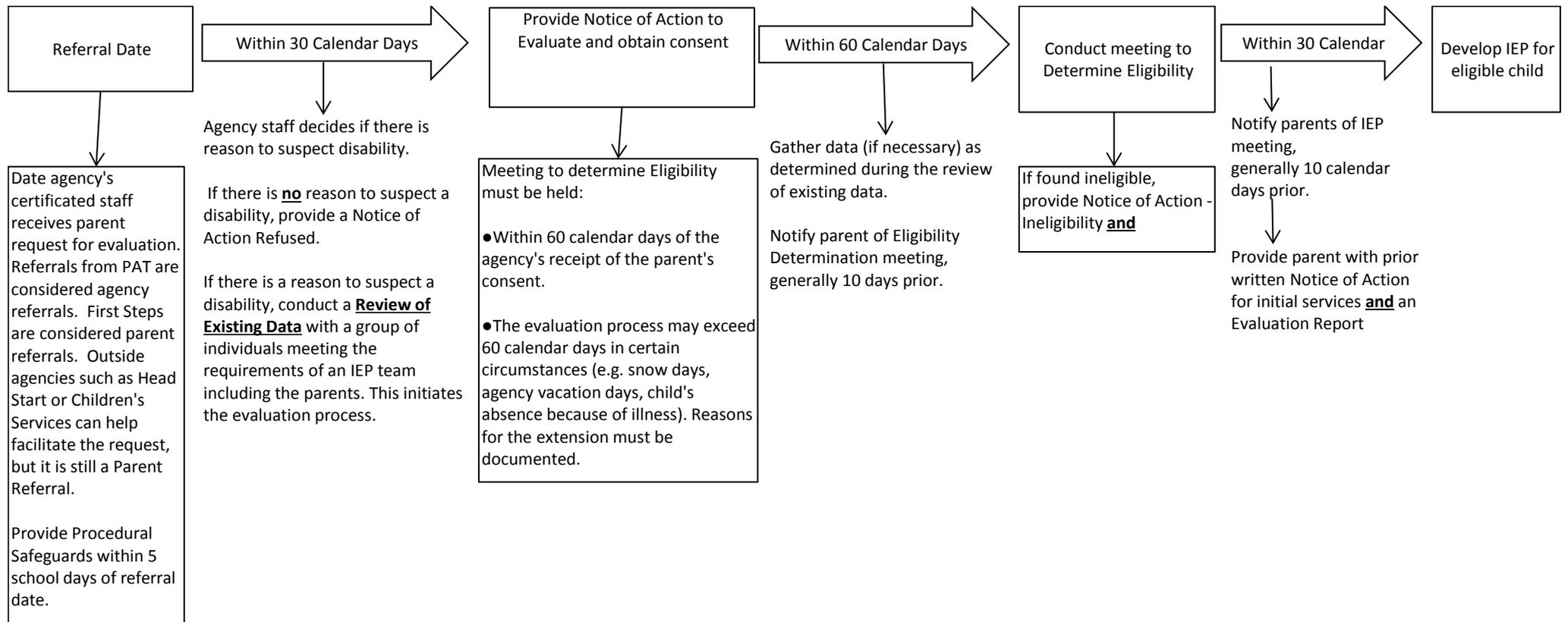


Initial Evaluation Process Parent Referral



● **Referrals for children receiving services in the First Steps System:** Referrals for children served in First Steps are considered parent referrals and occur when the LEA is provided with “directory information” for the child. Directory information includes the child’s name and birth date as well as the parent’s name, address and phone number. Directory information may be provided in a variety of ways including, but not limited to: direct parent contact, a directory information form provided by the First Steps SPOE, First Steps service provider contact, the invitation to attend the child’s First Steps Transition Conference, or from any other source with knowledge of the child. The date of the contact, which may be either verbal or written, when the directory information is provided to the LEA is considered the date of referral and triggers the evaluation process requirements under IDEA. This includes the requirements to provide the parent a copy of Procedural Safeguards within 5 days of the date of referral and to provide parents with a Notice of Action within 30 days of the referral date. Under Part C requirements, for any child who may be eligible for Part B preschool services, the Transition Conference must be held no later than 90 days before the child’s third birthday, but, at the discretion of all parties, may occur up to nine months before the child’s third birthday with the approval of the family. The First Steps system must invite the LEA to attend the Transition Conference. If invited, a representative of the LEA must attend the Transition Conference. The IDEA requires for eligible children that an IEP must be developed and implemented by the child’s third birthday.

● If the parent makes the initial contact with the agency, then the date of the referral will be the date that a member of the agency's certificated staff received a request for an evaluation from the child's parent.

Revised: July 16, 2014