

Early Childhood Referrals- Process

When a referral comes in on email through Help Me Grow System

1. Click on link to open the Help Me Grow system – log in
2. Open it as a PDF and check the address – use poll finder if you are not sure if the child is in your district:
<http://pollfinder.sos.state.mn.us/>
3. If the student resides in your district - Click **Accept** at the bottom of the page (If not in your district reject – if you accidentally accept and then later determine the child is not in your district, you are responsible to transfer the referral to the appropriate district – if you click reject – MDE will take care of it)
4. Print the page – from the PDF format
5. Complete a Referral to Early Childhood SpEd form
6. If the child hasn't been screened, call the parents to schedule a screening.
7. Mail the appropriate cover letter and procedural safeguards to the parent – this will include a scheduled screening appointment if appropriate.

The referral with HMG page attached -should go to the Early Childhood Special Ed Team: child study within 2 weeks of receiving the referral (even if waiting for a screening)

If the child is suspected of having a disability (ie: clinic or public health screened and they failed or medical diagnosis that could qualify them) they should go directly to an evaluation and not wait for a screening to be completed. *No procedures or practices that result in delaying or denying identification should occur.* (memo from OSEP 1/21/11)

How long from referral to providing the parent with the Evaluation Plan/Prior Written Notice?

“Within a reasonable period of time” (34 CFR 300.504) Benton-Stearns Ed District suggests 7-14 days as Best Practice.

IDEA does not require, or encourage an LEA to use an RTI approach prior to referral for 3,4,5 year olds (OSEP let Brekken 6.2.10)

EC Child Study Team:

Is the child already enrolled in the EC program? Or any other data or information the team may have or outside evaluations or reports? This meeting could include parents - Complete more of referral form as appropriate.

Present a Evaluation Plan (34 CFR 300.301)

OR a Prior Written Notice indicating you will not be evaluating and why (34 CFR 300.503 (a) and (b))

*If at any time a parent requests an evaluation and the district will not proceed a prior written notice refusing to act on the evaluation must be given to the parent within 14 calendar days of receiving the request (Minn R 3525.3600)

Referral Sources other than parents (Physicians/Public Health) appreciate a follow up letter –) This should be done by the SpEd case manager that is responsible for this child.

2 samples are attached – one for a child who is evaluated (need a consent to release information with this one so you can send ER/IEP) and one for a child who did not qualify or is not evaluated (consent wouldn't be required)

ACCESSING THE HELP ME GROW PORTAL ON THE MDE WEBSITE (not through an email)

Go to the MDE Website

From the top choose “DISTRICTS, SCHOOLS AND EDUCATORS”

Drop down under BUSINESS and FINANCE for DATA SUBMISSIONS

On the left column is a list of links – choose HELP ME GROW

Enter the Help Me Grow System – log in

From here you can see all your referrals – there is a link to upload the list into a excel document.

You can also accept and reject referrals from this area.

FINDING HMG CONTACT IN OTHER MN SCHOOL DISTRICTS

MDE Website

Tab Data Center

Schools and Organizations MDE-Org

Enter MDE-ORG

Type in school district

Look for the Bold/Larger font listing for the district (ie: Foley Public School ISD 051) and click on “contact view”

At the bottom of the list is Help Me Grow 3-5 contact with name, phone and email listed.