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| Policy Title: | Transition | Revision Date: | 7/30/2017 |
| Contact Person: | Health Manager/MH/Disabilities Support Staff | PC Approval Date: | 8/12/17 |
| Area: | Disabilities | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All SPCAA Staff | SPCAA Board Approval Date: |  |
| References: | 1302.70 | Advisory Approval Date: |  |
| Related Documents: |  |

In every aspect of serving children with mental health/disabilities – from referral to diagnosis to implementation of Individualized Education Plans (IEPs) or Individualized Family Service Plans (IFSPs) and recommendation by License Professional Counselors – Head Start & Early Head Start works collaboratively with parents to ensure that they are not only involved, but guiding the process of meeting the unique needs of their child to ensure school readiness. This occurs in many formats:

* Discussion at recruitment meeting of any MH/Disabilities concerns or existing IEPs/IFSPs
* Parent sign-off and participation in the case of Mental Health & Disabilities Referral, referral to LEA or Part C Agency, development of IEPs/IFSPs, and subsequent team meetings
* Group and individual parent education on advocating for their child on disabilities issues
* Parent-teacher conferences and home visits
* Parent, reviewing list of children on a monthly bases. Staff will review decline services If at any time the parent decline services, management staff will follow-up by calling if child is still having issues and will at that time revisit the parent

When children are transiting out of Head Start & Early Head Start and into pre-school or kindergarten, Information is provided by Head Start & Early Head Start staff.

**IEP/IFSP Transition Meeting**: For children with an IEP, this transition meeting is facilitated by the MH/Disability Support staff in conjunction with the child’s parent(s) in order to assist the family with transition to pre-school or kindergarten outside of Head Start. For EHS children with an Individualized Family Service Plan (IFSP), the Mental Health & Disability Support staff will be present at the transition meeting in order to discuss actions needed to obtain services from the school district.