/IFSP and arranging for the provision of related services. If a child enters Head Start with an IEP/IFSP completed within two months prior to entry, services must begin within the first two weeks of program attendance. All IEP/IFSP meetings and services will be documented.

## **Procedure:**

1. Local Educational Agency (Early Childhood Special Education) provides copies of all required paperwork to the Head Start Disabilities Manager to ensure necessary papers are placed in child's file and copies sent to Site Manager. Per LEA Agreement, the ECSE Case Manager will provide on-line access to the Disabilities Manager and the child's Head Start Site Manager. Disabilities Manager enters information into the data base. Site Manager will implement IEP/IFSP goals and objectives. This will be documented on the weekly lesson plans.
2. The Disabilities Manager provides monthly calendars to each site to be used as a service log of ECSE Providers. This monthly calendar is sent to the Disabilities Manager at the end of each month to review and monitor service provision.
3. The goals and objectives of the IEP/IFSP will be utilized for individualized planning. The Child Observation Record will be used as the on-going assessment to monitor progress. These scores will be shared with the ECSE Staff and be used to assist the determination of the Child Outcome Summary Form (COSF).

This policy complies with Head Start Performance Standard 45 CFR Section 1304.20, 1304.21, 1308.4, 1308.19

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