

Procedure 3500 Disabilities Subset

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Review disability enrollment for EHS and/or Head Start and ensure accuracy	Childplus Report 3501	Monthly	Direct Service Provider and MARC Mental Health and Disabilities Manager
Review IEP's and IFSP's goals with teaching staff	Determined by Direct Service Provider	December and April	Direct Service Provider and MARC Mental Health and Disabilities Manager
Complete review of lesson plans for children with an IEP or ISFP goals have been integrated into their daily routine.	Determined by Direct Service Provider	December and April	Direct Service Provider and MARC Mental Health and Disabilities Manager
Review documentation that disability referral process was provided to families	Determined by Direct Service Provider	December	Direct Service Provider and MARC Mental Health and Disabilities Manager