

EOU Head Start Additional Services for Children with Disabilities Policy

Policy Statement

Eastern Oregon University Head Start (EOUHS) is committed to ensuring that children with disabilities, suspected developmental delays, or behavioral health concerns receive timely, individualized, and inclusive services in compliance with Head Start Performance Standards under 45 CFR §1302 Subpart F, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and applicable state and local regulations. EOUHS procedures are designed to support early identification, family partnership, coordinated service delivery, and inclusive educational opportunities for all children.

1. Developmental Screening and Referral

EOUHS staff must complete developmental, behavioral, sensory, and social-emotional screenings within required timelines. Staff must:

- Monitor developmental progress through ongoing observation and assessment
- Discuss developmental concerns with families in a timely and respectful manner
- Document concerns and follow-up actions in ChildPlus
- Obtain parent/guardian consent prior to referral or evaluation activities when required
- Refer children to EI/ECSE or appropriate service providers when concerns are identified

2. Evaluation and Eligibility Coordination

EOUHS staff collaborate with local EI/ECSE providers and school districts to support timely evaluation and eligibility determination processes. Staff may:

- Participate in multidisciplinary team meetings
- Provide classroom observations and assessment information
- Support family participation throughout the evaluation process
- Coordinate communication between families and service providers

Eligibility determinations are completed by the appropriate EI/ECSE agency or school district in accordance with IDEA requirements.

3. Individualized Services and Inclusion

EOUHS supports implementation of Individualized Family Service Plans (IFSPs) within inclusive classroom and home-based environments whenever appropriate. Staff must:

- Implement accommodations, modifications, and support strategies identified in IFSPs
- Collaborate with specialists, therapists, consultants, and families regarding service implementation
- Maintain inclusive educational practices whenever feasible
- Support positive behavior interventions and individualized social-emotional supports

- Document services and supports provided to children
4. Family Participation and Communication

Families are essential partners in planning and decision-making regarding their child's services. Staff must:

- Provide families with information regarding available services and supports
 - Encourage family participation in IFSP meetings
 - Assist families in accessing community resources and referrals
 - Respect family culture, language, and preferences throughout the process
 - Provide interpretation or translation services when needed
5. Transition Planning

EOUHS staff collaborate with families, receiving schools, EI/ECSE providers, and community agencies to support successful transitions into and out of program services. Staff may:

- Coordinate transition meetings
 - Share records with parent/guardian consent
 - Assist families with transition planning activities
 - Support classroom visits and transition supports for children
6. Documentation and Confidentiality

EOUHS staff must maintain accurate and confidential records related to disabilities services and referrals. Staff must:

- Upload and maintain required documentation within ChildPlus
 - Protect confidentiality in accordance with FERPA, IDEA, HIPAA when applicable, and Head Start requirements
 - Limit access to records to authorized individuals with legitimate educational or programmatic interest
7. Staff Training and Program Monitoring

EOUHS leadership will provide ongoing training and monitoring related to:

- Inclusion practices
- IDEA requirements
- Developmental screening and referral
- Behavior support strategies
- Trauma-informed care
- Family engagement
- Disabilities service coordination

EOUHS leadership and Disabilities Services staff will monitor referral timelines, service coordination, IFSP/IEP implementation, and enrollment of children with disabilities to ensure compliance with HSPPS and IDEA requirements.

