

# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** May 20, 2009

**SUBJECT:** Discussion/Approval of Special Services 2009-2010 Program Plan

**RATIONALE/NEED:** The program plans Plan must be approved annually to comply with Federal Performance Standards.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Special Services Program Plan

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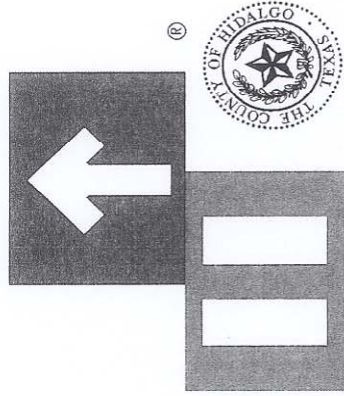
**INITIATED BY:** *CH* Connie Horta, Special Services Director

**REVIEWED BY:** Nora S. Munoz, Assistant Program Director *NM*

**EXECUTIVE DIRECTOR'S APPROVAL:** *Yeresa Flores*

**HIDALGO COUNTY HEAD START PROGRAM**

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**Special Services  
Program Plan  
2009-2010**

**Connie Horta, Special Services Director**

## NARRATIVE

Hidalgo County Head Start/Early Head Start Program believes that the early years of life are critical for learning and growth. It is during this time that children's cognitive, language, social and emotional development can be most influenced. If special needs are recognized and met during these years, children with disabilities will have a much better chance of becoming competent and independent adults.

Hidalgo County Head Start/Early Head Start Program believes that children with disabilities benefit from inclusion in a regular preschool setting. The benefits of inclusion are enhanced by teachers who are able to adapt their teaching techniques and activities. In an inclusive preschool program, children with disabilities will truly have a "Head Start" in achieving their fullest potential.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) support the right of young children with disabilities to participate in natural environments such as Hidalgo County Head Start/Early Head Start Program that also serve young children without disabilities.

Young children with disabilities require a variety of services to ensure that their developmental needs are appropriately addressed. Hidalgo County Head Start/Early Head Start Program believes that appropriate intervention includes addressing the entire family and that parents need to be actively involved with every phase of their child's program. In order to provide these comprehensive services, integration and collaboration between content areas within the agency and among other community resource agencies are essential.

At Hidalgo County Head Start/Early Head Start Program, the overall purpose of the special services effort is to ensure that children with disabilities receive comprehensive services and are included in the full range of activities within the child development program.

In striving to meet the overall purpose of the Hidalgo County Head Start/Early Head Start Program Special Services effort, we are committed to the following major goals:

- Recruiting and enrolling a minimum of 10% of the total funded enrollment slots which are to be made available for children with disabilities with particular emphasis on providing enrollment opportunities to children with more significant disabilities.
- Providing support to assist parents in the acceptance of, and learning about, their child's special needs.
- Establishing a collaborative effort between Hidalgo County Head Start/Early Head Start Program and other agencies and organizations serving children with disabilities to identify and to facilitate a continuity of services necessary to meet the child's developmental needs.
- Promoting content area coordination to ensure the delivery of comprehensive program services for every Hidalgo County Head Start/Early Head Start Program Child with a disability and their families.
- Enhancing Hidalgo County Head Start/Early Head Start Program staff's understanding of disabilities related issues through a proactive staff development program.

Hidalgo County Head Start/Early Head Start Program is located in a primarily rural community with a significant Hispanic, Spanish speaking population. Hidalgo County Head Start is funded to serve 3,570 children ages 3-5 in the 2008-2009 program year, a minimum of 10% of the total funded enrollment slots which are to be made available for children with disabilities. A Special Services Director and two (2) staff are designated to implement the Special Services Plan. A nine (9) member Special Services Advisory Committee is organized to provide input into the development and implementation of the Special Services Plan. A parent from five (5) of the service areas is selected to represent the Advisory Committee. Four (4) community representatives are also selected. The Special Services Advisory Committee membership is presented to the Health Advisory Committee, for approval and ultimately to Policy Council.

In an attempt to provide services collaboratively, Hidalgo County Head Start/Early Head Start Program has signed agreements with Local Education Agencies (LEA's), Early Childhood Intervention Program's (ECI's) Community Resources Agencies, and other independent special services provider agencies to provide evaluations, related services and direct services if necessary.

## HIDALGO COUNTY HEAD START PROGRAM

### Special Services

#### ACRONYMS

IEP- Individual Education plan (for children age 3 and over)	TEA- Texas Education Agency
IFSP- Individual Family Service Plan (for ages 0-3)	RFQ- Request for Qualifications
IDEA- Individuals with Disabilities Education Act	PSA- Public Service Announcement
ADA- Americans with Disabilities Act	ESC- Education Service Center
LEA- Local Education Agency	LAP-D- Language Assessment Profile Diagnostic
ECI- Early Childhood Intervention	DECA- Devereaux Early Childhood Assessment
NRS- National Reporting System	ARC- Association for Retarded Citizens
T/TA- Training and Technical Assistance	HIPAA- Health Insurance Portability Accountability Act
FPA- Family Partnership Agreement	FIE- Full Individual Evaluation
ARD- Admission, Review and Dismissal	PPCD- Pre-School Program for Children with Disabilities
SSI- Supplemental Security Income	EPSDT- Early Periodic Screening Development Test
HS- Head Start	

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Plan**

2009-2010

PERFORMANCE STANDARD: 45 CFR Part 1308.4, 1308.4(a)(b)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop a disability services plan providing strategies for meeting the special needs of children with disabilities and their families.

OBJECTIVES: The purpose of the disability plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The Head Start /Early Head Start Program will insure that a minimum of 10% of the total funded enrollment slots are made available for children with disabilities who are most in need of services including those with severe disabilities who meet the Head Start eligibility criteria. The Head Start Program will coordinate with LEAs and other agencies to provide services to children in the least restrictive environment in accordance with the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP).</p>	<p>Special Services Director Center Manager Teacher Support Services Staff</p>	<p>Executive Director Early Head Start Director Special Services Director Family Services Director</p>	<p>July 2009 – May 2010</p>	<p>-Child Application -Enrollment Roster -IEP's on file -IFSP on file -ECI transition Referrals -Community Assessment -PIR</p>
<p>2. The plan is updated annually and presented to Policy Council for approval.</p>	<p>Special Services Director</p>	<p>Executive Director Early Head Start Director Special Services Director Policy Council</p>	<p>May 2009</p>	<p>-Plan accessible to staff/parents -Access to copy in Head Start centers</p>

**HIDALGO COUNTY HEAD START PROGRAM**

**Special Services Plan**

**2009-2010**

PERFORMANCE STANDARD: CFR Part 1308.4(c)(d)(e)(f), Related Standards 1304.51(a), 1304.41(a)(2)(iv)(viii), 1304.51(g)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

OBJECTIVES: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Maintain open communication with all content areas regarding services being provided or required for children with disabilities and their families. A referral system is maintained in order to assist families in receiving services. Needs will also be identified through use of Family Partnership Agreement (F.P.A.)</p>	<p>Special Services Director Support Services Staff Center Manager</p>	<p>Special Services Director Family Services Director Support Services Staff Center Manager</p>	<p>Ongoing</p>	<p>-FPA on file -Child's disability reflected on FPA</p>
<p>2. A community resource directory will be provided to families in order to ensure maximum use of the local resources. LEA Special Services will be included; a Social Services network meeting will be hosted by Head Start and local agencies will present an overview of their services.</p>	<p>Special Services Director Family Services Director Support Services Staff Center Manager</p>	<p>Special Services Director Family Services Director Support Services Staff Center Manager</p>	<p>Ongoing</p>	<p>-Resource Directory on file -Sign in and agenda of network meeting -Agreements on file</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Plan**  
**2009-2010**

PERFORMANCE STANDARD: CFR Part 1308.4(c)(d)(e)(f), Related Standards 1304.51(a), 1304.41(a)(2)(iv)(viii), 1304.51(g)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP /IFSP are provided.

OBJECTIVES: To assure departmental area coordination in the provision of services to children with disabilities and their families. To link children with disabilities and their families to community resources available to provide special education and related services. Make needed adaptations for small and large group activities to help the child benefit fully from the program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>3. Accommodations for children with disabilities will include assigning volunteers, and/or disability service aides to provide one to one instruction in small and large group activities and providing adequate special utensils, materials, equipment, and facility accessibility.</p>	<p>Special Services Director Support Services Staff Center Manager</p>	<p>Special Services Director Family Services Director Support Services Staff Center Manager</p>	<p>Ongoing</p>	<p>-All forms and progress reports on file. -Ongoing monitoring</p>

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**2009-2010**

PERFORMANCE STANDARD: 45 CFR Part 1308.4(g), Related Standards 1304.40(h)(1-4)

GOAL: The Hidalgo County Head Start Program will ensure the smooth transition of children with disabilities into Head Start and from Head Start to the next placement.

OBJECTIVES: In collaboration with Early Childhood Intervention (ECI), and LEA's transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Maintain open communication with all ECI agencies and LEA's through use of faxes, e-mail, telephone, mailings, ARD's, transition meetings, about children with disabilities for possible enrollment in Head Start.	Transition Specialist (ECI) Special Services Director Transition Director	Special Services Director Support Services Staff Center Manager	Ongoing	-Documentation on file -Ongoing monitoring
2. Maintain documentation on ECI transition meetings attended by Transition Director/ Support Services Facilitator.	Special Services Director Transition Director Support Service Facilitator	Special Services Director Support Services Facilitator	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork - Ongoing monitoring -ARD minutes on file - Community Assessment
3. Maintain open communication with LEA's regarding 3 & 4 year old Head Start eligible children with disabilities who may benefit from dual enrollment placement. Secure documentation on any type of communication.	Special Services Director Support Services Staff Center Manager	Special Services Director	Ongoing	

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(g), Related Standards 1304.40(h)(1-4)

GOAL: The Hidalgo County Head Start/Early Head Start Program will ensure the smooth transition of children with disabilities into Head Start and from Head Start to the next placement.

OBJECTIVES: In collaboration with Early Childhood Intervention (ECI), and LEA's transition 3 year old Head Start eligible children with disabilities into Head Start. In collaboration with LEA's, transition children exiting Head Start into the public school. Provide parents and staff with information and training on transition issues and process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Provide LEA Special Education Departments a list of children with disabilities exiting Head Start and enrolling in public school.	Special Services Director Support Services Staff Center Manager	Transition Director Special Services Director	May 2010	-Transition List to Sp. Ed. Dept.
5. Schedule training workshops or meetings in conjunction with LEA's, Region One ESC and ECI agencies to provide parents and Head Start Staff with information on the transition process and what procedures to follow.	Transition Director Special Services Director Support Services Staff Center Manager	Special Services Director Transition Director	Ongoing	-Transition meeting agenda and sign-in on file.
6. Provide transition letter to parents with information on Special Education contacts to ensure a smoother transition for their children with special needs.	Transition Director Support Services Staff Center Manager	Special Services Director Transition Director	May 2010	-Parent transition letter on file.
7. Schedule transition meetings for parents with LEA Special Education Departments and community representative to educate parents on the transition process.	Transition Director Special Services Director Support Services Staff	Special Services Director Transition Director	April-May 2010	-Transition meeting sign-ins -Notice of meeting

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(h)(1-7)

**GOAL:** The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start and ensure that all services on the IEP/IFSP are provided.

**OBJECTIVES:** Arrange for, provide, or procure services which may include, but are not limited to special education and related services (audiology, physical and occupational therapy, speech therapy, psychological services, transportation and assistive technology).

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. In conjunction with Family Services and other content areas, a referral and follow-up system will be utilized in order to assure that needed services, to include special education and related services are addressed and delivered in a timely manner.</p>	<p>Special Services Director  Mental Health Director  Family Services Director  Support Services Staff  Center Manager</p>	<p>Family Services Director  Support Services Staff  Center Manager  Special Services Director  Mental Health Director</p>	<p>Ongoing</p>	<p>-Referral log  -Follow-up  -Progress reports  -Self-Assessment  -Ongoing monitoring</p>
<p>2. Secure lists from center managers on any children who failed the speech screening instrument for follow-up purposes in an attempt to avoid missing any child in need of further evaluation.</p>	<p>Support Service Staff  Center Manager  Education Area Director</p>	<p>Support Services Staff  Center Manager  Special Services Director  Education Area Director</p>	<p>Ongoing</p>	<p>-Speech Screener  -Child Assessment Screening Record  -Ongoing monitoring</p>

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PERFORMANCE STANDARD: 45 CFR Part 1308.4(i)(j)(1-5)(iii)

GOAL: The Hidalgo County Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: Arrange for options to meet the needs of each child to include joint placement, shared services, or shared personnel and strategies to ensure that special needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Dual enroll children with LEA or other service provider as needed.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Education Area Director	Ongoing	-Progress reports -ARD minutes -On-going monitoring
2. Strategies to be used to ensure that special needs are met include using substitutes, volunteers, supervised students from UTPA Occupational Therapy Department and STC and disability service aides who provide one to one instruction for children with disabilities. Also utilize special equipment/materials.	Special Services Director Education Area Director UTPA/STC Supervisor Teacher Support Services Staff Center Manager	Special Services Director Education Area Director	Ongoing	-Agreements with UTPA/STC -Progress notes -Ongoing monitoring

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PERFORMANCE STANDARD: CFR Part 1308.4(k), Related Standards 1304.52(d)(7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

OBJECTIVES: To assure that special education and related services are provided by or under the supervision of personnel meeting state qualifications.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. All LEA Special Education Staff are certified through the Texas Education Agency (TEA) or meet state licensure qualifications. LEA's require copies of certification/licensure on file for each staff.	Special Services Director Special Education Director (LEA)	Special Services Director	Ongoing	-Staff certification/licensure on file with LEA
2. All Contracted Special Services Providers are certified/licensed to meet state licensure requirements. Copies on file.	Special Services Director Procurement Director Contracted Provider	Special Services Director	Ongoing	-Contracted provider certification on file -Ongoing monitoring
3. Request for Qualifications (RFQ) on file for contracted providers.	Special Services Director Procurement Director	Special Services Director	May -August 2010	-RFQ information on file -Ongoing monitoring Self-Assessment

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PERFORMANCE STANDARD: CFR Part 1308.4(l),(1-7)

**GOAL:** The Hidalgo County Head Start/Early Head Start Program will include children with disabilities and their families in the full range of services provided to all Head Start/Early Head Start children and ensure that all services on the IEP/IFSP are provided.

**OBJECTIVES:** Inter-agency agreements will be developed to address, Child Find, joint staff and parent training, procedures for referrals, IEP meetings and placement, transition, resource sharing, December 1 child count, and any other jointly agreed upon item.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Inter-agency agreements will be secured with LEA and other agencies to provide services for children with disabilities and families. Agreements will address all of the above.	Special Services Director Transition/Community Partnership Director	Special Services Director	June-August 2009	-Agreements on file -PIR
2. Attend Child Find meetings, workshops, fairs. Special Services Director will participate on Child Find Advisory Committee with Region One ESC.	Special Services Director Support Service Staff Center Manager	Special Services Director	As scheduled	-Agendas information on file
3. Participate in resource sharing and joint training with LEA.	Special Services Director	Support Services Staff Center Manager Special Services Director	Ongoing	-Network meetings

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**2009-2010**

PERFORMANCE STANDARD: 45 CFR Part 1308.4(m)(n)(o)(1-7)

**GOAL:** The Hidalgo County Head Start Program will develop a special services plan providing strategies for meeting the special needs of children with disabilities and their families.

**OBJECTIVE:** The purpose of the special services plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and serve a minimum of 10% children with disabilities and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The Special Service budget will be prepared and reviewed by the Head Start Executive Director, Finance Director and the Special Services Director. An appropriate allotment of funds will be assigned to ensure services to the minimum of 10% children with disabilities are met. Non-Head Start funding such as Medicaid, health insurance, in-kind etc. will be used to the maximum feasible coverage before Head Start funds are utilized.</p>	<p>Special Services Director                      Assistant Program Director                      Finance Director</p>	<p>Special Services Director                      Finance Director                      Executive Director</p>	<p>Beginning to end of fiscal year</p>	<p>-Budget copy                      -Monthly budget reports                      -PIR                      -Community Assessment</p>
<p>2. Allowable budget expenses include salaries for special services staff, evaluations, special equipment/materials (eating utensils, manipulatives, walkers, special scissors etc., and T/TA (for substitutes, travel, per diem, conference registration, consultants etc.) and facility accessibility.</p>	<p>Special Services Director                      Assistant Program Director                      Finance Director</p>	<p>Special Services Director                      Assistant Program Director                      Executive Director</p>	<p>Ongoing</p>	<p>-Monthly budget reports</p>

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**Special Services Plan**  
**2009-2010**

PERFORMANCE STANDARD: 45 CFR Part 1308.4(m)(n)(o)(1-7)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will develop a special services plan providing strategies for meeting the special needs of children with disabilities and their families.

**OBJECTIVE:** The purpose of the special services plan is to assure that all content areas of Head Start are appropriately involved in the integration of children with disabilities and their families and that resources are used efficiently. Maintain level of fiscal support to fully implement the plan and serve a minimum of 10% children with disabilities and allow for expenditures such as salaries, evaluations, therapy services, transportation, special equipment/materials T/TA, facility accessibility etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>3. Transportation is an allowable expense for those children that require busing to and from home or to therapy treatments. When transportation to treatment services can be accessed from other agencies, it should be used.</p>	<p>Support Services Staff                      Center Manager                      Special Services Director                      Transportation Coordinator</p>	<p>Special Services Director</p>	<p>Ongoing</p>	<p>-Request for Transportation                      - Parent Consent                      -Bus route Schedules                      -Community Assessment                      -Self – Assessment                      -Ongoing monitoring</p>

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Plan**

**2009-2010**

PERFORMANCE STANDARD: 45 CFR Part 1308.5, (a)(b)Related Standards-1305.5 (c), 1304.41(a)(1)

**GOAL:** The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

**OBJECTIVE:** To insure a minimum of 10% of the total funded enrollment opportunities are made available to children with disabilities to include infant and toddlers. Insure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. Coordinate recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies who specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Contact Early Childhood Intervention (ECI) agencies, child care centers, WIC, local health clinics, public schools and any other community organizations that may have contact with families who have 0-5 year old children with disabilities and provide them with information on Head Start/Early Head Start Program..</p>	<p>Family Services Director                      Special Services Director                      Center Manager                      Teacher                      Support Services Staff</p>	<p>Special Services Director                      Family Services Director</p>	<p>Ongoing</p>	<p>-Flyers                      -Advertisement                      Poster                      -Community                      Assessment</p>
<p>2. Develop and distribute Public Service Announcements (PSA's) for TV, radio, and newspaper; flyers; posters; and brochures on Head Start that include invitation for families of children 0-5 with disabilities as well as those with significant disabilities to apply.</p>	<p>Family Services Director                      Special Services Director                      Center Manager                      Support Services Staff                      Teacher</p>	<p>Family Services Director                      Special Services Director</p>	<p>Ongoing</p>	<p>Child Find                      Posters                      - Recruitment                      documentation                      -Brochures                      -PSA'S                      -Community                      Assessment</p>
<p>3. Participate in community Child Find efforts with LEA's, ECI's and Region I Education Service Center (ESC) Child Find Specialist for recruitment purposes.</p>	<p>Special Services Director                      Transition Director                      Support Services Staff                      Center Manager</p>	<p>Special Services Director                      Transition Director</p>	<p>Ongoing</p>	<p>- Child Find                      meeting                      -LEA Child                      Find activities                      -Community                      Assessment</p>

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**PERFORMANCE STANDARD:** 45 CFR Part 1308.5(a)(b) Related Standards- 1305.5 (c), 1304.41 (a)(1)

**GOAL:** The Hidalgo County Head Start/Early Head Start Program will establish and maintain an outreach and recruitment process to actively locate and recruit children with disabilities.

**OBJECTIVE:** To insure a minimum of 10% of the total funded enrollment opportunities are made available to children with disabilities to include infant and toddlers. Insure the recruitment of children with significant disabilities. Provide needed training for staff and volunteers in recruitment regarding disabilities regulations, IDEA, and ADA and Section 504. Coordinate recruitment efforts with LEAs and other agencies in the Child Find process. Provide staff training by agencies who specialize in working with children with disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Provide training on the Americans with Disability Act (ADA), Section 504/ Non-discrimination policy, and Disability Laws (IDEA), 45 CFR-1308) to staff, particularly those directly involved in recruitment. Also for bus drivers and those working with special needs children.	Special Services Director Staff Development Director	Special Services Director Staff Development	Ongoing	-Training agenda's -Sign-in's -Ongoing monitoring
5. Provide ADA training/information to program Policy Council.	Special Services Director Support Services Staff Center Manager	Special Services Director	As needed	-Training agenda's -Brochures -Copy of Application on file -Community Assessment -PIR
6. Provide enrollment opportunity to any family requesting enrollment of a child with a disability regardless of severity.	Special Services Director Family Services Director	Family Services Director Special Services Director	Ongoing	-Transportation plan -Ongoing monitoring
7. Provide specially equipped buses with lifts to transport children with physical disabilities for compliance with ADA.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Special Services Director Transportation Coordinator	Ongoing	

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PERFORMANCE STANDARD: 45 CFR Part 1308.5(c)(1-4)(d)(1-5)(e)(1-3)(f), Related Standards(d)(1)(viii),1304.53(a)(10)(xviii),1304.52(b)(1)(iii),1304.53(a)(2)(ii)

**GOAL:** The Hidalgo County Head Start Program/Early Head Start Program will enroll a minimum of 357, (10% ) of the total funded enrollment, children with disabilities.

**OBJECTIVES:** Will assure non-discrimination against children with disabilities in the selection process in meeting 10% provided they meet age and income. After 10% enrollment is met, children will compete equally. Will observe applicable state laws regarding immunizations in enrollment process. Will ensure that no child is denied enrollment due to severity or type of disability, staff attitudes, facility inaccessibility, staff unfamiliarity with disabling conditions, and need for personalized services or specialized equipment. Children previously identified as having a disability must not be excluded in the recruitment process.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENT OR FORMS
<p>1. All age appropriate children with disabilities, to include those previously identified,(regardless of severity) will be granted equal opportunity in applying for enrollment, if Head Start is the appropriate placement. Children will be placed on a waiting list after 10% is met unless slots are still available; all will compete equally; all must be income eligible.</p>	<p>Family Services Director Special Services Director Support Services Staff Center Manager</p>	<p>Special Services Director Family Services Director Education Area Director</p>	<p>Ongoing</p>	<p>-Enrollment application -Waiting list -Community Assessment -PIR</p>
<p>2. Immunization records are part of the application process and will be requested of parents. Those children in need of immunizations will have to meet such requirements before enrollment.</p>	<p>Health Services Director Special Services Director Support Services Staff Center Manager Parent / Teacher</p>	<p>Health Services Director Special Services Director Family Services Director</p>	<p>Ongoing</p>	<p>-Copy of immunization on file -Community Assessment -Ongoing monitoring</p>

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PERFORMANCE STANDARD: 45 CFR Part 1308.6, (a)(1-3)(b)(1-3) Related Standards-1304.20(b)(1), 1304.20(a)(1)(ii)

GOAL: The Hidalgo County Head Start /Early Head Start Program will identify children in need of further evaluation within forty-five (45) calendar days of enrollment.

OBJECTIVE: To provide developmental screenings to all Head Start and Early Head Start children within forty-five (45) calendar days of enrollment in the following areas: visual/motor, language and cognition, gross motor, body awareness including speech, hearing and vision. To coordinate screening efforts with LEA, and Child Find, when appropriate. Will maintain a record keeping system for screening process and identification of children who do not pass the screening.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Medical examinations and any and all follow ups will be performed. - Height and Weight will be obtained twice a year and blood pressure one time a year. - Visual acuity will be tested for each eye using the Visual Chart. Strabismus Testing will be performed annually.</p> <p>-Audiometric Testing will be performed annually -The Receptive &amp; Expressive Language sections of the LAP-D will be used in identifying children with suspected language problems in conjunction with a speech screening tool which also screens articulation, fluency and voice for possible referral to LEA/private entity.</p> <p>2. A training is provided to all teaching staff by a certified/licensed speech/language pathologist to screen children in these areas.</p>	<p>Special Services Director Support Services Staff Center Manager</p> <p>Speech Language Pathologist/Provider Teachers</p>	<p>Health Services Director Medical Providers Parents Special Services Director</p>	<p>-Within forty-five (45) days of enrollment and as needed -Preferably encourage parents to complete before school year begins</p>	<p>-On-going monitoring -Speech Screener -Student file -Health Record -LAP-D on file -Speech screening training agenda -Child Assessment/Screening Record -Training agendas</p>

**HIDALGO COUNTY HEAD START PROGRAM**

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(c)(d), Related Standards 1304.20(b), 1304.40(e)(3)

GOAL: The Hidalgo County Head Start Program will document progress and plan program activities that are developmentally appropriate and individualized for children with disabilities.

OBJECTIVES Will collect ongoing information on child's functioning in gross and fine motor skills, perceptual discrimination, cognition, attention skills, self-help, social, receptive and expressive language. Notify parents of assessment results and provide parents with information on developmental milestones and the 8 Domains of Learning. Offer support groups/information to parents/families or groups that will teach parents how to play and interact with their children, how to discipline, how to advocate, learn more about disability, etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Each child will be administered a standardized health and developmental assessment screening. The Devereux Educational Child Assessment, Speech Screening tool, as well as the LAP-D, in addition to any required screening instruments for children 0-5.</p>	<p>Teacher Support Services Staff Center Manager</p>	<p>Special Services Director Health Services Director Education Area Director Mental Health Director</p>	<p>Forty-five (45) days after enrollment</p>	<p>-Copy of assessment screenings -Ongoing monitoring</p>
<p>2. Parents will be provided with brochures on disability and developmental milestones, and IEP's progress reports in conjunction with the 8 Domains of Learning, and six weeks progress reports.</p>	<p>Special Services Director Support Services Staff Center Manager Teacher</p>	<p>Special Services Director Education Area Director</p>	<p>Ongoing</p>	<p>-Brochures -IEP progress reports -Six weeks progress reports</p>
<p>3. Notify Parents about the ARC of Rio Grande Parent Supporting Parent Network (PSPN) meetings and trainings as scheduled. Provide parents with support group information. Parents will also be provided with information on any other community organization sponsoring conferences, workshops, trainings etc.</p>	<p>Special Services Director Support Services Staff Center Manager</p>	<p>Special Services Director Education Area Director</p>	<p>Ongoing</p>	<p>-Community participation information -PSPN Information -Community Assessment</p>

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**PERFORMANCE STANDARD:** 45 CFR Part 1308.6(e),(1-3) Related Standard 1304.20(a)(l)(iii), 1304.20(e)(5)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services through referral system.

**OBJECTIVES:** Will refer to the LEA/ECI/Private Entity for evaluation as soon as the need is evident. When LEA does not provide an evaluation, Head Start will conduct an evaluation utilizing a multi-disciplinary team approach through contracted providers. The Support Services Facilitator will conduct staffings on referrals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Children who require further specialized assessment to determine whether they have a disability will be referred to LEA for appropriate evaluation/assessment which will assess all areas related to the suspected disability.	Special Services Director Support Services Staff Center Manager	LEA Specialist Special Services Director	Ongoing	-Head Start referral form -LEA referral -Ongoing monitoring
2. If LEA does not provide the evaluation, other contracted Special Services Licensed/Certified providers will be contacted to conduct assessment. Parental consents will be obtained prior to assessments. More than one validated measure of information source will be used.	Special Services Director Support Services Staff Center Manager	Special Services Director Contracted Provider LEA Specialist	Ongoing	-Parental consent form -Eligibility reports
3. Support Services Staff will conduct staffings on referrals in an attempt to rule out cultural/ linguistic differences, socio-economic factors, inappropriate educational environment, determine whether the referral is warranted and to discuss appropriate adaptations for administration of evaluation.	Special Services Director Support Services Staff Center Manager Teacher/Parent	Special Services Director Parent Support Services Staff Content Area Directors	Ongoing	-Staffing sign-in -Staffing documentation -Self-Assessment

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e),(4)(5) Related Standard 1304.52(h)(1)(ii), 1304.52(d)(7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services.

OBJECTIVES: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel. Will determine eligibility for Head Start disability services using a multidisciplinary team.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Confidentiality must be maintained through training and professional speaking presentations at in-services, workshops, conferences, parent conferences, etc. Make use of a confidentiality form and obtain staff signatures. Training on Health Insurance Portability and Accountability Act (HIPAA) will be provided.	Special Services Director Support Services Staff Center Manager Teacher	Human Resource Director Special Services Director Health Services Director HIPAA Representative Staff Development Director	Ongoing	-Sign in's -Agendas -Confidentiality signed forms on file -Training sign-ins -Self-Assessment
2. Reports requiring signature of certified/licensed Special Services provider will be obtained. Evaluations will be administered only by qualified specialists.	Special Services Director Special Services Specialist	Special Services Director Procurement Director	May 2009 September 2009	-Contracts -Partnership Agreements -RFQ
3. Request For Qualifications (RFQ's) will be secured allowing for proper documentation for contracted Special Services Providers.	Special Services Director Procurement Director	Special Services Director	May 2009 September 2009	-Provider credentials on file -Contracts in procurement -RFQ

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e),(4)(5) Related Standard 1304.52(h)(1)(ii), 1304.52(d)(7)

GOAL: The Hidalgo County Head Start/Early Head Start Program will establish a diagnostic process to ensure children with disabilities receive appropriate services.

OBJECTIVES: To maintain confidentiality in accordance with Program and State requirements. Evaluations will be administered by trained, state certified licensed personnel. Will determine eligibility for Head Start disability services using a multidisciplinary team.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>4. A multi-disciplinary team approach will be utilized to determine eligibility for special services upon completion of assessment. Proper documentation such as Diagnostic Referral and Reporting, Eligibility Determination Forms, and Evaluation Reports will be required.</p>	<p>Special Services Director            Support Services Staff            Center Manager            Teacher            Parent            Specialist</p>	<p>Special Services Director</p>	<p>Ongoing</p>	<p>-Multi-disciplinary team            -Referral            -IEP meeting documentation            -Notice of IEP Meeting            -ARD minutes            -PIR</p>

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PERFORMANCE STANDARD: CFR Part 1308.7 (a)-17(e)

GOAL: The Hidalgo County Head Start/Early Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

OBJECTIVES: Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/behavioral disorders, Speech/language impairment, Mental retardation, Hearing impairment including deafness, Orthopedic impairment, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Attend staffings on children whose needs may be unique/specific (i.e. mental retardation, autism, learning disabilities, traumatic brain injury etc.)	Support Services Staff Center Manager/Teacher Special Services Director	Special Services Director Content Area Directors	Ongoing	- Staffing notice -Staffing notes -Community Assessment -Plan of care (504)
2. Develop Plan of Care to monitor medical health condition/development (504 plan).	Support Services Staff Center Manager/Teacher Health Director	Health Services Director Special Services Director	-As needed	-Information on file -Ongoing monitoring
3. Review classroom observation reports and all screening tools for follow-up on possible suspected disabilities. Review with parent for possible further evaluation (speech, hearing, vision, other impairments etc.).	Support Services Staff Center Manager/Teacher Special Services Director Mental Health Director	Mental Health Director Education Area Director Special Services Director	-Within 45 days of enrollment -Ongoing	-Behavior documentation -Ongoing monitoring -Cameras
4. Follow-up on child's challenging behavior by utilizing the Mental Health Process/Positive Behavior Support (PBS).	Support Services Staff Center Manager Mental Health Director	Mental Health Director Special Services Director	As needed	

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PERFORMANCE STANDARD: CFR Part 1308.7 (a)-17(e)

**GOAL:** The Hidalgo County Head Start Program will identify through a systematic process and meet the eligibility criteria for all identified disabilities to ensure services are adequately and professionally provided to children with special needs.

**OBJECTIVES:** Ensure that eligibility criteria is met when classifying children with an identified disability, per performance standards. The eligibility criteria are as follows: Health impairment, Emotional/behavioral disorders, Speech/language impairment, Mental retardation, Hearing impairment including deafness, Orthopedic impairments, Visual impairment including blindness, Learning disabilities, Autism, Traumatic Brain Injury, Other impairment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5. Refer child to LEA for a Full Individual Evaluation (FIE) for possible dual enrollment with LEA via Pre-School Programs for Children with Disabilities, (PPCD).	Special Services Director Support Services Staff Center Manager	Designated Content Area Director Special Services Director	-As deemed necessary	-Evaluation report -ARD/IEP Minutes -Progress notes
6. Follow-up on physicals for possible suspected orthopedic impairments. Observe the child in the educational setting while performing fine/gross motor skill activities.	Support Services Staff Center Manager Teacher Special Services Director	Health Services Director Special Services Director Teacher Support Services Staff Center Manager	-Ongoing	-Ongoing monitoring -Cameras -Training agenda
7. Provide staff with T/TA and literature on orientation and mobility for the visually impaired/blind.	Support Services Staff Center Manager Special Services Director	Special Services Director -Visual/Impairment Specialist	-As deemed necessary	-Literature on Visual Impairment

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PERFORMANCE STANDARD: 45 CFR Part 1308.18 (a)(b)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

**OBJECTIVES:** Ensure that Disabilities, Health and Mental Health Directors work closely together in the assessment process and follow-up to assure that the special needs of children with health and mental health needs are met.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. A referral and follow-up system in conjunction with mental health and health service will be utilized to ensure that children with mental health and health impairments receive ongoing medical treatment.</p>	<p>Center Manager                      Support Service Staff                      Teachers                      Special Services Director</p>	<p>Health Services Director                      Special Services Director                      Mental Health Director</p>	<p>Ongoing</p>	<p>- Referral and follow-up                      -Ongoing monitoring                      -Self-Assessment</p>
<p>2. Staffings to include the health, mental health and disability services content areas will be scheduled to maintain close communication regarding any children with medical health impairments and /of children with possible signs of depression, withdrawal, anxiety or abuse.</p>	<p>Center Manager                      Support Service Staff                      Teachers</p>	<p>Health Services Director                      Special Services Director                      Mental Health Director</p>	<p>Ongoing</p>	<p>-Staffing sign-in and notes                      -Notice of Staffing</p>
<p>3. Develop a plan of care for any child with a medical condition (504).</p>	<p>Health Services Director</p>	<p>Health Services Director                      Special Services Director</p>	<p>Ongoing</p>	<p>-Plan of care (504)</p>

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PERFORMANCE STANDARD: 45 CFR Part 1308.18 (c)(d)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will have procedures established that allow for the full and efficient implementation of the disability content area according to the Performance Standards.

**OBJECTIVES:** Ensure that all medications are properly administered and that parental consents are secured; that all medications dispensed are properly recorded and reviewed with parents; record any changes in child's behavior and share with staff, parents and physician; store, label and lock all medications.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will educate teachers and parent/guardian on the proper administration of medication.</p> <p>2. Staff will administer, handle and store all medication in accordance with program policy and procedures which includes doctors instruction, properly labeled medication by the pharmacist, parent consent to administer medication record keeping etc. (refer to policy and procedure on medication administration in the Health Procedures Manual).</p>	<p>Support Service Staff Center Manager Health Services Director</p> <p>Support Service Staff Health Services Director Center Manager</p>	<p>Health Services Director Special Services Director</p> <p>Health Services Director Special Services Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>- Training agendas</p> <p>- Documentation notes</p> <p>- Medications policy</p> <p>- Parent Consent</p>

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PERFORMANCE STANDARD:45CFR Part1308.19(a)-(k),Related Standard 1304.20(f)(1),1304.20(f)(2)(iv). 1304.40(a)(3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(l), 1304.23(c)(6)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will develop an Individualized Education Plan (IEP), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom..

**OBJECTIVES:**Participate and provide input into the LEA IEP/ECIFSP. For Head Start only IEPs, will organize a multi-disciplinary team meeting within thirty (30) days of evaluation for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement such IEP within two (2) weeks; will ensure inter-component collaboration in IEP/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will address child's unique needs and strengths; monitor implementation of IEPs or IFSPs and child's progress; and encourage more interaction between classroom teachers and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Ensure attendance of required Head Start staff, parent and other special service agencies by notifying them well in advance of scheduled IEP/IFSP meeting.	Special Services Director Support Services Staff Center Manager	Special Services Director	Ongoing	-IEP/ARD sign-ins -ARD notice -IEP Notice
2. Schedule IEP/IFSP meeting with special services provider (ECI/LEA) upon assessment completion to discuss eligibility results and notify required team members and parents.	Special Services Director Support Services Staff Center Manager Parent Specialist	Special Services Director Specialist	Within thirty (30) days of evaluation or ASAP	-Head Start/LEA Notice of IEP/ARD meetings on file

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**PERFORMANCE STANDARD:** 45 CFR Part 1308.19, Related Standard 1304.20(f)(1), 1304.20(f)(1), 1304.20(f)(2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(1), 1304.23(c)(6).

**GOAL:** The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

**OBJECTIVE:** Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs organize a multi-disciplinary team within thirty (30) days for eligibility determination; will develop IEPs or IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IEP/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will include child's unique needs and strengths. Monitor implementation of IEPs or IFSPs and child's progress. Encourage more interaction between classroom teachers and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. The multi-disciplinary team will provide input into developing an appropriate IEP/IFSP to meet the special needs of child. The team will include a Head Start representative.	Special Services Director Support Services Staff Center Manager Teacher/Parent	Special Services Director	Within thirty (30) days of evaluation or ASAP	-ARD minutes -IFSP/IEP Documentation -PIR
4. The LEA agreement will note that LEA will notify Head Start of any scheduled IEP meeting for their participation.	Special Services Director	Special Services Director	Ongoing	IEP Notice -Agreement -PIR

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PERFORMANCE STANDARD: 45 CFR Part 1308.19, Related Standard 1304.20(f)(1), 1304.20(f)(2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(1), 1304.23(c)(6).

GOAL: The Hidalgo County Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. For head start only IEPs; organize a multi-disciplinary team within thirty (30) days from eligibility determination; will develop IEPs and IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IEP/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will include child's unique needs and strengths. Monitor implementation of IEPs and IFSPs and child's progress. Encourage more interaction between classroom teachers and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>5. Schedule appointments for required services provider as soon as possible as mandated in IEP; a child enrolled in HS whose IEP for special services is dated 2 months prior to enrollment is still eligible for services. However, existing IEP, has to be implemented within 2 weeks.</p>	<p>Special Services Director Support Services Staff Center Manager Teacher</p>	<p>Special Services Director Special Services Provider Center Manager</p>	<p>-As soon as possible after meeting or enrollment -Ongoing</p>	<p>-Notice of ARD/IEP -Ongoing monitoring</p>
<p>6. Involve the different content areas when implementing the child's IEP/IFSP to ensure that every area of need is satisfied, (nutrition, mental health etc.) Children with disabilities will be included in the full range of activities within the child development program.</p>	<p>Special Services Director Support Services Staff Center Manager Teacher</p>	<p>Special Services Director Content Area Director</p>	<p>Ongoing</p>	<p>-Notice of ARD/IEP to all staff involved -Reflect IEP objectives in weekly lesson plan -Cameras</p>

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**PERFORMANCE STANDARD:** 45 CFR Part 1308.19, Related Standard 1304.20(f)(1), 1304.20(f)(2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(l), 1304.23(c)(6).

**GOAL:** The Hidalgo County Head Start/Early Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

**OBJECTIVES:** Participate and provide input into the LEA IEP/IFSP. For Head Start only IEPs; organize a multi-disciplinary team within thirty (30) days from eligibility determination; will develop IEPs and IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start with IEP completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IEP/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IEP's will include child's unique needs and strengths. Monitor implementation of IEPs and IFSPs and child's progress. Encourage more interaction between classroom teachers and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
7. Child's unique needs, strengths and developmental potential will be documented through use of different sources-IEP progress reports, six weeks progress report, monthly follow-up, etc.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Support Services Staff Center Manager	Ongoing	-IEP/IFSP -Progress reports -Monthly follow-up
8. Establish a process for tracking child's IEP progress such as requesting therapy progress notes from special services provider at least every 3 months. Request observation notes from disability service aide. Document Child's IEP progress relating to the 8 domains of learning on the IEP progress report.	Special Services Director Support Services Staff Center Manager/Teacher	Special Services Director Support Services Staff Center Manager Special Services Provider Disability Service Aide Teacher/Teacher Assistant	Ongoing	-Disability tracking report -IEP progress report -Teacher progress report -IEP objectives reflected in weekly lesson plan -Monthly follow up

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PERFORMANCE STANDARD: 45 CFR Part 1308.19, Related Standard 1304.20(f)(1), 1304.20F(2)(i), 1304.20(f)(2)(iv), 1304.40(a)(3), 1304.21(a)(1)(ii), 1304.21(a)(5)(iii), 1304.20(c)(4), 1304.24(a)(3)(iii), 1304.23(b)(1), 1304.23(c)(6)

**GOAL:** The Hidalgo County Head Start Program will develop an Individualized Education Plan (IEP), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom.

**OBJECTIVES:** Participate and provide input into the LEA IEP/IFSP. For Head Start only IEP's: organize a multi-disciplinary team within thirty (30) days from eligibility determination; will develop IEPs and IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IEPs as soon as possible after IEP meeting, or if child enters Head Start With IEP completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IEP/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IEPs will include child's unique needs and strengths. Monitor implementation of IEPs and IFSPs and child's progress. Encourage more interaction between classroom teachers and service providers.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
9. Encourage more interaction between teachers and service providers through face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities. Schedule visits and observe child/parent home activities. Schedule visits and observe child during implementation of IEP in therapy session; LEA's and other special services providers usually accommodate such request.	Special Services Director Support Services Staff Center Manger	Support Services Staff Center Manager/Teacher Assistant Teacher	Ongoing	-Communication/document-ation -Take home activities -Cameras -Teacher/Parent Conference -Teacher Home Visit
10. If Child is dually enrolled with LEA unit in the PPCD, visit such unit.	Special Services Director Support Services Staff Center Manager/Teacher	Special Services Director Center Manager Assistant Teacher Disability Service Aide	Ongoing	-IEP meetings -Sign-in's -Visitation log

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PERFORMANCE STANDARD: 45 CFR Part 1308.20 (a)(b)(c)(d)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a process to ensure that staff and the department heads work together to ensure that provisions for the nutrition needs of children are met.

OBJECTIVES: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing, swallowing and feeding for children with severe disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Schedule trainings/workshops conducted by the appropriate professionals on specific nutrition disabilities for parents/staff to ensure that proper procedures are learned and followed when caring for children with special nutritional needs, such as chewing, swallowing and feeding.</p>	<p>Special Services Director                      Health Director                      Nutrition Director</p>	<p>Support Service Staff                      Center Managers                      Special Services Director</p>	<p>Ongoing</p>	<p>- Training agendas and Sign-in's                      - Pre-service training topics</p>
<p>2. Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.</p>	<p>Support Service Staff                      Teachers                      Center Managers                      Special Services Director                      Nutrition Director</p>	<p>Special Services Director                      Education Area Director                      Health Director                      Nutrition Director</p>	<p>Ongoing</p>	<p>-Classroom observation notes                      -Teacher weekly plan reflects nutrition activities                      -Cameras</p>
<p>3. Provide special diets for children with chewing, swallowing and feeding problems.</p>				

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PERFORMANCE STANDARD: 45 CFR Part 1308.20 (a)(b)(c)(d)

GOAL: The Hidalgo County Head Start /Early Head Start Program will establish a process to ensure that staff and the department head work together to ensure that provisions for the nutrition needs of children are met.

OBJECTIVES: Consult with physical, occupational, and speech therapists and dieticians on ways to assist the staff and parents on problems of chewing swallowing and feeding for children with severe disabilities.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
4. Hold staffings to ensure that children with special nutrition needs are identified for appropriate delivery of services.	Support Service Staff Center Managers Special Services Director Teachers Nutrition Director	Nutrition Director Health Director Special Services Director	Ongoing	-Notice of staffing -Staffing notes

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a)(1-10)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

**OBJECTIVES:** Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources, (i.e. SSI, EPSDT), provide parents with support group information.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Head Start staff will attend the ECI transition meetings at least 120 days prior to the child's 3 <sup>rd</sup> birthday to provide the parent information on Head Start.	Support Services Staff Transition Director	Special Services Director Transition Director	Ongoing	-Child's ECI records
2. Provide parents with brochures on disabilities, federal and state laws, community resource directory and home programs developed by licensed providers to be reinforced at home.	Support Services Staff Center Manger Special Services Director	Special Services Director Transition Director	Ongoing	-Disability brochures -Flyers
3. Encourage parents to evaluate the program by participating in the yearly self assessment, to attend child's screening and assessments, to attend child's ARD/IEP meetings, to volunteer in the classroom and attend therapy sessions with their children.	Support Services Staff Center Manager Special Services Director Teacher	Special Services Director Transition Director	Ongoing	-Documents on file -Self-Assessment -Cameras

**HIDALGO COUNTY HEAD START PROGRAM**  
**Special Services Plan**  
**2009-2010**

PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a)(1-10)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

**OBJECTIVES:** Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources,(i.e. SSI, EPSDT), provide parents with support group information.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>4. Referrals for group parent support meetings will be made to such agencies as The ARC of Rio Grande Parent Supporting Parent Network (PSPN). Parents will be informed of any support groups they may benefit from. A support group list will be made available to parents through center managers.</p>	<p>Support Services Staff Center Manager Special Services Director</p>	<p>Special Services Director Education Area Director</p>	<p>Ongoing</p>	<p>-Support group list at center</p>
<p>5. Encourage parents to attend trainings, workshops, conferences and be informed on IDEA/Section 504, ADA, IEP's and ARD meetings. Such information will be sent to centers</p>	<p>Support Services Staff Center Manager Special Services Director</p>	<p>Special Services Director Education Area Director</p>	<p>Ongoing</p>	<p>-Training agendas/sign- in - Flyers -Brochures</p>

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (a)(1-10)

GOAL: The Hidalgo County Head Start /Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

OBJECTIVES: Assist in the transition of children into Head Start and from Head Start to public school; Provide information to parents on fostering their child's disabilities, to include siblings. Provide opportunities to parents to observe large and small group activities to include program activities as per IEP/IFSP; inform parents of their rights under IDEA; inform parents of available resources,(i.e. SSI, EPSDT), provide parents with support group information.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
6. A resource directory will be provided at the 1 <sup>st</sup> parent orientation meeting. Parents and staff will be provided opportunity to learn about first aid, principals of preventative health, safety measures and any information on disabilities that may assist parents with their family's disability needs.	Support Services Staff Center Manager Teacher	Family Services Director Special Services Director Health Services Director	-Beginning of school year -Ongoing	-Training documentation -Resource Directory -Flyers -Brochures
7. A Family Partnership Agreement (FPA) will be utilized to assist families in identifying basic life support needs to include siblings needs related to disabilities. A referral system is maintained in order to assist families in receiving services.	Support Services Staff Center Manager	Family Services Director Special Services Director	-Beginning of school year	-Documentation on file -FPA -PIR

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PERFORMANCE STANDARD: 45 CFR Part 1308.21 (b)(c)

**GOAL:** The Hidalgo County Head Start /Early Head Start Program will involve parents throughout the disability effort and meet the families needs when relating to the transition process.

**OBJECTIVES:** Assist the parents in the transition of children from Head Start to public school or other placement/options. Notify the school of the child's planned enrollment prior to date of enrollment.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Provide parents with information on special services available in the public school.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director	May 2010	-Transition information
2. Provide parent with transition brochures.	Support Services Staff Center Manger Transition Director	Special Services Director Transition Director	May 2010	-Transition brochures
3. With parent consent, transfer children's records to special education department. Provide special education with list of all transitioning children with disabilities.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director	May 2010	-Copies of consent on file -Transition list To LEA
4. Provide parent with a transition letter that documents special education staff contacts, phone numbers, campus assignment etc. in an attempt to provide a seamless transition process.	Support Services Staff Center Manager Special Services Director	Special Services Director Transition Director	May 2010	-Transition letter

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PERFORMANCE STANDARD C.F. Regulation: 1304.51 (i)(2) Ongoing Monitoring

GOAL: To ensure that the program is effectively implementing Federal regulations.

OBJECTIVES: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<b>Administration of Speech Screener</b> – All Children will be administered a Speech Screening Tool which will address the areas of articulation, voice and fluency. This tool is administered either in English or Spanish as deemed necessary.	Teacher Assistant Teacher	Center Manager Special Services Director Support Service Staff Education Area Director Executive Team	Within 45 days of Enrollment	Speech Screener
<b>Development of Individual Education Plans (IEP's)</b> – The multidisciplinary team will develop an IEP for children who were evaluated and qualified for a particular Service. IEP objectives will be reflected in the weekly lesson plan for reinforcement purposes by the teaching staff.	Teacher Assistant Teacher Disability Service Aide	Center Manager Special Services Director Support Service Staff Education Area Director Executive Team	Yearly or every six (6) months	IEP/ARD packet Notice of IEP meeting Weekly lesson plan
<b>Referral Tracking Log</b> – A referral tracking log will be maintained in the Special Services Department. The tracking will be updated as the referrals are received in the department.	Special Services Secretary Disability Coordinator	Special Services Director	Ongoing	Tracking Log

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OBJECTIVES: To establish and maintain procedures for ongoing monitoring that will systematically measure strengths and weaknesses for the enhancement of quality service delivery in the area of Special Services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<b>IEP Progress Report</b> – IEP Progress Report will be prepared by the teachers and sent out to parents every nine (9) weeks. The IEP progress Report is connected to the Eight Domains of Learning/Child Outcomes and will reflect the child's progress on the IEP objectives.	Teacher	Center Manager Support Service Staff Special Services Director Executive Team	Every nine (9) weeks	Copy of IEP Progress Report
<b>Therapy Classroom Sign Out/In log for tracking services</b> – The teachers will maintain the Therapy Tracking Log in their classrooms individually for every child receiving services. The service provider will sign the child out and in when returning to the classroom after the service. The teacher will submit the log to the Special Services Department at the end of the month.	Teacher Assistant Teacher	Center Manager Support Service Staff Special Services Director Executive Team	Monthly	Sign Out/In Log
<b>Monthly Follow-Up Notes</b> – The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress to the Special Services Department on a monthly basis.	Center Manager Support Service Staff	Special Services Director Executive Team	Monthly	Monthly Follow-Up Notes

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p><b>Staffing Meetings</b> – Staffing meetings will be held for children with significant disabilities. All areas of need will be discussed (ie-special diets, special equipment/materials, medical plan of action etc.) so that the best possible services may be provided to the child upon enrollment.</p>	<p>Teacher  Parent  Support Services Staff  Center Manager  Special Services Director  Department Directors (as needed)</p>	<p>Special Services Director  Executive Team</p>	<p>Ongoing</p>	<p>Staffing Notice  Staffing Notes</p>
<p><b>Disability Observation Notes</b> – The Disability Service Aides will document observation notes on the children with significant disabilities for whom they are assigned to. The teacher is responsible for reviewing the observation notes and for signing the notes. Notes are done daily and submitted to the Special Services Department weekly.</p>	<p>Disability Service Aide  Teacher</p>	<p>Teacher  Center Manager  Support Service Staff  Special Services Director</p>	<p>Weekly</p>	<p>Observation  Notes</p>