

SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL EVALUATION PROCESS

Community Referral Process

1. The phone call/email will come into Kiersten Rogers, Director of Pupil Services, Lizzie Rumford, the preschool psychologist, or Doreen Reese, Administrative Assistant. This starts the 30 day timeline for an initial response to the parent.
2. If Kiersten or Doreen receive the call/email, she will send an email to Lizzie Rumford, the school psychologist that a request has come in.
3. Elizabeth Rumford, the preschool psychologist will then contact the parent and will send the BCESC-SLSD Preschool Referral Packet to the parent by email or mail.
 - a) Indicate when the packet was sent out.
 - b) Indicate date when packet is received.
 - c) Forward completed: Request for Assistance Form to Doreen Reese to enter into Progress Book.
 - d) Schedule intake meeting with the team (contact them first to check schedule) and parent (within 30 calendar days) on Tuesdays (all therapists available) or Fridays (for speech only) at open times for preschool interventionist and speech therapist.
 - i. Complete PR-01 for meeting invite.
 - ii. Send paper invite 10 calendar days prior to meeting and can also send electronic invite via Outlook (include team members).
4. Doreen will enter the child information into Progress Book and set up the student ID#. She will send back the EMIS confirmation to the school psychologist.
5. During the intake visit, the school psychologist will complete/review the structured interview. The first observation will be completed by one or multiple team members with Preschool Intervention Specialist, Speech Therapist, Occupational Therapist, and/or Physical Therapist. The team will determine if a disability is suspected.
 - a) If disability is suspected:
 - i. Complete the referral for special education, planning form, consent to evaluation, PR-01 stating the reason for evaluation and plan
 - ii. This starts the 60 calendar day timeline (unless transitioning from Help Me Grow and timeline before turning 3 is less than 60 days).
 - iii. Schedule ETR date, complete SLSD initial timeline evaluation page, PR-01 for meeting invite, and meeting invite.
 - b) If no disability is suspected:
 - i. Complete PR-01 stating why the district does not suspect a disability.
6. The school psychologist will schedule a 2nd home visit to complete an observation in the home setting with the preschool intervention specialist or therapist (2nd observation could take in one of the integrative classrooms or community daycares). This part may include pre-academic testing by the preschool intervention specialist.
7. Days for intakes and ETRs will be **Tuesdays (all therapists) and Fridays (speech only if needed)**. Follow up evaluations with team members will be based on their availability.

SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL EVALUATION PROCESS

8. Lizzie Rumford, the school psychologist will notify principals/teachers/Kiersten Rogers of the scheduled ETR and IEP dates for those going to kindergarten at the **beginning of January**. If the ETR day needs to change the school psychologist will notify the principals. If a health plan is needed, the preschool health manager assigned to Southwest will need to be invited to the IEP meeting.
9. At the ETR meetings have parents complete: OH Medicaid & Vision Exam
10. Lizzie will send original ETR (including all handwritten/signed documents & referral packets), Help Me Grow IFSP (if applicable) to Sandy Knose within 7 days.

Initial IEPs

1. The entire team will attend the IEP meeting within 30 calendar days of initial ETR (unless needs to be scheduled before 3rd birthday for transitioning from Help Me Grow), including the PSIS, needed therapists, district representative and parent. The PSIS will be the case manager and will initiate the IEP in Same Goal..
2. The district representative will follow this order: Abby Schlueter, Kelley Johnstone, Kiersten Rogers, or Elizabeth Rumford, school psychologist (may include building principal for transition to kindergarten students).
3. The responsibility of writing the initial educational goals for the IEP will be assigned to a PSIS-Itinerant with collaboration of the PSIS case manager based on the assigned classroom. The assigned PSIS will be responsible for writing educational goals on subsequent RIEPs.
 - a. Stand alone service providers will be responsible for creating the IEP & writing goals for students without academic needs.
4. After the IEP meeting, the parent will meet with the enrollment specialist to complete the enrollment paperwork (same day or an alternative day).
5. The school psychologist, therapists, and teachers will work together to place children in the classrooms.
6. Paperwork that needs to be turned in to the Special Services office is completed on the Preschool IEP checklist that must accompany the IEP within 30 days of the IEP meeting date.
7. IS or RSP sends one copy of the IEP to Sandy & one to parent.
8. The annual review list will be sent to the school psychologist and Kelley Johnson.

Help Me Grow

1. The HMG Service Coordinator will contact the preschool psychologist.
2. The Help Me Grow main contact is Julie Brehm. Julie sends the quarterly report to the preschool psychologist and Kiersten Rogers four times per year to show upcoming transitions.

SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL EVALUATION PROCESS

3. The preschool psychologist will attend the TPC and will sign the Preschool Transition Conference form and Documentation of Participation from Part C to Part B (Southwest forms). The Request for Assistance, Permission to Review Records will be completed if appropriate.
4. Process follows the same as community referral from here.

Summer Evaluations

1. We will begin looking at summer scheduling in March to determine if evaluations can be completed in May or should be pushed to August. If days are needed, we will need to talk to Kiersten Rogers and Kelley Johnson.

Head Start

1. Head Start has their own paperwork that they must have filled out.
2. Follow the process from here.
3. This may include having them and/or the preschool psychologist fill out the district Intervention Assistance Team (IAT) form.

Southwest Local School District Preschool Classrooms (Typical Student or SPED needing more services)

1. The PSIS conferences with parents discussing any concerns.
2. The PSIS begins the IAT paperwork.
3. The PSIS and team members discuss the child and concerns at monthly team meetings or before to develop interventions and begin tracking data.
4. Once there is additional information gathered, interventions are tracked to assess progress or not, the team can decide to move forward with an initial referral or reevaluation to add any additional related services.
5. The school psychologist sends the initial referral packet to the parent to complete as well as set up a referral/planning meeting.
6. The process moves forward in the same traditional manner with timelines and expectations.

Procedures for noncompliance findings

1. All documents are submitted to the Pupil Services office and reviewed by the Special Ed. Admin Assistant.

SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL EVALUATION PROCESS

2. When the Admin Assistant or EMIS coordinator find documents are out of compliance, the owner of the document will be notified of discrepancies and required to make any necessary corrections.
3. Corrections will be reviewed by the Director of Pupil Services.