

Hidalgo County Head Start Program

Policy Council Agenda

DATE: May 19, 2010

SUBJECT: Discussion/Approval of Special Services 2010-2011 Program Plan

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

RECOMMENDATION: Administration recommends approval.

COST: N/A

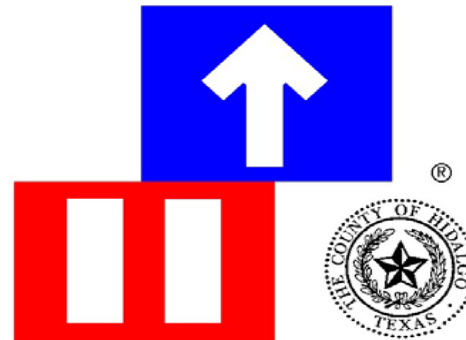
RELATED INFORMATION INCLUDES: Special Services Program Plan

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

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

EXECUTIVE DIRECTOR'S APPROVAL: *Jerena Flores*

Hidalgo County Head Start Program



SPECIAL SERVICES PROGRAM PLAN 2010-2011

Health Advisory Committee Approval: 04.29.10
Policy Council Approval: 05.19.10
Commissioners' Court Approval:

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 suspected or diagnosed disabilities receive comprehensive services and are included in the full range of activities within the child development program. This effort will continue, though there have been some changes in the identification process of children with disabilities.

The Head Start Act of 2007 changed the identification process which Head Start programs must follow for identifying and serving children with disabilities. Beginning fiscal year 2009 "not less than 10 Percent of the total number of children actually enrolled by each Head Start agency will be children with disabilities who are determined to be eligible for special education and related services, or Early Intervention Services (ECI) by the state or a local agency providing services under section 619 or Part C of the Individuals with Disabilities Education Act (IDEA)." This change is simply stating that now children

receiving special services from the private rehabilitation providers will no longer be counted towards our 10%. The only children that will be counted towards the 10% are those children that are referred to the Special Education Department of the local school district and are evaluated and qualified for services. The school district will provide the services to these children through their Individual Education Plan (IEP). Needless to say, we at Hidalgo County Head Start Program will continue to provide services through the private rehabilitation providers to our children in need of such services whether we can count them towards our 10% or not: These children will still continue to have a plan with individual goals and objectives and the teachers will also continue to reflect those objectives in their weekly lesson plans and reinforce these objectives through appropriate activities in the classroom. This plan will no longer be addressed as IEP's, but rather as Individual Goals and Objectives (IGO's). The school districts will continue the use of IEP's as it is appropriate by the federal law IDEA. Services will continue even more so now since the school districts are now implementing Recognition & Response (R&R) Response To Intervention (RTI). RTI is a system of intervention that allows children opportunity for intervention up to 90 days prior to being referred to special education for evaluation. Therefore, 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 3690 children ages 3-5 in the 2010-2011 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 eight (8) 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.

Three (3) 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)

IFSP- Individual Family Service Plan (for ages 0-3)

IDEA- Individuals with Disabilities Education Act

ADA- Americans with Disabilities Act

LEA- Local Education Agency

ECI- Early Childhood Intervention (Serve Children 0-3)

T/TA- Training and Technical Assistance

FPA- Family Partnership Agreement

ARD- Admission, Review and Dismissal

SSI- Supplemental Security Income

HS- Head Start

SLP- Speech Language Pathologist

HR- Human Resources

TEA- Texas Education Agency

RFQ- Request for Qualifications

PSA- Public Service Announcement

ESC- Education Service Center

LAP-D- Learning Accomplishment Profile Diagnostic

DECA- Devereaux Early Childhood Assessment

HIPAA- Health Insurance Portability Accountability Act

FIE- Full Individual Evaluation

PPCD- Pre-School Program for Children with Disabilities

EPSDT- Early Periodic Screening Development Test

RTI- Response To Intervention

R&R- Recognition and Response

IGO- Individual Goals and Objectives

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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 diagnosed and suspected 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 to ensure evaluation and diagnosis and with other rehabilitation 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 style="text-align: center;">(con't on pg. 2)</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>Ongoing</p>	<p>-Child Application -Enrollment Roster -IEP's on file -IFSP on file -ECI transition Referrals -Community Assessment -PIR</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>As per the Head Start Act of 2007, children receiving special services from private rehabilitation providers will no longer be counted towards the 10%. Services will continue, they just won't be eligible to count towards the 10%, only children evaluated and diagnosed by LEA will be counted towards the 10%.</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 2010</p>	<p>-Plan accessible to staff/parents -Access to copy in Head Start centers</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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
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.)	Special Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-FPA on file -Child's disability reflected on FPA
2. A community resource directory will be provided to families in order to ensure maximum use of the local resources. LEA Special Education 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.	Special Services Director Family Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-Resource Directory on file -Sign in -Agenda of network meeting -Agreements on file

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
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, facility accessibility, and anything else required by the child as per IEP.	Special Services Director Support Services Staff Center Manager	Special Services Director Family Services Director Support Services Staff Center Manager	Ongoing	-All forms and progress reports on file. -Ongoing monitoring -Requisitions and PO's on special material purchases

HIDALGO COUNTY HEAD START PROGRAM
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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
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 Staff.	Special Services Director Transition Director Support Service Staff	Special Services Director Support Services Staff	Ongoing	-ECI Notice of Transition Meeting -Transition paperwork
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	- Ongoing monitoring -ARD minutes on file - Community Assessment

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Special Services Plan
2010-2011

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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 2011	-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 2011	-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 2011	-Transition meeting sign-ins -Notice of meeting

HIDALGO COUNTY HEAD START PROGRAM
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PERFORMANCE STANDARD: 45 CFR Part 1308.4(h)(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 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. Referrals to LEA will be initiated accordingly allowing for RTI. A copy of the Hidalgo County Head Start Program R&R /RTI will be maintained in children's file.</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>-R&R/RTI Form -Referral log -Follow-up -Progress reports - Self-Assessment -Ongoing monitoring</p>
<p>2. In conjunction with our education content area 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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2010-2011

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

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OBJECTIVES: Arrange for options with LEA 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
<p>1. Dual enroll children with LEA or other service provider as needed.</p> <p>2. Strategies to be used to ensure that special needs are met include using substitutes, volunteers, and disability service aides who provide one to one instruction for children with disabilities. Also utilize special equipment/materials.</p>	<p>Special Services Director Support Services Staff Center Manager Teacher</p> <p>Special Services Director Education Area Director Teacher Support Services Staff Center Manager</p>	<p>Special Services Director Education Area Director</p> <p>Special Services Director Education Area Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Progress reports -ARD minutes -On-going monitoring</p> <p>-Monthly follow-up/notes -Progress notes -Ongoing monitoring</p>

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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	-Interagency Agreement -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	April -August 2010	-RFQ information on file -Ongoing monitoring Self-Assessment

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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.	Special Services Director Transition/Community Partnership Director	Special Services Director	May-August 2010	-Agreements on file -PIR
2. Attend Child Find meetings, workshops, fairs. Special Services Director and Disability Coordinator will participate on Child Find Advisory Committee with Region One ESC.	Special Services Director Support Service Staff Center Manager	Special Services Director	As scheduled by LEA's and Region One	-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
4. Inter Agency Agreements will address all of the above mentioned objectives.	Special Services Director Transition/Community Partnership Director	Special Services Director	May-August 2010	-Referral packet training -Interagency Agreements -On going monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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 as diagnosed by LEA 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 utilizing community assessment. 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>

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Special Services Plan
2010-2011

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
2. Allowable budget expenses include salaries for special services staff, children's evaluations and treatment, 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 (ramps, etc.).	Special Services Director Assistant Program Director Finance Director	Special Services Director Assistant Program Director Executive Director	Ongoing	-Monthly budget reports -On-going monitoring on budget expenditures

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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 as diagnosed by LEA 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
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, otherwise, transportation will be provided.	Support Services Staff Center Manager Special Services Director Transportation Coordinator	Special Services Director	Ongoing	-Request for Transportation - Parent Consent -Bus route Schedules -Community Assessment -Self – Assessment -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
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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
1. Contact Early Childhood Intervention (ECI) agencies, Child Find, WIC, local health clinics, private rehabilitations, 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..	Family Services Director Special Services Director Center Manager Teacher Support Services Staff	Special Services Director Family Services Director	Ongoing	-Flyers -Advertisement Poster -Community Assessment -Outreach letters
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.	Family Services Director Special Services Director Center Manager Support Services Staff Teacher	Family Services Director Special Services Director	Ongoing	-Child Find Posters - Recruitment documentation -Brochures -PSA'S

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3. Participate in community Child Find efforts with LEA's, ECI's and Region I ESC Child Find Specialist for recruitment purposes.	Special Services Director Transition Director Support Services Staff Center Manager	Special Services Director Transition Director	Ongoing	-Community Assessment - Child Find meeting -LEA Child Find, flyers/clinics- Community Assessment

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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 Advocacy Inc. Rep. Family Services Director	Special Services Director Staff Development Family Services Director	Ongoing Ongoing	-Pre service -Training agenda's -Sign-in's -Ongoing monitoring -Recruitment training agenda
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
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	-Copy of Application on file -Community Assessment -PIR

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Special Services Plan
2010-2011

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 out reach 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
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	-Transportation plan -Ongoing monitoring

HIDALGO COUNTY HEAD START PROGRAM
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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 370, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

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 type and 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 age and income eligible.</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>Family Services Director Special Services Director Support Services Staff Center Manager</p> <p>Health Services Director Special Services Director Support Services Staff Center Manager Parent / Teacher</p>	<p>Special Services Director Family Services Director Education Area Director</p> <p>Health Services Director Special Services Director Family Services Director</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Enrollment application -Waiting list -Community Assessment -PIR</p> <p>-Copy of immunization on file -Community Assessment -Ongoing monitoring</p>

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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 370, (10%) of the total funded enrollment, children with disabilities as diagnosed by LEA. Only LEA diagnosed children will be counted towards 10%.

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
3. Staff will be trained on the different types of disabilities to ensure that staff attitudes and unfamiliarity to a particular disability are fully met. Facility accessibility training is accomplished at pre service annually and as needed.	Special Services Director Advocacy Inc. Rep. Disability Coordinator Staff Development Director	Special Services Director Disability Coordinator Staff Development Director	Ongoing	-Ongoing Monitoring -Training agenda -Sign-ins

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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 & 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>Special Services Director Support Services Staff Center Manager Education Area Director</p>	<p>Health Services Director Medical Providers Parents Special Services Director Education Area 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</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
2. A training is provided to all teaching staff by a certified/licensed speech/language pathologist to screen children for speech impediments..	Speech Language Pathologist/Provider Teachers	Special Services Director Provider-SLP	Pre-Service as needed	-Training Agendas -New staff orientation trainings

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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/Early 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 and learn more about disability, etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Each child will be administered a standardized health and developmental assessment screening. Also the DECA, Speech Screening tool, as well as the LAP-D, in addition to any required screening instruments for children 0-5.	Teacher Support Services Staff Center Manager	Special Services Director Health Services Director Education Area Director Mental Health Director	Forty-five (45) days after enrollment	-Copy of assessment screenings -Ongoing monitoring
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.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Education Area Director	Ongoing	-Brochures -IEP progress reports -Six weeks progress reports

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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/Early 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 and learn more about disability, etc.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Notify Parents of progress through IGO progress reports and ARD meetings. Provide parents with support group information. Parents will also be provided with information on any other community organization sponsoring disability conferences, workshops, trainings etc.	Special Services Director Support Services Staff Center Manager	Special Services Director Education Area Director	Ongoing	-Community participation information -Parent to Parent newsletter information -Community Assessment

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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 to LEA.

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. These diagnosed cases will not be counted towards 10%, but children will receive the service needed. The Support Services Staff will ensure R&R/RTI is implemented prior to referral to Special Education.

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. Only these cases will count towards 10%.	Special Services Director Support Services Staff Center Manager Parent	LEA Specialist Special Services Director	Ongoing	-Head Start referral form -LEA referral -Ongoing monitoring -R&R/RTI -Parental consents
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. The diagnosed cases will be served but will not count towards 10%.	Special Services Director Support Services Staff Center Manager	Special Services Director Contracted Provider LEA Specialist	Ongoing	-Parental consent form -Eligibility reports

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PERFORMANCE STANDARD: 45 CFR Part 1308.6(e),(1-3) Related Standard 1304.20(a)(1)(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 to LEA.

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. These diagnosed cases will not be counted towards 10%, but children will receive the service needed. The Support Services Staff will ensure R&R/RTI is implemented prior to referral to Special Education.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Support Services Staff will ensure that children are allowed the appropriate R&R/RTI timelines to rule the 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 Teacher	Ongoing	-Teacher notes -Monthly follow-up notes -Self-Assessment -R&R/RTI

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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, through referrals to LEA.

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 approach, however, these diagnosed cases will not be counted towards 10%. Only LEA cases will count.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Confidentiality must be maintained through training and professional speaking presentations at in-services, workshops, conferences, parent conferences, etc. Use Human Resources confidentiality form and obtain staff signatures. Training on Health Insurance Portability and Accountability Act (HIPAA) will be provided.</p> <p>Reports requiring signature of certified/licensed Special Services provider will be obtained. Evaluations will be administered only by qualified specialists.</p>	<p>Special Services Director Support Services Staff Center Manager Teacher</p> <p>Special Services Director Special Services Specialist</p>	<p>Human Resource Director Special Services Director Health Services Director HIPAA Representative Staff Development Director</p> <p>Special Services Director Procurement Director Support Service Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>-Sign in's -agendas -HR confidentiality signed forms on file -Training sign ins -Self-Assessment</p> <p>-Contracts -Partnership Agreements -RFQ -SLP evaluation reports - RFQ</p>

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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 through referral to LEA.

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 approach, however, these diagnosed cases will be served but will not count towards 10%.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
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	April 2010 August 2011	-Provider credentials on file -Contracts in procurement
4. A multi-disciplinary team approach will be utilized for children evaluated by the private rehabilitation providers to determine eligibility for special services upon completion of assessment. Proper documentation such as ,Eligibility Determination Forms, and Evaluation Reports will be required. These diagnosed cases will be served but not counted towards 10%.	Special Services Director Support Services Staff Center Manager Teacher Parent Private provider	Special Services Director	Ongoing	-Multi-disciplinary team -Referral -IGO meeting documentation -Notice of IGO Meeting -ARD minutes -PIR -ARD minutes

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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 and the 2007 Head Start Act. 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 (Autism, Syndromes, etc)	Support Services Staff Center Manager/Teacher Special Services Director	Special Services Director Content Area Directors	Ongoing	- Staffing notice -Staffing notes -Community Assessment
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	-Plan of care (504)
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	-Information on file -Ongoing monitoring
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	-Behavior documentation -Ongoing monitoring - Cameras

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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 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
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	-Progress notes -Ongoing monitoring - Cameras
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	-Training agenda -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
1. A referral and follow-up system in conjunction with mental health and health services will be utilized to ensure that children with mental health and health impairments receive ongoing medical treatment.	Center Manager Support Service Staff Teachers Special Services Director	Health Services Director Special Services Director Mental Health Director	Ongoing	- Referral and follow-up -Ongoing monitoring -Self-Assessment
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 /or children with possible signs of depression, withdrawal, anxiety or abuse.	Center Manager Support Service Staff Teachers	Health Services Director Special Services Director Mental Health Director	Ongoing	-Staffing sign-in and notes -Notice of Staffing
3. Develop a plan of care for any child with a medical condition (504).	Health Services Director	Health Services Director Special Services Director	Ongoing	-Plan of care (504)

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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
1. Staff will educate teachers and parent/guardian on the proper administration of medication.	Support Service Staff Center Manager Health Services Director	Health Services Director Special Services Director	Ongoing	- Training agendas
2. Staff will administer, handle and store all medication in accordance with program policy and procedures which include doctors, instructions, properly labeled medication by pharmacist, parent consent to administer medication, record keeping etc. (refer to policy and procedure on medication administration in the Health procedures Manual).	Support Service Staff Health Services Director Center Manager	Health Services Director Special Services Director	Ongoing	- Documentation notes - Medications policy - Parent Consent

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PERFORMANCE STANDARD: 45CFR Part 1308.19(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)(1), 1304.23(c)(6)

GOAL: The Hidalgo County Head Start /Early Head Start Program will develop Individual Goals and Objectives (IGO), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom. As per the 2007 Head Start Act, children that receive special services from private rehabilitation providers will no longer be counted towards the 10% and will now have Head Start developed Individual Goals and Objectives (IGO) in place of the IEP.

OBJECTIVES: Participate and provide input into the LEA IEP/ECI IFSP. For Head Start developed Individual Goals and Objectives, organize a multi-disciplinary team meeting within thirty (30) days of evaluation for eligibility determination; will develop IGOs or IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IGOs as soon as possible after the meeting, or if child enters Head Start with IGO completed two (2) months prior, implement such IGO within two (2) weeks; will ensure inter-component collaboration in IGO/IFSP implementation; when LEA develops the IEP, a Head Start representative will participate. Head Start developed IGO's will include child's unique needs and strengths; monitor implementation of IGOs 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 IGO/IFSP meeting	Special Services Director Support Services Staff Center Manager	Special Services Director	Ongoing	-IEP/ARD sign-ins -ARD notice -IGO 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 LEA Specialist	Special Services Director LEA Specialist	Within thirty (30) days of evaluation or ASAP	-Head Start Notice of IGO meetings on file -LEA ARD Notice

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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 Individual Goals and Objectives (IGO), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom. As per the 2007 Head Start Act, children that receive special services from private rehabilitation providers will no longer be counted towards the 10% and will now have Head Start developed Individual Goals and Objectives (IGO) in place of the IEP.

OBJECTIVE: Participate and provide input into the LEA IEP/IFSP. For Head Start developed IGOs organize a multi-disciplinary team within thirty (30) days for eligibility determination; will develop IGOs or IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IGOs as soon as possible after the IEP meeting, or if child enters Head Start with IGO completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IGO/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IGO's will include child's unique needs and strengths. Monitor implementation of IGO's, IEP's 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 IGO/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 Education Area Director	Within thirty (30) days of evaluation or ASAP	-ARD minutes -IFSP/IGO 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 LEA representative Center Manager Teacher	Special Services Director Education Area Director	Ongoing	-IGO Notice -LEA 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).

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OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. For Head Start developed Individual Goals and Objectives organize a multi-disciplinary team within thirty (30) days from eligibility determination; will develop IGOs and IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IGOs as soon as possible after IGO meeting, or if child enters Head Start with IGO completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IGO/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IGO's will include child's unique needs and strengths. Monitor implementation of IGO's 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
5. Schedule appointments for required services provider as soon as possible as mandated in IGO; a child enrolled in HS whose IGO for special services is dated 2 months prior to enrollment is still eligible for services. However, existing IGO, has to be Implemented within 2 weeks.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Special Services Provider Center Manager	-As soon as possible after meeting or enrollment -Ongoing	-Notice of ARD/ IGO meeting -Ongoing monitoring
6. Involve the different content areas when implementing the child's IGO/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.	Special Services Director Support Services Staff Center Manager Teacher	Special Services Director Content Area Director	Ongoing	-Notice of ARD/IEP to all staff involved -Reflect IEP/IGO objectives in weekly lesson plan -Cameras

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2010-2011

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 Individual Goals and Objectives (IGO), or an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the classroom. As per the 2007 Head Start Act, children that receive special services from private rehabilitation providers will no longer be counted towards the 10% and will now have Head Start developed Individual Goals and Objectives (IGO) in place of the IEP.

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

**Special Services Plan
2010-2011**

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).

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
8. Establish a process for tracking child's IGO progress such as requesting therapy progress notes from private rehabilitation provider at least every 3 months. Request observation notes from disability service aide (if applicable). Document Child's IGO progress relating to the 8 domains of learning on the IGO 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 -IGO progress report -Teacher progress report -IGO objectives reflect in weekly plan -Monthly follow up

**Special Services Plan
2010-2011**

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 /Early Head Start Program will develop an Individualize Goals and Objectives (IGO), and an Individual Family Services Plan (IFSP) that meet the needs of children with disabilities and enables them to be included into the full range of classroom activities.

OBJECTIVES: Participate and provide input into the LEA IEP/IFSP. For Head Start only IGO's organize a multi-disciplinary team within thirty (30) days from eligibility determination; will develop IGOs and IFSPs for all children found to meet the Head Start disability eligibility criteria; will implement IGOs as soon as possible after IGO meeting, or if child enters Head Start With IGO completed two (2) months prior, implement within two (2) weeks. Will ensure inter-component collaboration in IGO/IFSP implementation. When LEA develops the IEP, a Head Start representative will participate. Head Start developed IGOs will include child's unique needs and strengths. Monitor implementation of IGO's, 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 IGO meetings, face-to-face contact, periodic telephone calls, classroom material sharing, child/parent home activities etc. Schedule visits and observe child/parent home activities. Schedule visits and observe child during implementation of IEP/IGO 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/documentation -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	-IGO meetings -Sign-in's -Visitation log

HIDALGO COUNTY HEAD START PROGRAM
Special Services Plan
2010-2011

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
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.	Special Services Director Health Director Nutrition Director Teachers	Support Service Staff Center Managers Special Services Director	Ongoing	- Training agendas and - Sign-in's - Pre-service training topics
2. Encourage children with special needs to participate in meal/snack time interactions and weekly nutrition activities.	Support Service Staff Teachers Center Managers	Special Services Director Education Area Director Health Director	Ongoing	-Classroom observation notes -Teacher weekly plan reflects nutrition activities
3. Provide special diets for children with chewing, swallowing and feeding problems.	Special Services Director Nutrition Director	Nutrition Director		-Cameras

**Special Services Plan
2010-2011**

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

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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

**Special Services Plan
2010-2011**

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 IGO/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 rd birthday to provide the parent information on Head Start Services.	Support Services Staff Transition Director ECI Representative	Special Services Director Transition Director	Ongoing	-Child’s ECI records -ECI meeting notes
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 observe child’s screening and assessments, to attend child’s ARD/IGO meetings, to volunteer in the classroom and attend therapy sessions with their children when possible.	Support Services Staff Center Manager Special Services Director Teacher	Special Services Director Transition Director	Ongoing	-Documents on file -Self-Assessment documentation -Cameras

**Special Services Plan
2010-2011**

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

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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 IGO/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
4. Referrals for parent support group meetings will be made to such agencies as Partners Resource Network (Team Project) and others who sponsor support group meetings on disabilities. 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.	Teachers Support Services Staff Center Manager Special Services Director	Special Services Director Education Area Director	Ongoing	-Support group list at center
5. Encourage parents to attend trainings, workshops, conferences and be informed on IDEA/Section 504, ADA, ARD's and IGO meetings. Such information will be sent to centers.	Support Services Staff Center Manager Special Services Director Teachers	Special Services Director Education Area Director Family Services Director	Ongoing	-Training agendas/sign- in - Flyers -Brochures

**Special Services Plan
2010-2011**

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 IGO/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 st 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 Teacher	Family Services Director Special Services Director	-Beginning of school year -Ongoing	-Documentation on file -FPA/Follow – up’s -PIR

**Special Services Plan
2010-2011**

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 Teacher	Special Services Director Transition Director	May 2010	-Transition information
2. Provide parent with transition brochures.	Support Services Staff Center Manger/Teacher 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 Teacher	Special Services Director Transition Director	May 2010	-Copies of consent on file -Transition list to LEA Special Education Dept.
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 Teacher	Special Services Director Transition Director	May 2010	-Transition Letter to parents

**Special Services Plan
2010-2011**

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
Administration of Speech Screener – 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 Services Staff Education Area Director Executive Team Special Services Coordinator Special Services Facilitator	Within 45 days of Enrollment	-Speech Screener -Center observation form
Development of Individual Education Plans (IEP's) – The multidisciplinary team will develop an IEP(LEA) and IGO's for private rehabilitation providers for children who were evaluated and qualified for a particular service. IEP/IGO 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 Special Services Coordinator Special Services Facilitator	LEA-yearly every six (6) months for private rehabs	-IGO/ARD minutes -Notice of IGO meeting -Weekly lesson plan -Center observation form
Referral Tracking Log – A referral tracking log will be maintained in the Special Services Department. The log will be updated as the referrals are received in the department.	Special Services Coordinator Special Services Facilitator	Special Services Director	Ongoing	-Referral Tracking Log

**Special Services Plan
2010-2011**

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TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
IGO Progress Report – IGO Progress Report will be prepared by the teachers and sent out to parents every nine (9) weeks. The IGO progress report is connected to the Eight Domains of Learning/Child Outcomes and will reflect the child's progress on the IGO objectives.	Teacher	Center Manager Support Services Staff Special Services Director Executive Team Special Services Coordinator Special Service Facilitator	Every nine (9) weeks	-Copy of IGO Progress Report -Center observation form
Therapy Classroom Sign Out/In log for tracking services – The teachers will maintain the Therapy Sign out/in log 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 Services Staff Special Services Director Executive Team Special Services Coordinator Special Services Facilitator	Monthly	-Therapy Sign Out/In Log -Center observation form
Monthly Follow-Up Notes – The case worker (Center Manager or Support Services Staff) will submit monthly follow-up notes reflecting the child's progress to include updates to the Special Services Department on a monthly basis.	Center Manager Support Services Staff	Special Services Director Executive Team Special Services Coordinator Special Services Facilitator	Monthly	-Monthly Follow-Up Notes - Center observation form

**Special Services Plan
2010-2011**

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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
Staffing Meetings – 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.	Teacher Parent Support Services Staff Center Manager Special Services Director Department Directors (as needed)	Special Services Director Executive Team Special Services Coordinator Special Services Facilitator	Ongoing	-Staffing Notice -Staffing Notes -Center observation form
Disability Observation Notes – 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.	Disability Service Aide Teacher	Teacher Center Manager Support Services Staff Special Services Director Special Services Coordinator Special Services Facilitator	Weekly	-Observation Notes -Center observation form