

**MISSISSIPPI COUNTY, ARKANSAS E.O.C.  
EARLY CHILDHOOD EDUCATION DEPARTMENT**

**CHILD SCREENINGS AND DISABILITY REFERRAL PROCESS**

§ 45 CFR 1302.33

**GOAL STATEMENT-** MCAEOC will strive for excellence by enhancing educational services to support school readiness of children that will maximize their potential to enter kindergarten with a solid foundation for reading success.

**POLICY:** A program must complete or obtain a current developmental screening within 45 calendar days of when the child first attends the program.

**PURPOSE:** The developmental screening helps to identify possible problems that a child may have in development, behavior, motor skills, language, social, cognitive, and/or emotional skills. If warranted, through screening results or additional relevant information, referrals will be made to the appropriate agency (Part B/Part C) for further evaluations after parental consent has been obtained.

**PROCEDURES:**

1. When a child falls below the cutoff on a developmental screening, articulation screener (3-5-year-olds), or an ASQ-3 (birth -3) screening, the following steps will be completed:
  - a. The MCAEOC classroom teachers will fill out an agency referral form.
  - b. The parent/guardian will complete and sign a Referral Information Form for Birth-3 and a Crowley's Ridge Demographic Information Form for 3-5-year-old children.
  - c. MCAEOC teachers will send a copy of the Brigance Screen III (3-5-year-old), or a copy of the ASQ-3 (birth -3) to the Disability Manager.
  - d. MCAEOC teachers will send a copy of the Brigance Online Screen III Summary Sheets (2 pages).
  - e. MCAEOC teachers will send a copy of the Articulation Screener (3-5-year-old).
  - f. MCAEOC teachers will send a copy of the child's current vision and hearing screening.
  - g. The above information will be faxed or scanned to:  
Disability Manager  
Central Office Fax: 870-776-1875
  - h. A telephone call will be made to the Disability Manager to inform him/her of the faxed referral
2. The Disability Manager or Disability Monitoring Coordinator will send the referrals to the local agency responsible for implementing IDEA for a formal evaluation to assess the child's eligibility for services under the IDEA (Part B, 3-5-year-olds), or (Part C, birth-3)
3. Parental consent on agency referral and follow-up form is encouraged.