

ARKANSAS CHILD FIND PROCEDURAL GUIDE



ARKANSAS DEPARTMENT OF EDUCATION
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Prepared By
ARKANSAS SPECIAL EDUCATION CHILD FIND ADVISORY COUNCIL

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PURPOSE

The purpose of this guide is to assist public agencies in complying with Federal and State Child Find requirements through locating and identifying all children and youth in the state from birth to 21 years of age who are possibly in need of early intervention or special education and related services. This effort is in response to the Individuals with Disabilities Education Act (IDEA), which requires that each state provide a free appropriate public education for all eligible children with disabilities.

Child Find is an ongoing cooperative effort that must involve state and local education agencies, parents, the community, professionals, related organizations, and private schools. This involvement is based on the premise that parents and public agency personnel, working cooperatively, can successfully locate and identify children in need of early intervention or special education and related services.

The collection and use of data to meet the requirements of Child Find are subject to the confidentiality requirements of IDEA.

SECTION I: INTRODUCTION

A. GENERAL RESPONSIBILITY TO CONDUCT CHILD FIND

1. Each local educational agency, including charter schools, is responsible for ensuring that all children with disabilities from birth to twenty-one (21) years within its jurisdiction and in need of special education and related services are located, identified and evaluated, regardless of the severity of their disability, including:
 - a. children with disabilities attending private schools,
 - b. highly mobile children with disabilities (such as migrant and homeless children), and
 - c. children who are suspected of having a disability and need special education even though they are advancing from grade to grade.
2. The responsibility of the local educational agency to conduct child find activities extends to locating, identifying and evaluating all private school children with disabilities, including religious-school children residing in the jurisdiction of the local educational agency. The activities undertaken to carry out this responsibility must be comparable to activities undertaken for children with disabilities in public schools.
3. Before any major location, identification or evaluation activity (Child Find), a notice to parents must be published or announced in newspapers or other media with local circulation adequate to notify parents throughout the LEA's jurisdiction of the activity.

SECTION II: PLANNING THE LOCAL CHILD FIND PROGRAM

A. DEVELOPMENT OF PLAN; DOCUMENTATION OF EFFORT REQUIREMENTS

1. Each local educational agency must develop and maintain a written Child Find Plan outlining the systematic and continuous efforts the local educational agency will undertake to meet its responsibilities as described in the above section.
2. At a minimum, any Child Find Plan must set forth annual child find activities including, but not limited to:
 - a. initiation of a campaign of public awareness and
 - b. procedures for the conduct of routine school screening.

3. The local educational agency shall maintain a **written record** of the Child Find Plan and documentation shall be of annual child find activities. Records and documents shall be available for review by staff of the Arkansas Department of Education (ADE).
4. It is the responsibility of the local educational agency to maintain a record of all children with disabilities receiving special education and related services from the local educational agency.

SECTION III: RECOMMENDED CHILD FIND PROCEDURES

The recommended child find procedures described herein are designed to help the public agencies, either cooperatively and/or individually to (1) locate, evaluate and identify children birth to twenty-one (21) years with disabilities; (2) collect, maintain, and report data; and (3) maintain a process for coordination and collaboration between various agency programs. A guide is presented to assist in planning and implementing the Child Find Program.

A. Establish Child Find Planning Committee

A Child Find Planning Committee shall be established to facilitate child find activities. Interagency commitment is necessary to prevent duplication of effort. Members should include but are not limited to representatives of:

1. Parents
2. School Districts, including Charter Schools
3. Education Service Cooperatives
4. Early Intervention Programs
5. Private Schools
6. Medical Providers
7. Advocacy
8. Other Related Agencies
9. Additional Resource Personnel as needed

This committee will be responsible for the ongoing **development, implementation and evaluation** of all activities in their respective areas and will ensure coordination within the Child Find Planning Committee. The size of this committee may vary, but should be of a size that allows for effective planning. A Child Find Chairperson should be selected from the membership.

B. Develop a Formal Child Find Plan

A formal Child Find Plan must be written and maintained by the public agency. This plan is a required component of the ADE special education monitoring process (documentation must be maintained for review by ADE personnel).

The plan must include the following:

- 1. Child Find Planning Committee membership list**
- 2. Defined geographic boundaries**
- 3. Outline of major Child Find activities**
- 4. Established timelines for Child Find activities**
- 5. Evaluation of activities and documentation of all activities**

The following sections (Format 1 or Format 2) of this manual are provided to assist public agencies in complying with Federal and State Child Find requirements. Utilization of either suggested section meets the five components outlined under IDEA.

Format 1

CHILD FIND PLAN FOR:

(Program Name)

(Program Year)

I. CHILD FIND PLANNING COMMITTEE MEMBERSHIP:

Agencies Represented:

Parent:

School District, including Charter Schools:

Education Service Cooperatives:

Early Intervention Programs:

Private Schools:

Medical Providers:

Advocacy:

Other Related Agencies:

Others as necessary:

II. This child find plan covers the geographic boundaries of: _____

PLANNING THE LOCAL CHILD FIND PROGRAM

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Establish a local child find interagency committee.</p> <p>A. Identify target groups and or agencies to make up committee membership.</p> <p>B. Define the geographic boundaries.</p> <p>C. Select and invite individuals to represent targeted groups or agencies.</p>				LEA/ESC	
<p>2. Provide orientation training to child find planning committee.</p> <p>A. Distribute Child Find Procedural Guide to committee members.</p> <p>B. Review purpose and general responsibilities to conduct child find.</p> <p>C. Identify general responsibilities for targeted groups and/or agencies.</p> <p>D. Elect chairperson(s) for Child Find Planning Committee activities.</p>				LEA/ESC	

PLANNING THE LOCAL CHILD FIND PROGRAM

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>3. Develop the written plan that:</p> <p>A. Identifies geographic boundaries</p> <p>B. Outlines major activities</p> <p>C. Establishes timelines for identified activities</p> <p>D. Includes evaluation procedures for identified activities</p>				<p>Local Child Find Inter-Agency Committee</p>	

PUBLIC AWARENESS

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Define specific responsibilities for public awareness.</p> <p>A. Coordinate with ADE and Arkansas Special Education Resource Center (ASERC) on selected state level activities.</p> <p>B. Identify awareness activities for:</p> <ul style="list-style-type: none"> - schools - target groups - agencies - communities <p>C. Outline media/activities.</p> <p>D. Evaluate awareness campaign.</p>					

PUBLICITY

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Suggested strategies for publicity.</p> <p>A. Utilize child find materials from ASERC.</p> <p>B. Contact with local newspaper; radio; television/ Cable.</p> <p>C. Speak to groups and civic groups and organizations.</p> <p>D. Provide information and training for:</p> <ul style="list-style-type: none"> - school personnel - target groups - agencies - communities 					

SCREENING

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Identify screening activities.</p> <p>A. Identify who and where screening will take place.</p> <p>B. Determine timelines.</p> <p>C. Organize community screening programs.</p> <p>D. Determine instruments to be used:</p> <ol style="list-style-type: none"> 1) Standardized achievement 2) Grade cards 3) Inventories 4) Observation 5) Hearing screening 6) Vision screening 7) Speech/Language 8) Developmental 9) Behavioral 10) Cognitive <p>E. Maintain data on number screened and referred and number screened and not referred.</p> <p>F. Evaluate effectiveness of screening program.</p>					

IDENTIFICATION AND EVALUATION

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Inform target groups of referral procedures.</p> <p>A. Designate person(s) to receive referrals.</p> <p>B. Provide information to LEA to assist in arranging for initiation of due process.</p> <p>C. Conduct individual evaluations as appropriate as outlined in the Procedural Requirements and Program Standards ADE 2000.</p> <p>D. Maintain data on numbers identified, evaluated and placed and the number of students evaluated and not placed.</p> <p>E. Evaluate the effectiveness of identification and evaluation activities.</p>					

CHILDREN IN PRIVATE SCHOOLS

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Identify all private schools within the geographic area including religious schools.</p> <p>A. Establish contact representative in each private school.</p> <p>B. Consult with representatives of private schools on how to carry out the location, identification and evaluation of children suspected of having a disability that are attending the private school.</p> <p>C. Implement identification procedures in each private school as required under Section 14 of the Procedural Requirements and Program Standards Manual ADE 2000.</p> <p>D. Maintain documentation of the number of students:</p> <ul style="list-style-type: none"> - Screened - Evaluated - Determined to have a disability under IDEA - Established Individual Service Plans (ISP) 					

HIGHLY MOBILE CHILDREN WITH DISABILITIES (SUCH AS MIGRANT AND HOMELESS CHILDREN)

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Identify district personnel responsible for homeless, migrant and highly mobile.</p> <p>A. Coordinate with district personnel responsible for homeless, migrant and highly mobile families in the district.</p> <p>B. Insure public awareness campaign includes: shelters, motels and other locations where individuals might reside when homeless, migrant and highly mobile, etc.</p> <p>C. Maintain data on number of children located that are homeless, migrant and highly mobile within the geographic area.</p> <p>D. Insure that location, identification and evaluation procedures are implemented in accordance with Procedural Requirements and Program Standards ADE 2000.</p>					

HIGHLY MOBILE CHILDREN WITH DISABILITIES (SUCH AS MIGRANT AND HOMELESS CHILDREN)

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>E. Maintain data on number screened, referred, evaluated and determined to have a disability under IDEA.</p> <p>F. Evaluate the effectiveness.</p>					

**CHILDREN WHO ARE SUSPECTED OF HAVING A DISABILITY AND NEED SPECIAL EDUCATION
EVEN THOUGH THEY ARE ADVANCING FROM GRADE TO GRADE**

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES
<p>1. Establish a pre-referral committee.</p> <p>A. Utilize referral committee to review:</p> <ul style="list-style-type: none"> - group norm NRT and CRT scores to match grades - documented teacher concerns - teacher observations <p>B. Identify students suspected of having a disability but still advancing from grade to grade.</p> <p>C. Make appropriate referrals and evaluations to determine need for special education/ interventions.</p> <p>D. Evaluate committee's effectiveness by documenting:</p> <ul style="list-style-type: none"> - Number of students reviewed - Number of students referred for evaluation - Number of students placed for services - Number of repeat referrals 					

Format 2

CHILD FIND PLAN FOR:

(Program Name)

(Program Year)

II. CHILD FIND PLANNING COMMITTEE MEMBERSHIP:

Agencies Represented:

Parent:

School District, including Charter Schools:

Education Service Cooperatives:

Early Intervention Programs:

Private Schools:

Medical Providers:

Advocacy:

Other Related Agencies:

Others as necessary:

II. This child find plan covers the geographic boundaries of: _____

PLANNING THE LOCAL CHILD FIND PROGRAM

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

PUBLIC AWARENESS

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

PUBLICITY

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

SCREENING

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

IDENTIFICATION AND EVALUATION

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

CHILDREN IN PRIVATE SCHOOLS

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

HIGHLY MOBILE CHILDREN WITH DISABILITIES (SUCH AS MIGRANT AND HOMELESS CHILDREN)

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES

**CHILDREN WHO ARE SUSPECTED OF HAVING A DISABILITY AND NEED SPECIAL EDUCATION
EVEN THOUGH THEY ARE ADVANCING FROM GRADE TO GRADE**

ACTIVITIES	METHODS OF IMPLEMENTATION	DATE INITIATED	DATE COMPLETED	AGENCY/ PERSON RESPONSIBLE	DOCUMENTATION OF COMPLETED ACTIVITIES