

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

**DISABILITY DEVELOPMENTAL SCREENING/ASSESSMENT REFERRAL  
PROCEDURE**

§ 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:**

Children that have turned three to five years old are screened using the Brigance within 45 calendar days of enrollment. Referrals or interventions may be completed on an individualized basis as needed and as concerns arise. Brigance screening may occur while children are three and still in a transition or EHS classroom.

**PURPOSE:** To ensure all Brigance results are monitored and children who are at risk are receiving or in the process of obtaining the necessary services to increase their academic performance.

**PROCEDURES:**

**I. Referral Process for Developmental Screening/Assessment Procedure**

1. The Disability Team will receive a list of 3–5-year-old children entering the program from the FSAs so that the LEA/Co-Op can complete the screenings.
2. The LEA will provide a copy of the Data Summary Sheet from Brigance Screening.
3. The current or designated teacher will be responsible for entering the summary data into the Brigance system within 3 calendar days after the screening. The FSAs will enter the Brigance screening results in GoEngage.com within 14 days of the screening.
4. According to the results of the screening and if there are below cut-off indications, the teacher will send a referral by **fax** to the Disability Team within seven (7) calendar days. Teacher will also follow-up with a phone call to the Disability Manger or Disability Monitor to ensure paperwork has been received.
5. Once the referrals are complete, the teachers will continue daily observations and entries into Teaching Strategies. Teachers will also generate and share individualized learning activities based on the child’s IFSP/IEP.
6. The Disability Team will monitor the referral process.

7. The Disability Team will provide the teacher a copy of the signed IFSP/IEP documents. The teachers will place the documents into the child's file. All disability documents (EHS and/or HS) will remain in the child's folder until the child transitions to public school.

## **II. Coordinated Approach and Communication**

1. The Co-Op will complete all Brigance screenings on children three to five years old.
2. Once the referral is made, the teacher will send the completed referral paperwork within 7 calendar days to the Disability Manager by fax/scanner and make a phone call to the Disability Department to notify them of the referral.
3. The teacher will make a copy of the referral. The original referral will be placed in the Disability section of the child's file with the Brigance/ASQ-3/Speech screening attached. The Copy of the referral paperwork/packet will be placed in the FSA's basket/pocket to put results in the GoEngage.com. The FSAs will retrieve the referral paperwork and keep in their files.
4. The original Brigance/ASQ-3/Speech documents for children that pass will be placed in the Education pocket of the child's folder.

## **III. Monitoring**

1. The Disability Team will share referral results during Management Meetings and updated results for each FSA and Classroom Teachers.
2. ERSEA will send an End-of-the-Month report detailing Adds/Drops for the month.
3. Child Files will be monitored by each content area monthly using an approved Monitoring Tool and GoEngage.com. Results are to be shared with Program Director by the end of each month.

## **IV. Cross-Training and Professional Development**

1. All staff will receive retraining on Child Files, Time-Sensitive Activities, the Referral Process, and Terminology.
2. Content areas will work closely with all staff to provide ongoing training and support, share information, and keep accurate records.