

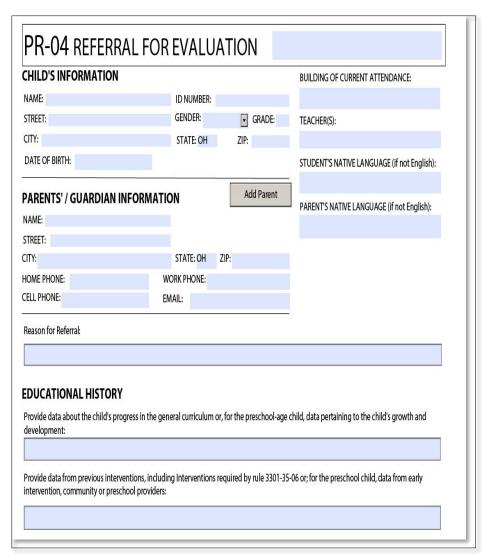
**Preschool Essential Evaluation Team Report: Part 1** 

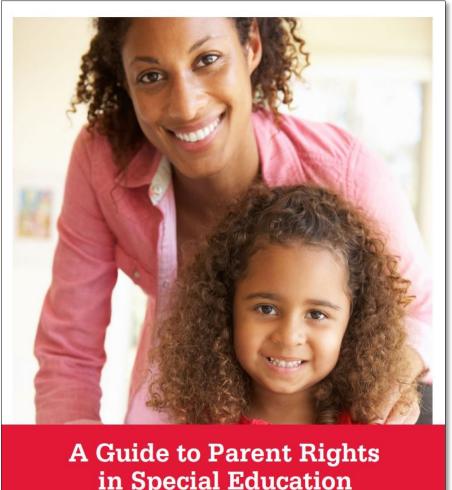
Referral and Planning





### Referral For Evaluation





in Special Education

**Special Education Procedural Safeguards Notice** 



## Referral From Part C: Transition Planning Conference

If invited by a Part C representative, school district representative must attend.

Transition Conference =

Transition Planning Conference

Conference to discuss the child's transition from Early Intervention Services to Preschool Special Education Services.

District may use 30 days following the date of the TPC to collect needed documentation.

District must document participation in the conference.





## Transition Planning Conference Timeline

Not more than 9 months AND not less than 46 days before 3<sup>rd</sup> birthday

Required to have IEP in place and implemented by 3<sup>rd</sup> birthday

45 days or less before the child's third birthday

Not required to have IEP in place and implemented by 3<sup>rd</sup> birthday

3<sup>rd</sup> Birthday



#### Part C Referral Date

Part C referral date will be the earliest of the following:

If TPC or first notification more than 150 days before 3<sup>rd</sup> birthday

Part C Referral
Date is 150 days
before 3<sup>rd</sup>
birthday

C is within 150 days before 3<sup>rd</sup> birthday

Part C Referral

Date is date of first notification

Trom Part C

If TPC is within 150 days before 3<sup>rd</sup> birthday

Part C Referral Date is date of the TPC



## **Process to Determine Part C Referral Date**

- 1. List these four dates:
  - a. Child's 3<sup>rd</sup> birthday
  - b. 150 days before 3<sup>rd</sup> birthday
  - c. Date TPC invitation received
  - d. Date of TPC
- 2. Order dates from earliest to latest
- 3. Answer the questions below
- 4. Earliest date from your answers to #3 will be the Part C Referral

Date

Does date of TPC or date district receives invite to TPC occur more than 150 days prior to 3<sup>rd</sup> birthday?

If yes, write down date that is 150 days prior to 3<sup>rd</sup> birthday

Does date district receives invite to TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

If yes, write down date district receives invite to TPC

Does the date of TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

If yes, write down the date of the TPC

date is determined this date will be what is used on PR-04 form.





#### **PR-04 Referral Date**

#### PR-04 REFERRAL FOR EVALUATION

#### **SIGNATURES**

Signature of Person Initiating the Referral

Position or Relationship to Student

Date

Date District Suspects a Disability





### Example 1: Determining Part C Referral Date

- 1 and 2. List these four dates and order from earliest to latest:
- a. The date the district receives the invitation to the TPC is November 1, 2020.
  - b. The TPC is December 1, 2020.
  - c. 150 days prior to the child's third birthday is January 2, 2021.
  - d. The third birthday is June 1, 2021.
- 3. Answer the questions below
- 4. Earliest date from your answers to #3 will be the Part C Referral Date

Does date of TPC or date district receives invite to TPC occur more than 150 days prior to 3<sup>rd</sup> birthday?

YES- January 2, 2021

Does date district receives invite to TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

NO

Does the date of TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

NO





## Example 2: Determining Part C Referral Date

- 1 and 2. List these four dates and order from earliest to latest:
  - a. 150 days prior to the child's third birthday is January 2, 2021.
  - b. The date the district receives the invitation to the TPC is February
  - 1, 2021.
  - c. The TPC is March 1, 2021.
  - d. The third birthday is June 1, 2021.
- 3. Answer the questions below
- 4. Earliest date from your answers to #3 will be the Part C Referral Date

Does date of TPC or date district receives invite to TPC occur more than 150 days prior to 3<sup>rd</sup> birthday?

NO

Does date district receives invite to TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

YES- February 1, 2021

Does the date of TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

YES - March 1, 2021





### Example 3: Determining Part C Referral Date

- 1 and 2. List these four dates and order from earliest to latest:
  - a. The date the district receives the invitation to the TPC is December 1, 2020.
  - b. 150 days prior to the child's third birthday is January 2, 2021.
  - c. The TPC is January 15, 2021.
  - d. The third birthday is June 1, 2021.
- 3. Answer the questions below
- 4. Earliest date from your answers to #3 will be the Part C Referral Date

Does date of TPC or date district receives invite to TPC occur more than 150 days prior to 3<sup>rd</sup> birthday?

YES – January 2, 2021

Does date district receives invite to TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

NO

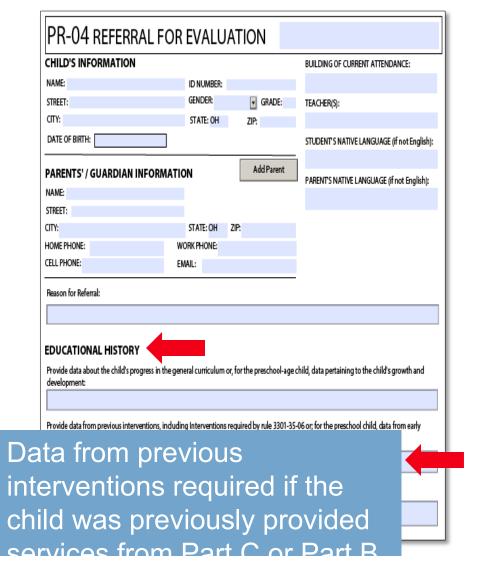
Does the date of TPC occur within 150 days prior to 3<sup>rd</sup> birthday?

YES – January 15, 2021





### **Referral For Evaluation**

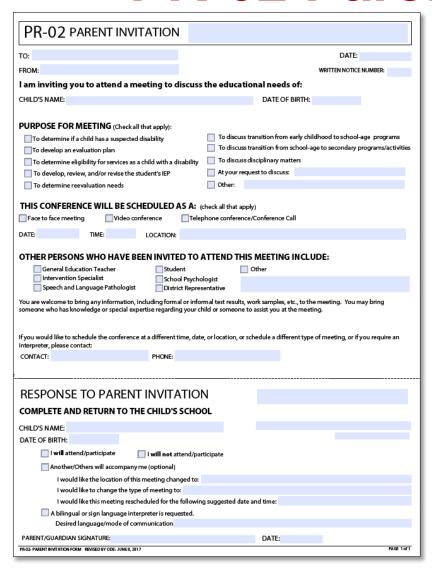


		TION		
yes, specify type and purpose:				
				- V - N
Does the student have any health/dev	elopmental/physical problems o	fwhich you are a	ware?	Yes No
f yes, please explain:				
B. Environmental Factors Describe any specific home factors the		(ii	<b>.</b> l	
Describe any specific nome factors the	at might affect the student's peri	ormance in school	01	
For Preschool Children Only	please check the area(s) of concer			
ror Preschool Children Only	nease check the area(s) or concert	1,5		
Eating	Dressing		Toileting	Attention
Receptive Communication	Expressive Communication	n	Hearing	Gross Motor
Cognitive	Fine Motor		Play	
Vision	Social/Emotional Behavio	f		
Other				
Describe any other pertinent informat	tion not previously described:			
SIGNATURES				
SIGNATURES				
	таІ	Signature of Per	son Receiving the Ref	егта
	та	Signature of Per	son Receiving the Ref	ета
Signature of Person Initiating the Refer	та	Signature of Per	son Receiving the Ref	erral
Signature of Person Initiating the Refer	та		son Receiving the Ref	ета
Signature of Person Initiating the Refer Position or Relationship to Student	та	Title	son Receiving the Ref	erral
Position or Relationship to Student	та		son Receiving the Refi	erral
SIGNATURES  Signature of Person Initiating the Reference  Position or Relationship to Student  Date	πal	Title  Date Received	son Receiving the Refi	erral





#### **PR-02 Parent Invitation**



Parents must be invited to participate in the evaluation planning.

The PR-02 also includes other persons that have been invited to attend as outside agencies.



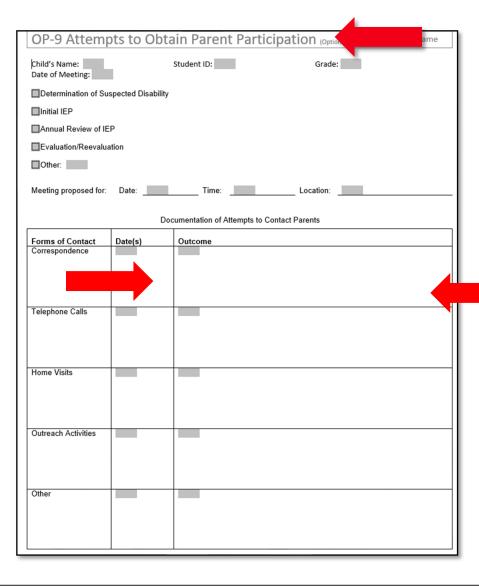
## **Evaluation Team Report Planning**

- Required component of the evaluation process
- Select preschool planning form
- No face-to-face meeting required
- Must include the parent
- Results of planning are documented
- Parent Consent for Evaluation (PR-05)





### **Parent Participation**



- Consent for the evaluation must be informed consent
- ➤ Per the Operating Standards, parent participation is crucial to the process
- Reasonable attempts to involve the parent must be documented



## Preschool Evaluation Planning Form

CHILD'S NAME:		———— DATE	☐ INITIAL EVALUATION
ID NUMBER:	DATE OF BIRTH:	OF	REEVALUATION
TEAM CHAIRPERSON:		PLAN	TRANSITION FROM PART C
SUSPECTED DISABILITY CAT	EGORY (may check more than one)		
Autism	Emotional Disturbance	Multiple Disabilities	Specific Learning Disability
Deaf-blindness	Hearing Impairment	Orthopedic Impairment	Speech or Language Impairment
Deafness	Intellectual Disability	Other Health Impairment	Traumatic Brain Injury
			Visual Impairment





### **Assessment Methods**

SEE OPERATING STANDARDS 3301-	51-11 (C	ASSESSMENT METHODS/DATA SOURCES (Indicate the position responsible for assessment and/or data collection, and repor				and report.)	
DEVELOPMENTAL AREAS (Required for all)	EXISTING DATA AVAILABLE	ADDITIONAL DATA NEEDED	Structured Interview	Structured Observations *	Norm- Referenced Assessments	Criterion- Referenced Assessments	Data from Part C and/or Community or Preschool Program Provider**
ADAPTIVE BEHAVIOR	Ī						
COGNITION (including pre-academic)							
COMMUNICATION							
IEARING							
ISION							
ENSORY/MOTOR FUNCTIONING	П	П					

<sup>\*</sup>Structured observations are required in more than one setting and during multiple activities. 3301-51-11 (C)(1)(b)

<sup>\*\*</sup>Data from Part C only applies if the child is transitioning from Part C Early Intervention. Data from community or preschool program providers is required if the child attends such program in the past 12 months. 3301-51-06 (F)(1)





### **Assessment Methods**

SEE OPERATING STANDARDS 3301-51-11 (C)(3)			(Indicate t	(Indicate the position responsible for assessment and/or data collection, anaroport.)					
DEVELOPMENTAL AREAS (Required for all)	EXISTING DATA AVAILABLE	ADDITIONAL DATA NEEDED	otructured Interview	Structured Observations *	Norm- Referenced Assessments	Criterion- Referenced Assessments	Data from Part and/or Community or Preschool Program Provider**		
ADAPTIVE BEHAVIOR				Position Title					
COGNITION (including pre-academic)					Position Title				
COMMUNICATION						Position Title			
HEARING							Position Title		
VISION			Position Title				Position Title		
SENSORY/MOTOR FUNCTIONING									





<sup>\*</sup>Structured observations are required in more than one setting and during multiple activities. 3301-51-11 (C)(1)(b)

<sup>\*\*</sup>Data from Part C only applies if the child is transitioning from Part C Early Intervention. Data from community or preschool program providers is required if the child attends such program in the past 12 months. 3301-51-06 (F)(1)

#### **Structured Observations**

#### Required for all preschool initial and reevaluations:

- More than one setting and during multiple activities
- Informed Parental Consent (PR-05)
- Environment appropriate for a child of that age
- Cannot use a screener
- Not conducted as part of another assessment

#### Note:

Summarize all Part 1 observations within the Part 2 Summary of Observation





### **Informal Observations**

Can be noted as general impressions

Used by ETR team to determine if additional assessments are needed

NOT summarized in Part 2

**NOT** used to make eligibility determination





## Informal Observation Example

## Planning Form

- OT listed for norm-referenced, sensory motor functioning
- OT not listed for an observation

#### Part 1 Report

- Clearly label section "General Impressions or Informal Observation"
- Clearly label section "Norm-Referenced Assessment"

## ETR Team Discussion

- Any inconsistent findings
- ∘ Yes, SLP and OT
- Team Decision
  - Conduct additional assessment



### **Current Classroom Observations**

Current is not defined in the state or federal rules, but, in general, would be:

- Conducted during the current school year
- Done at least within the past 12 Months

IEP teams should always use the most current assessment data for evaluations and must consider the relevancy and validity of older assessments.



## Observations in More than One Setting



At least 2 structured observations must occur in different physical locations *unless* those 2 observations occur on different days.



### **Structured Observations**

#### Part 1 Observation to include:

- Summary of child's functional and/or academic readiness skills and behavior in specific developmental areas
- Child's learning environment including ageappropriate routines and activities
- Child's performance in terms of frequency, duration, intensity or quality



#### **Assessments**

- Technically sound
- Do not discriminate on the basis of race or culture
- Provided and administered in the child's native language or other mode of communication
- Validated for the specific purpose for which they are being used
- Administered by knowledgeable persons in accordance with the instructions provided by the test publisher



## **Specialized Assessments**

SPECIALIZED ASSESSMENTS: Require	d in so	ne situ	ations, see <u><b>3301-51-</b>0</u>	0 <mark>6 (E)(3)(i)</mark> and <u>3301-</u> :	51-06 (H).
PHYSICAL EXAMINATION					
VISION EXAMINATION					
AUDIOLOGICAL EXAMINATION					

- Physical examination
- Vision examination
- Audiological examination
- Specific Learning Disability



## **Planning Meeting Participants**

*	Structured observations are required in more t	han one setting and during multi	ple activities. <u>3301-51-11 (C)(1)(b)</u>	
	Data from Part C only applies if the child is tra rogram in the past 12 months. <u>3301-51-06 (F)(</u>		rvention. Data from community or preschool program provid	lers is required if the child attends such
[	The team has taken into conside	eration limited English pro	oficiency in planning the assessments.	
	The team has taken into conside	eration possible sources	of racial/cultural bias in pranning the assessme	nts.
5	SIGNATURES			
			Y	
	School District Representative	(Name/Date)	Parent/Guardian	(Name/Date)
PI	R-06 ETR FORM REVISED BY ODE: July 1, 2018			PAGE 1 of 1



## PR-05 Parent Consent for Evaluation

YPE OF EVALUATION In In	itial Evaluation Re	evaluation (if additional assessm	nent is to be conducted)
PART 1: TO GRANT CONSENT			
HEREBY GIVE MY PERMIS SION FOR an evaluation(s) by designated personnel. I under appropriate school personnel, and that the school			
educational agency in which my child seeks or in may revoke my consent at any time.			
have received a copy of my procedural safegua	rds and I understand the inform	nation provided.	
ignature of parent/legal guardian/custodian, or	student (if age 18 or older)	Relationship to Child	Data Received On 09/06/2016
PART 2: TO REFUSE CONSENT	Not complete Part II if yo	u completed Part I)	
have received a copy of my procedural safegua			
DO NOT GIVE MY PERMISSION for an evaluation			
	101.		
Reasons: (it would be helpful to school personne hare with us your reasons for not giving your pe	l who are designing an educati	onal program to meet your chil	d's unique needs if you would
Reasons: (It would be helpful to school personne	l who are designing an educati	onal program to meet your chil	d's unique needs if you would
Reasons: (It would be helpful to school personne	l who are designing an educat rmission for an evaluation.)	onal program to meet your chil	d's unique needs if you would
Reasons: (It would be helpful to school personne hare with us your reasons for not giving your pe	l who are designing an educat rmission for an evaluation.)		
Reasons: (It would be helpful to school personne hare with us your reasons for not giving your pe great the second second second second second second signature of parent, legal guardian, custodian, or	I who are designing an educati emission for an evaluation.)  r student (if 18 or older)	Relationship to Child	
leasons: (It would be helpful to school personne hare with us your reasons for not giving your personne with us your reasons for not giving your personned by the school) Date District Received Consent or Refusal of Cor	I who are designing an educati emission for an evaluation.)  r student (if 18 or older)	Relationship to Child	
teasons: (It would be helpful to school personne hare with us your reasons for not giving your personne with us your reasons for not giving your personned by the school personned by the school parent, legal guardian, custodian, or parent of the personned by the school parent of the personned by the school parent or Refusal of Conformation about the evaluation and a copy of the school district representative	I who are designing an educati emission for an evaluation.)  r student (if 18 or older)	Relationship to Child	
Reasons: (It would be helpful to school personne hare with us your reasons for not giving your pe signature of parent, legal guardian, custodian, or PART 3 (To be completed by the school) Date District Received Consent or Refusal of Cor	I who are designing an educati emission for an evaluation.)  student (if 18 or older)  ssent  the procedural safeguards noti	Relationship to Child  cewere presented/sent by:  Date(s)	Date
Reasons: (It would be helpful to school personne hare with us your reasons for not giving your personne with us your reasons for not giving your personne with us your reasons for not giving your personne with us your personne with your personne with us your person	I who are designing an educati emission for an evaluation.)  student (if 18 or older)  ssent  the procedural safeguards noti	Relationship to Child  cewere presented/sent by:  Date(s)	Date

Parents must provide written consent for evaluation

Date stamped to indicate the date the district received the signed consent

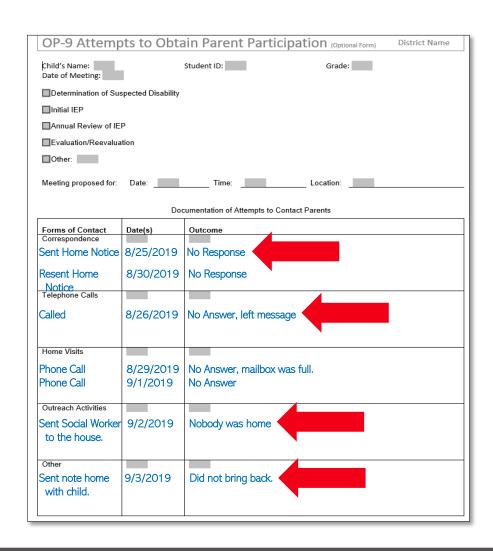
**Start 60-day timeline for initial evaluations** 

Parents receive the PR-05 along with the Planning Form





### **Attempts to Obtain Consent**



#### Reasonable Efforts Include:

- Detailed records of telephone calls made or attempted and the results of those calls
- Copies of correspondence sent to the parents and any responses received
- Detailed records of visits made to the parent's home or place of employment and the results of those visits.

## **Changes to the Planning Form**

The Planning Team must reconvene to address any new suspected disability or any additions or deletions to the planning form by either:

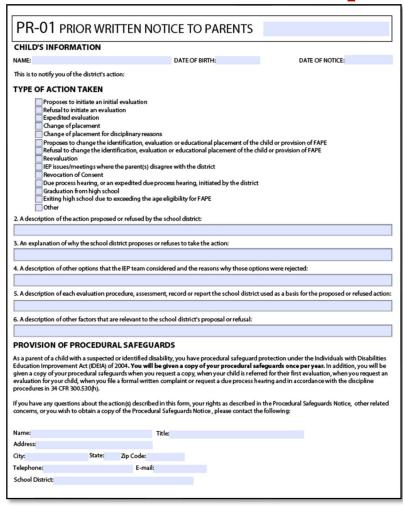
- 1. Have parent sign and date addition/deletion on current planning form; OR
- 2. Complete new planning form that includes ALL assessments parent must sign and date bottom

The district will send the Prior Written Notice (PR-01) to the parent explaining the changes proposed and enacted by the district

If changes are made after consent, then new PR-05 must be signed to consent to changes. The original date of consent is reported to EMIS and starts the 60-day timeline.



## PR-01 Prior Written Notice Requirements



PR-01 must be sent after the planning meeting, explaining all the assessments and evaluations proposed in the meeting.



## Summary of Required Forms for Evaluation

## INITIAL REQUEST FOR EVALUATION

PR-04: Referral for Evaluation

A Guide to Parent Rights in Special Education

## DOES **NOT**SUSPECT DISABILITY

PR-01: Send to parent if the district decides not to initiate the evaluation process

## **SUSPECTS**DISABILITY

PR-01: Notice to Parent

PR-02: Invite Parent to Planning Meeting

PR-06: Evaluation Planning Form Only

PR-05: Consent for Evaluation

PR-01: Notice to parent





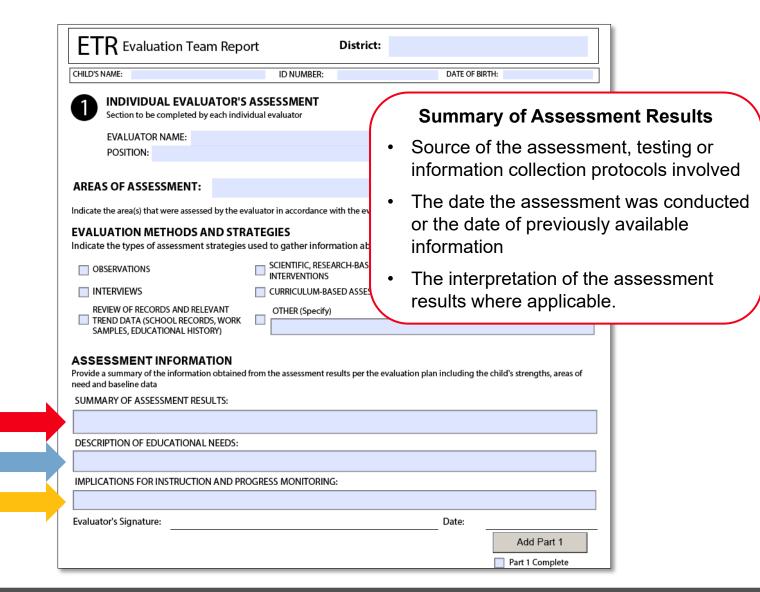
## **Evaluation Team Report**

CHILD'S NAME:	ID NUMBER:	DATE OF BIRTH:
INDIVIDUAL EVALUATO Section to be completed by each		
EVALUATOR NAME:		
POSITION:		
	Communication the evaluator in accordance with the evalua	tion plan.
EVALUATION METHODS AND Indicate the types of assessment strate	STRATEGIES egies used to gather information about	the child's performance
OBSERVATIONS	SCIENTIFIC, RESEARCH-BASED INTERVENTIONS	NORM-REFERENCED ASSESSMEN
■ INTERVIEWS	CURRICULUM-BASED ASSESSME	ENTS CLASSROOM-BASED ASSESSMEN
REVIEW OF RECORDS AND RELEVAN TREND DATA (SCHOOL RECORDS, W SAMPLES, EDUCATIONAL HISTORY)	0,,	
ASSESSMENT INFORMATIO Provide a summary of the information obtained and baseline data SUMMARY OF ASSESSMENT RESULTS	tained from the assessment results per the e	valuation plan including the child's strengths, ar
SUMMART OF ASSESSMENT RESULTS		
	:DS·	
DESCRIPTION OF EDUCATIONAL NEE	IDS:	
DESCRIPTION OF EDUCATIONAL NEE		Dato:
DESCRIPTION OF EDUCATIONAL NEE		Date:
DESCRIPTION OF EDUCATIONAL NEE		Date: Add Part





### Individual Evaluator's Assessment



## Additional Resources and Information

education.ohio.gov Search keywords: *Federal and state* requirements

Contact your State Support Team education.ohio.gov
Search keywords: State Support Teams

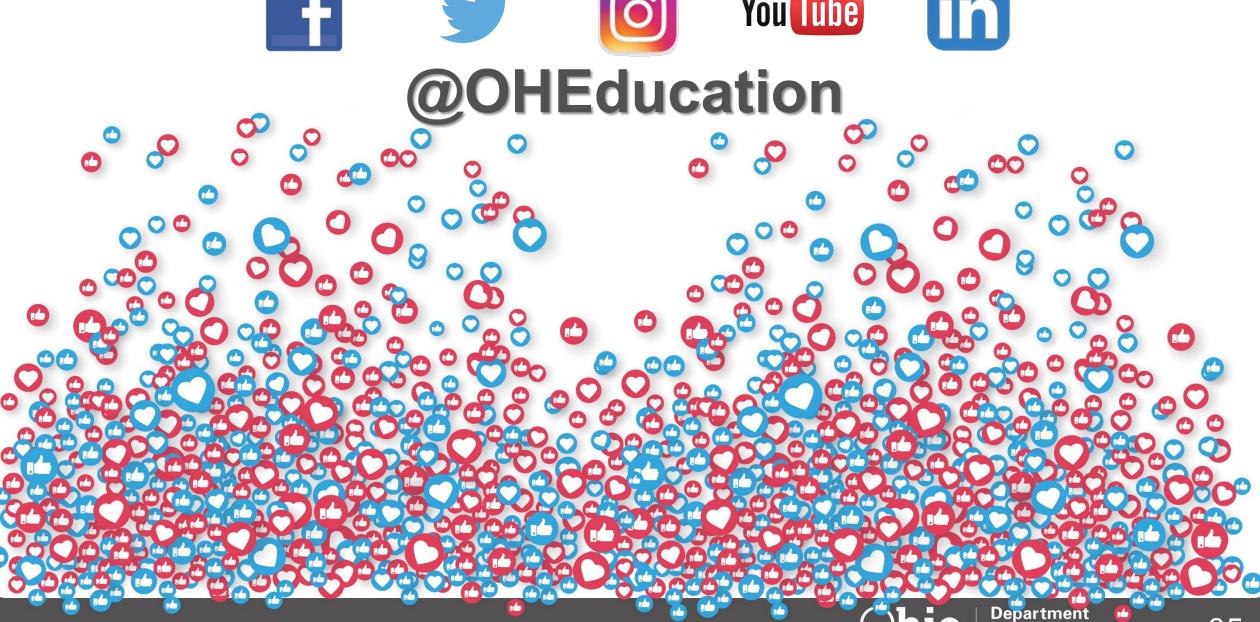












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