

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

HEALTH AND NON-DISABILITY REFERRAL PROCESS

§ 45 CFR 1302.41-42

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:

As part of the partnership process, the Health Team will provide information and/or referrals to all enrolled families in the family's preferred language, or through interpretation if necessary. Follow-up is required on all referrals or parent requested information to see if the information/resources provided met the expressed need(s) before they are considered complete. Referrals or interventions may be completed on an individualized basis as needed and as concerns arise.

PURPOSE: To ensure all Health and miscellaneous referrals and results are monitored and children who are at risk are receiving or in the process of obtaining the necessary services to increase their physical well-being and academic performance. (Example: Hearing/Vision, Height/Weight, Dental, Allergies, Asthma, Medical Illness, etc.)

PROCEDURES:

I. Referral Process for Health and Non-Disability Occurrences

1. The Health Team/Nurses will screen children within 45 days of enrollment. If a child does not (Pass) the screening, the referral process will begin immediately.
2. The Health Team will refer the child using the myHeadStart External Referral Form within but no longer than seven (7) days of the failed screening. All critical parties will be copied in the MyHS system with the initial referral.
3. The Health Team will send the parent a letter informing them of the child's referral needs and concerns. The classroom teacher will share the information with the parent and obtain the signature. The parent will receive a copy of the referral, a family contact, a handout detailing the concern, and information on what to look for going forward.
4. In the event that the screening results are significantly severe, the referral may require an immediate phone call to the parent to then be followed-up with the referral paperwork and process.
5. Once the referrals are complete, the classroom teacher will place the original in the Health section of the child's file and place a copy in the FSAs basket.

6. The Health Team will assess and enter data into the myHeadStart system....
7. The Health Team or FSA will assist the parent, if needed, in securing an appointment with their Primary Care Physician or Specialist. The parents will share the results with the teacher, Health Team, and FSA.
8. The Health Team will follow-up and monitor the referral process. Monitoring will contain the referral paperwork, service-/case-notes, any collaboration in myHS, and doctor's notes.
9. All Health 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. Staffings will occur....

III. Monitoring

Tools used, Timeframe, persons responsible, information shared with

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.