

INDIVIDUAL STAFFING & PARENT CONFERENCE PROCEDURE

PURPOSE: To determine strengths and needs of each child; to identify children needing further assessments, referrals, or interventions through a multidisciplinary approach.

PROCEDURE: The Head Start office will generate this form ("Site Staffing of Individual Child's Strengths & Needs") and individualize each form prior to sending it out to each site. The site staffings are indicated on the Head Start calendar with timelines for completion.

During the site staffings, the Site Team will determine responsibilities of each member (i.e., review screening results, complete Site Staffing Form, complete Early Childhood Screening Summary, review Health History and CDR/IDI, review ASQ:SE/Edinburg, and review child's file for contents). Completion of all forms must be completed as a team during the site staffings and returned to the Head Start office by the deadline indicated on the calendar or within 45 calendar days of entry.

GUIDELINES for SITE STAFFING FORM COMPLETION:

- Date: List date of staffing
- Signature: All team members must sign
- Date of Dev. Screen: Date screening was done.
- Dev. Screen Tool: Check appropriate box.
- Dev. Screen Results * Indicate what the child **scored** (Actual) and what the "Pass" Score for the child's age is. Check the appropriate box for the **results**: Check "WNL" if at or above age level; "Rescreen" if score is below age level but not significantly, especially if behavior (i.e., refused) interfered with score; "Refer" if score is significantly below age level; "Known Concern" if child has a known need and has an IEP/IFSP.
- Behavior/Relationship* For Preschool HS-Total from Mpls. Behavior Observation Screen; Check "yes concern" if 6 or more. Follow-up may mean activities from ASQ:SE, discussion with Mental Health Manager or Consultant, or refer to an outside agency (Mental Health, Public School, etc.). Look at referral page in Manual; For EHS- Check "yes concern" if 7 or less on the Parent-Child Interactions Rating form.
- Intelligibility/Language * Applies only to Preschool HS -Check referral if score is 2 or less on the "intelligibility" of sounds or limited words per sentence for age. Refer may mean attached booklet or activities, Speech Clinician to listen at Head Start site, or to an outside agency (Clinic, Public School, etc.). Use the Language Sample & refer to manual. Check "yes" to refer; "no" if speech is rated 3-4; "Known Concern" if child has an IEP & receives speech therapy from the School.
- Mental Health Screen: List Parent Score and the Cut off score for age from the ASQ:SE. EHS only (Edinburgh) List score and probability rate if referral was made previously.
- Health History/CDR/IDI: Indicate any significant notes made by parent.
- Summarize Use developmental screen and behavior observations made in all settings thus far.
- Family Information: List any pertinent family factors .Also list if either parent or sibling has a disability and type of disability. Changes from application must be made on the template.
- Current Services: Check all that apply for this child and list who is the service provider and frequency of the service." Social Services" is checked if there is direct service for the child (i.e., Social Worker).

Rec. of Team: “Mental Health Obs” if team requests the Mental Health Consultant to observe– the Site Manager needs to complete Referral form for child observation & SEAM on the electronic template.
“Transition Plan” if the child will be transitioning within this program year: (1) Head Start to Kindergarten **and** has a disability (IEP) or (2) EHS-at 30 months old.
“Elevated ASQ:SE”: Check if score is high; Mental Health Manager will follow-up.
“PCA”: Recommend referral for assessment to determine eligibility.
“MH Referral”: for an outside agency MH assessment or services (ADAPT/CTSS)
“ECSE Referral for Testing” if it is recommended that the child needs further testing by the school and list which area of development. *Educator completes the “Child Referral & Services” template.
“Health Needs” which a child has that is **not yet** addressed;
“Releases Needed” list all agencies or individuals that the child is or will be involved with **and** does not have a signed release in the file;
“In-Home Counseling” for families who indicate a need for this service or if Staff feels this would be a benefit; *FSS completes the “Intake” template.
“Programming”: Check the appropriate box for this child based on all data. A PDI will be attached for completion at the parent conference for all reduced schedules.

Office Review: Completed by Health, Disabilities, & Mental Health Managers, and the Program Manager for the site. Medical exam recommendations listed here as well as other comments and recommendations. Parent Conference forms and attachments (including the parent copy of the screening) are initiated at this step, including Early Childhood Screening Registration forms for preschool.

FORMS DUE IN OFFICE: Original screening results (Mpls. or Brigance), Site Staffing of Individual Child’s Strength & Needs, and the Early Childhood Screening Summary. ASQ:SE is sent in electronically. All forms & results will be scanned and available on Laser Fiche.

EARLY REFERRALS: Any child displaying a need for an immediate referral will be discussed between the Site Manager/Provider and Disabilities Manager for ECSE referrals and with the Mental Health Manager for mental health concerns.

OFFICE REVIEW: Office team will prepare: the Development Conference form for the Parent Conferences, any releases needed to be obtained, and attach and any referral forms as indicated. An additional form, the “Registration Form for Early Childhood Screening”, will be completed for preschoolers. This packet will be sent to sites for the scheduled parent conferences as well as developmental information for parents.

PARENT CONFERENCES: Site teams will schedule parent conferences according to the schedule on the Head Start calendar at a minimum of 30 minutes per conference. The Site Team will be involved in the parent conferences and completion of all forms will take place at this time. All forms need to be returned to the main office per calendar date.

*Family Advocates may make follow-up parent contacts after parent conferences, within two weeks, to families identified at the staffing who may need additional input or support on services recommended (referrals, Mental Health Consultant involvement, specific interventions) or contact Disabilities Manager to contact family.

For any child enrolled after the Fall staffings: *Each Educator will receive the Mpls Screen, Early Childhood Summary, & Site Staffing of Individual Strengths & Needs form. The ASQ:SE, & Initial Home Visit form is completed electronically on the lpad as the child is enrolled. The Educator needs to complete the developmental screening on each child within 45 calendar days of entry. The site team needs to convene to “staff” each child following the same procedure. Share results with parents in a timely manner and send copies of all forms to the main office. The Disabilities Manager will monitor all screenings and referrals.

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