

Part B Post-Referral Actions

BEGIN HERE: A primary referral source has identified and referred a child between the ages of 2 years 10 months and 16 days and 5 (not yet enrolled in kindergarten) who has a diagnosed condition with a high probability for delay, or a suspected developmental delay, or atypical development based on screening, observation or parent report.

Referral made through statewide phone or online system. Help Me Grow referral system will generate an email contacting the assigned local education agency.

Upon receipt of the referral, the local education agency will provide the family with a notice of procedural safeguards. The local education agency will gather and review information available, determine status at referral and appropriate next step:

Screening

No diagnosis, prior screening or other data indicating a suspected disability is available or evident AND the team has determined that screening is appropriate

The child participates in the early childhood screening procedures that are available to all students and for which no parents are asked to provide consent

NO

YES

The child participates in an individualized developmental screening and parent consent is obtained through a PWN

Screening is completed and results are shared with the parent: Is the child suspected of having a disability? Parent(s) are informed of their right to request an evaluation.

NO***

YES

***If the child participates in a screening in response to a referral and is not a child suspected of a disability, provide the parents with a PWN to document the refusal for evaluation.

If the parent requests an evaluation at any point during this process and the district chooses to deny this request:
Complete a PWN including the reason that the district is refusing to act on the referral.
Refusals must be completed within 14 calendar days of receiving the request.
Minn. R. 3525.3600

Request for evaluation by team or parent

A disability is suspected due to professional observation or prior screening

- 1) Review all available existing data including screening information, medical diagnosis, existing testing, etc.
- 2) Propose an evaluation plan using a notice of evaluation that addresses all areas of the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities
- 3) Obtain parental consent
- 4) Implement evaluations as planned (complete evaluation within a reasonable amount of time not to exceed 30 school days)
 - Review medical records
 - Interview parents
 - Evaluate in all areas of suspected disability
 - Observe in setting routine to the child
 - Gather information from other sources
- 5) Determine if child meets eligibility criteria

NO

Yes

- 1) Complete evaluation summary report documenting results of all information obtained including educational needs and documentation of eligibility criteria
- 2) Schedule an IEP meeting with the family including all required team members (consider the current enrollment of child in any early childhood settings).

Determination that a child is NOT eligible

- Complete an evaluation report summarizing all information obtained
- Provide parents with PWN
- Notice must include a description of parents right to dispute eligibility determination through dispute resolution mechanisms, e.g. mediation, hearing or complaint

Initial IEP team meeting must be held: 1) Within 30 calendar days of the sharing of evaluation results, 2) at a mutually agreed upon time and location, 3) in the Native language or other mode of communication of the family unless not feasible. Provide notice of a meeting early enough to allow parents to attend.