Procedure 3500 Disabilities Subset

Monitoring Process	ChildPlus report, Policy or Procedure	Timeline	Responsible Staff
Yearly orientation: program introduction, role and responsibilities (staff and families)		August and September	Disability staff and Direct Service Provider
Check-in with referrals or children with concerns		Monthly	Disability staff
Review enrollment flags for current and waitlisted children. Confer with Education, MH, ERSEA and/or program staff as appropriate	Childplus report #4015 Flag Procedure	Monthly	Disability staff
Review disability enrollment for EHS and/or Head Start and ensure accuracy	Childplus Report 3501	Monthly	Disability staff and MARC Mental Health and Disabilities Manager
Review IEP's and IFSP's goals with teaching staff		Monthly	Disability staff 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.		Monthly	Disability staff
Review documentation that opportunities were provided for sharing disability referral process to families and staff		Monthly (review for new education and family advocates)	Direct Service Provider and MARC Mental Health and Disabilities Manager
Review self-assessment questions and note MARC meeting dates		January and February	Direct Service Provider, Disability staff and MARC Mental Health and Disabilities Manager
Review and update policies and procedures		June	Direct Service Provider, Disability staff and MARC Mental Health and Disabilities Manager