

Head Start

Staff Roles:

- Early Intervention (EI) Coordinator – Kim Tomlinson
Liaison between Head Start and BLaST IU17
Processes Evaluation Referrals to agencies.
- Family Advocate – Assigned to each center.
Case manager and liaison between Classroom Staff, families and service providers.
- Teachers/Classroom Aides – Provide developmentally appropriate instruction to children enrolled in Head Start/Pre-K programs.

Forms:

- **121** > Referral/Pre-Application – sent to Family Advocate or Central Office
- **415** > Permission to Share Information – referral sent to BLaST IU17 by EI Coordinator .
- **420** > Verification form– sent to EI Coordinator
- Individual Plan (IP) > Educational program developed for each child.
- Classroom Screening Records* – Requires screener’s signature

Timelines:

- 45 days after enrollment to complete screenings including developmental, language, articulation, hearing, vision and behavioral.
- November/February/April – Work Sampling Assessment
- DECA Assessment ongoing throughout school year.

BLaST Early Intervention

Staff Roles:

- Supervisor – Dr. Cynthia Johnson
Supervises Early Intervention staff as well as program development and procedures for eligible children.
- Service Liaisons – Crystal Patton
Assists Early Intervention staff with program development and service delivery for eligible children.
- Teachers/Therapists – Case managers who provide direct intervention and/or consultation services for eligible children.

Forms:

- Initial Packet > Forms mailed to parents to complete for evaluations
- **E**valuation **R**eport (ER) > Determines eligibility of special support services for eligible children from evaluation procedures.
- **I**ndividualized **E**ducation **P**rogram (IEP) > Addresses child’s needs for special support services identified in Evaluation Report.

Timelines:

- 60 calendar days to complete evaluation (after permission to evaluate is signed by parent) and present to parent w/report results.
- 30 calendar days to develop IEP (after completion of Evaluation Report)
- 14 calendar days to implement IEP* (after IEP development)

* *IEPs are valid for 1 year and reviewed, at least, annually.*

* *Evaluation Reports are valid for 2 years.*

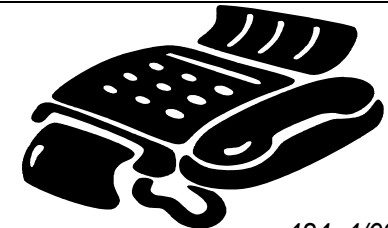
- *Services ---Instructional Support, Speech/Language Support, Hearing Support, Vision Support, Physical Therapy, Occupational Therapy, Behavioral Support, Assistive Technology.*

Keeping communications Open



Calendars ~ Schedule Changes
Center Closings ~ Field Trips ~ Child Absences
Head Start Enrollment & Kindergarten Transition Meetings
Evaluation Referrals

*Remember to communicate any changes
as established between Head Start Teachers and BLaST Staff*



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