

**HIGHLAND RIM ECONOMIC CORPORATION,  
HEAD START PROGRAM  
WRITTEN PLAN  
PROGRAM YEAR 2009-2010  
DISABILITIES**

**OBJECTIVE #1:** To revise the plan annually

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4 (b)

To amend the plan annually according to specified changes in the self-assessment or community needs assessment for the counties which we serve.

Revised 11/04/2008

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE # 1:** To update the plan annually according to specified changes in the community assessment for the counties which we serve.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Evaluate and update the plan according to any changes made in the <u>self-assessment</u> or <u>community assessment</u>	November-January	February	<b>Marketing Manager IT Coordinator</b>

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**OBJECTIVE #2:** To include children with disabilities in full range of activities and services which are provided to all Head Start children.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4(c)

**The program will include provisions for children with disabilities to be included in a full range of activities and services provided to all Head Start children.**

**The program will make provisions for any modification necessary to the special needs of the children with disabilities.**

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**OBJECTIVE #2 :** To include children with disabilities in full range of activities and services which are provided to all Head Start children.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
To attend and participate in IEP meetings and obtain copies of IEP and <b>signed eligibility report and</b> distribute to appropriate staff to ensure inclusion in full range of activities.	<b>July</b>	June	Health/Disability Manager Education Manager Education Staff

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**OBJECTIVE #3 :** To use the disabilities service plan as a working document which guides all aspects of the agency's efforts to serve children with disabilities, and to take into account the needs of the children for small group activities, for modifications of large group activities and for any individual special help.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4(d)

Head Start will use the disabilities service plan to guide their efforts to serve children with disabilities. It recognizes the effectiveness of work in small groups for selected children with disabilities, and will make the effort to meet the needs of individual children as listed in their IEPs.

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**OBJECTIVE #3 :** To use the disabilities service plan as a working document which guides all aspects of the agency's efforts to serve children with disabilities, and to take into account the needs of the children for small group activities, for modifications of large group activities and for any individual special help.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
To use the disabilities service plan to guide efforts to serve children with disabilities.	<b>July</b>	June	Health/Disability Manager Education Manager Education Staff
To work in small groups for selected children with disabilities to meet the needs of those children as listed in their IEPs.	<b>July</b>	June	Health/Disability Manager Education Manager Education Staff

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #4 :** To designate a coordinator for disabilities services for children with disabilities and arrange for preparation of the disabilities service plan and of the grant application budget line items for services for children with disabilities.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4(e)

Head Start will designate a manager responsible for overseeing services for children with disabilities, and to also prepare the disabilities service plan annually. The budget will designate monies for services for children with disabilities.

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**OBJECTIVE #4 :** To designate a coordinator for disabilities services for children with disabilities and arrange for preparation of the disabilities service plan and of the grant application budget line items for services for children with disabilities.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Head Start will designate a coordinator for disabilities services coordinator <b>Manager.</b>	July	June	Director
Head Start will arrange for preparation of the disabilities service plan.	<b>July</b>	February	Health/Disability Manager
The grant application budget line items for services for children with disabilities.	February	March	Health/Disability Manager Director

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**OBJECTIVE #5:** To ensure that all relevant coordinators, other staff and parents are consulted.

**JUSTIFICATION AND APPROACH:**

Following Performance Standards 1308.4(e)

The Health/Disability Manager will have a basic understanding of the scope of the Head Start program and skills necessary to manage the agency to serve children with disabilities, and will coordinate with other program components and community agencies, and work with parents.

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**OBJECTIVE #5:** To ensure that all relevant coordinators, other staff and parents are consulted.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Health/Disability Manager will consult with other component managers, staff, community agencies, and parents.	July	June	Health/Disability Manager

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**OBJECTIVE #6:** To ensure that all Head Start children receive proper screening. Recommendations and services available using all resources within reach, to assure a timely screening for each child and to have a written procedure for referrals to LEA to ensure that facilities are accessible.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4 (f) (1), (2), (3)

In order to be sure that every child within the Highland Rim Head Start program is given the same opportunities, each child will be screened within the first 45 days of enrollment with informed parental consent.

After screenings are completed, forms will be forwarded to the Health/Disability Manager. Once written parental permission is obtained the manager will pull screening results of all children who did not pass the screening, and make a referral to the appropriate Local Education Agency as outlined in the Highland Rim Head Start Memorandum of Understanding with that LEA. Copies of the screen results will be sent to the LEA in order to prepare for further testing and evaluation. Based on the results of the individual evaluation, the LEA will schedule an IEP meeting to determine eligibility for special services.

Unless special education services are being provided by the LEA or other agency, Highland Rim Head Start must arrange or provide special education and related services to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program.

When an IEP indicates a need for specific furniture, utensils and equipment, the needed supplies will be obtained on an as-needed basis according to the needs of the children served.

Revised 11/04/2008

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**OBJECTIVE #6:** To ensure that all Head Start children receive proper screening, recommendations and services available using all resources within reach and to assure a timely screening for each child, to have a written procedure for referrals to LEA to ensure that facilities are accessible and appropriate furniture, equipment and material are provided for every child in the Highland Rim Head Start Program.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
To obtain written parental permission before screenings are performed on each child enrolled.	July	June	Education Staff FSW Health/Disability Manager
To obtain written parental permission to obtain records on previous evaluations or diagnoses.	July	June	Education Staff FSW Health/Disability Manager
Completion of screenings for Speech, Language and Hearing.	<b>July</b>	June	Health/Disability Manager Education Staff
To inform parents of screening results by letter.	<b>July</b>	June	Health/Disability Manager
To make referrals to the LEA when screenings indicate necessary.	<b>July</b>	June	Health/Disability Manager
To contact school system on any remaining referrals.	<b>July</b>	June	Health/Disability Manager

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**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #7:** To provide appropriate special furniture, equipment and materials if needed.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4 (f) (4)

Highland Rim Head Start will ensure that children with physical disabilities have furniture, equipment and other materials that will support their individual needs.

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**OBJECTIVE #7:** To provide appropriate special furniture, equipment and materials if needed.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Head Start will ensure that children with physical disabilities have furniture, equipment and other materials that will support their individual needs.	<b>July</b>	June	Health/Disability Manager

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**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #8:** To create a sense of security for children, parents, and staff when transitioning from a previous setting into Head Start and from Head Start into Kindergarten.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4 (g)

Whenever possible, appropriate Head Start personnel will attend IEP meetings of children who are being enrolled into the Head Start program before the child's enrollment

To help our parents and guardians be more comfortable and knowledgeable of the comprehensive services their child will receive in Head Start, each staff member, at the time of enrollment, will explain the screens, as well as the purpose of each, and inform the parent that they will receive results of those screens via written notification.

If Head Start leads the Individualized Education Plan, conferences will be scheduled with the parent/guardian of children with special needs who will be transitioning from Head Start to another school setting.

Permission to release information will be obtained on all Head Start children, thus enabling Highland Rim Head Start to forward pertinent information to the proper school system. The IEP, diagnostic reports, medical records and other information will be shared with the LEA.

Whenever a child with severe disabilities enrolls in the Head Start program, Highland Rim Head Start will work with the child's parents/guardians, therapists or other medical care givers, and other professionals to assist the child in transition to the Head Start program. Head Start staff will be appropriately trained to address the child's needs as is necessary.

Revised 11/04/2008

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**OBJECTIVE #8:** To create a sense of security for children, parents, and staff when transitioning from a previous setting into Head Start and from Head Start into Kindergarten.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Attend IEP meetings of children prior to enrollment in Head Start when possible.	July	June	Health/Disability Manager Education Staff FSW
To explain to the parent/guardian the Head Start services and screens as well as procedures for screen results.	<del>July</del>	<del>June</del>	Health/Disability Manager Education Staff FSW
To have an end-of-the-year IEP meeting to ensure a smooth transition to the public school system.	<del>March</del>	<del>June</del>	Health/Disability Manager Education Staff
To obtain permission to release information to the proper school system.	March	May	Health/Disability Manager Education Staff
To provide for a smooth transition of children with severe disabilities into Head Start.	<del>July</del>	<del>June</del>	Health/Disability Manager Education Staff Education Manager
Head Start children will visit a kindergarten classroom if possible on a field trip in order to allow them to view the new setting they will enter into in the new school year.	March	May	Health/Disability Manager Education Manager Education Staff

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**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #9:** To arrange or provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program.

**JUSTIFICATION AND APPROACH**

Following Performance Standards 1308.4 (h)

Head Start will arrange for, provide, or procure services that may include, but are not limited to, services listed:

Audiology – including identification of children with hearing loss and referral for medical or other professional attention; provision of needed rehabilitative services such as speech and language therapy and auditory training to make best use of remaining hearing; speech conservation; lip reading; determination of need for hearing aids and fitting of appropriate aids; and program prevention of hearing loss.

Physical Therapy – to facilitate gross motor development in activities such as walking, prevent or slow orthopedic problems and improve posture and conditioning.

Occupational Therapy – to improve, develop or restore fine motor functions in activities such as using a fork or knife.

Speech or Language services- including therapy and use of assistive devices necessary for a child to develop or improve receptive to expressive means of communication.

Psychological services – such as evaluation of each child's functioning and interpreting the results to staff and parents; and counseling and guidance services for staff and parents regarding disabilities.

Transportation – for children with disabilities to and from the program and to special clinics or other service providers when the services cannot be provided on-site. Transportation includes adapted buses equipped to accommodate wheelchairs or other such devices required.

Assistive technology – services or devices necessary to enable a child to improve functions such as vision, mobility or communication to meet the objectives in the IEP.

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**OBJECTIVE #9:** To arrange or provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program unless the services are being provided by the LEA or other agency.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Arrange for and provide, or procure services that may include, but are not limited to, services listed.	July	June	Health/Disability Manager

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**OBJECTIVE #10:** To consider options to meet needs and strengths of a child based on the IEP so that a continuum of services is available from various agencies.

**JUSTIFICATION AND APPROACH**

Following Performance Standard 1308.4 (i), (j)

Head Start will consider options to meet the needs and strengths of a child based on the IEP so that a continuum of services is available from other agencies. Those options may include joint placement with other agencies, shared provision of services, shared personnel to supervise special education services when necessary to meet State requirements on qualifications, administrative accommodations, and other strategies to ensure that special needs are met.

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Based on the results of the individual evaluation, the LEA will schedule an IEP meeting to determine eligibility for special services. ¶  
¶  
If the LEA or other agency does not provide special education services, Highland Rim Head Start may write a Head Start IEP for that child. An IEP team will meet to write the IEP and will consist of the parent, diagnostician, Head Start teacher, and/or the Disability Manager and anyone the parent wishes to invite. At the meeting the professionals will review the result of the multi-disciplinary evaluation with the parent/guardian and the rest of the team participants. There will be an explanation to the parents of what services are needed and how they will be provided. The parent will be provided with opportunities to voice his or her concerns and to have input during the IEP meeting. When it is determined that services other than those offered in the regular Head Start classroom are needed, the IEP team will create an individualized education plan for that child. ¶  
¶  
When an IEP indicates a need for specific furniture, utensils and equipment, the needed supplies will be obtained on an as-needed basis according to the needs of the children served. ¶

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #10:** To consider options to meet needs and strengths of a child based on the IEP so that a continuum of services is available from various agencies.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
To contract with LEAs and other agencies to assure continuum of services for children with IEPs as needed	July	June	Health/Disability Manager

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #11:** Special education and related services, when provided by Head Start, will be provided by or under the supervision of personnel meeting State qualifications for personnel serving children with disabilities.

**JUSTIFICATION AND APPROACH**

Following Performance Standard 1308.4 (k)

Head Start will assure that all professional personnel providing or supervising services for children with disabilities meet State requirements. Training for Head Start staff will be provided when children whose disability requires a special skill. That training will be provided by qualified personnel.

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In addition, training for Head Start staff will be determined by training needs assessment. This can be done on the local level, by the Quality Improvement Center for Disability Services, and/or Head Start Training and Resource Specialist.

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**OBJECTIVE #11:** Special education and related services, when provided by Head Start, will be provided by or under the supervision of personnel meeting State qualifications for personnel serving children with disabilities.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Assure that all professional personnel providing or supervising services meet State requirements.	July	June	Health/Disability Manager Director
Provide training for Head Start staff by qualified personnel.	July	June	Health/Disability Manager Education Manager

**Deleted:** Complete training needs assessment. ... [1]

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #12:** To commit to develop interagency agreements with LEAs and other agencies.

**JUSTIFICATION AND APPROACH**

Following Performance Standard 1308.4 (I)

Head Start will develop interagency agreements with local education agencies and will include in the agreement provisions to participate in the local Child Find; joint training of staff and parents; procedures for referrals, IEP meetings, and placement decisions; transition; resource sharing; compliance to provide numbers for annual child count; and other items as is agreed upon by the agencies.

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If no agreement is in place, Head Start will document efforts to develop the agreement on this and will notify the Regional Office.

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Procedures for referrals to the LEAs and other agencies are done in an effort to increase the number of children with more severe disabilities in Highland Rim Head Start.

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**OBJECTIVE #12:** To commit to develop interagency agreements with LEAs and other agencies.

<b>TASKS</b>	<b>BEGINNING DATE</b>	<b>COMPLETION DATE</b>	<b>PERSON RESPONSIBLE</b>
Develop interagency agreement with LEAs and other agencies as specified in the Performance Standards.	June	August	Health/Disability Manager Director
Document efforts to develop agreement and notify Regional Office when no agreement can be drafted.	June	August	Health/Disability Manager Director

Revised 11/04/2008

**HIGHLAND RIM ECONOMIC CORPORATION,  
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**OBJECTIVE #13:** To plan and budget Head Start funds to assure that the special needs identified in the IEP are fully met and that the level of fiscal support is maintained to meet needs of children with disabilities.

**JUSTIFICATION AND APPROACH**

Following Performance Standard 1308.4 (m)

The Health/Disability Manager and Director will work together to assure that funds are budgeted for and available to provide resources for all children including those with disabilities.

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**OBJECTIVE #13:** To plan and budget Head Start funds to assure that the special needs identified in the IEP are fully met and that the level of fiscal support is maintained to meet needs of children with disabilities.

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Funds will be budgeted and available to provide services for children with disabilities.	<del>July</del>	<del>June</del>	Health/Disability Manager Director

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**HIGHLAND RIM ECONOMIC CORPORATION,  
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DISABILITIES**

**OBJECTIVE #14:** To provide adequate resources to carry out activities and objectives set forth in this WRITTEN PLAN.

**JUSTIFICATION AND APPROACH**

Following Performance Standard 1308.4 (n), (o)

Head Start will assure that funds are budgeted for and available to carry out the objectives set forth in this WRITTEN PLAN. Allowable expenditures include salaries, evaluation of children when they are not provided by the LEA, services, making services accessible, special equipment and materials, and training and technical assistance.

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**OBJECTIVE #14:** To provide adequate resources to carry out activities and objectives set forth in this WRITTEN PLAN.

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Funds will be budgeted for and available to carry out the <b>WRITTEN PLAN</b> .	<del>July</del>	<del>June</del>	Health/Disability Manager Director

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Complete training needs assessment.	March	April	Disability Manager
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