

**Oregon Department of Education
Early Intervention
Early Childhood Special Education**

Program Operation Guideline

- Area:** Child Identification
- Date:** July 21, 1993, Memo to EI/ECSE;
September 10, 1996, Memo to Directors; revised November 20, 2003;
Revised January 30, 2014 (revised citations)
- Citations:** 34 CFR 303.21; 34 CFR 300.125; 34 CFR 300.300(a)(2); 34 CFR 303.301;
34 CFR 303.302; 34 CFR 303.310; 34 CFR 303.321;
ORS 343.157; ORS 343.517;
OAR 581-015-2080; OAR 581-015-2105; OAR 581-015-2774
OAR 581-015-2780; OAR 581-015-2805;
Oregon's EI/ECSE Program Policy and Procedures –
Section One, Child Identification
ODE Contract with EI/ECSE Contractors
- Guideline:** LEA and EI/ECSE Program's Joint and Separate
Responsibilities for Child Find

The local EI/ECSE program and school district have joint and separate responsibility for locating, identifying, and evaluating all children birth through five years residing within its jurisdiction, suspected of being eligible for early intervention (EI) or early childhood special education (ECSE).

The joint EI/ECSE and school district responsibilities are:

1. Conducting public awareness activities including announcements on television, radio, or newspaper; presentations at community meetings; and outreach to those who may not understand English, who may move frequently, or who may live in rural or isolated areas;
2. Disseminating materials (the EI/ECSE brochure and materials developed by local programs) to parents on the availability of EI/ECSE services including how to make a referral and how to obtain an eligibility evaluation for EI/ECSE services. This includes materials for reaching non-English speaking families;
3. Developing communication links with various agencies that provide services to children who may be eligible for EI/ECSE within the community, including the dissemination of child find materials to hospitals, clinics, public health agencies, pediatricians, pediatric nurses, Head Start, Early Head Start, community preschools, child care providers and social service professionals involved in family or child services; and

4. Publishing notices, before any major child find activity, informing parents that confidentiality requirements apply to these activities. Circulation for this notice must be adequate to inform parents within the EI/ECSE program's and district's jurisdiction.

Local school districts are responsible, financially and legally, for EI/ECSE eligibility evaluations. School districts may contract with the local EI/ECSE program or other entity for fulfilling these requirements. Evaluating children for EI/ECSE eligibility includes:

1. Administering tests, scoring tests, interpreting evaluation scores, conducting child observations, gathering developmental histories, conducting parent interviews and writing evaluation reports.
2. Evaluating children referred for an EI eligibility evaluation within 45 calendar days (45 days from referral to IFSP).
3. Evaluating children referred for an ECSE eligibility evaluation within 60 school days from parent consent for an evaluation.
4. Conducting ECSE eligibility evaluations for children enrolled in EI and approaching their third birthday (OAR 581-015-2805).
5. Conducting special education eligibility evaluations for children enrolled in ECSE as developmentally delayed and approaching school age (OAR 581-015-2805).

Local EI/ECSE programs are responsible for providing a referral and evaluation process in each county, including:

1. Providing a year-round primary contact who receives referrals for children suspected of being eligible for EI/ECSE services.
2. Assuring that all children referred as suspected of having a disability are referred to the child's local school district (or agency contracted by the district) for EI/ECSE eligibility evaluations.
3. Assisting in local school districts' responsibility for eligibility evaluations for EI services within 45 calendar days from referral and for ECSE within 60 school days of parent consent for evaluation, by helping form evaluation consortia through district contracts with ESD's or other sources.
4. Convening eligibility teams to determine eligibility for EI or ECSE services.
5. Assuring eligibility determinations are conducted in compliance with applicable federal and State of Oregon statutes, regulations and guidelines.

6. Referring children who are eligible for EI/ECSE services to the county's EI/ECSE program for the development of the IFSP and placement in appropriate services.
7. Assuring child find materials are disseminated to reach non-English speaking families and are available in locations frequented by families of young children.