

CHILD HEALTH AND DEVELOPMENTAL SERVICES

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.20</p> <p>Child Health and Developmental Services</p> <p>(a) Determining Child Health Status</p> <p>(b) Screenings for Developmental, Sensory, and Behavioral concerns</p> <p>(c) Extended follow-up and treatment</p> <p>(d) Ongoing care</p> <p>(e) Involving parents</p> <p>(f) Individualization of the Program</p>				

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<p>1304.20(a)(1)(i)</p> <p>(a) Determining child health status</p> <p>(1) In collaboration with the parents, and as quickly as possible, but no later than 90 calendar days (with the exception noted in paragraph (a)(2) of this section) from the child's entry into the program (for the purposes of 45 CFR 1304.20(a)(1), 45 CFR 1304.20(a)(2) and 45 CFR 1304.20(b)(1), "entry" means the first day that Early Head Start or Head Start services are provided to the child), grantee and delegate agencies must:</p> <p>(i) Make a determination as to whether or not each child has an ongoing source of continuous, accessible health care. If a child does not have a source of ongoing health care, grantee and delegate agencies must assist the parents in accessing a source of care.</p>	<p>✓ Obtain child's health status</p> <p>✓ Health Services Advisory Committee will assist in accessing available providers</p> <p>✓ Insurance plan reviewed</p> <p>✓ Apply for health insurance</p>	<p>Health Profile, Health History</p> <p>HSAC minutes, Running Record</p> <p>Application, Health History, Authorization for Medical Treatment form, F/CP Initial HV Report</p> <p>Running Record, HV Summary</p>	<p>Classroom Staff, Home Visitor, Health Specialist</p> <p>Health/Nutrition Department, Ed/Special Services Dept.</p> <p>Classroom Staff, Health/Nutrition Department, F/CP Department</p> <p>Classroom Staff</p>	<p>Enrollment</p> <p>As needed</p> <p>Enrollment, ongoing</p> <p>As needed</p>

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<p>1304.20(a)(1)(ii)</p> <p>(ii) Obtain from a health care professional a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate the requirements for a schedule of well child care utilized by the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) program of the Medicaid agency of the State in which they operate, and the latest immunization recommendations issued by the Centers for Disease Control and Prevention, as well as any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems:</p> <p>1304.20(a)(1)(ii)(A)</p> <p>(A) For children who are not up-to-date on an age-appropriate schedule of well child care, grantee and delegate agencies must assist parents in making the necessary arrangements to bring the child up-to-date;</p>	<p>✓ Ensure health care and immunizations are up-to-date</p>	<p>Health Profile, Medical/Dental follow-up, COPA</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p>	<p>Prior to admission and ongoing</p>
	<p>✓ Staff will review health appointments and follow-up to ensure health care needs are met</p>	<p>Running Record, Home Visit Summary, COPA</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p>	<p>Birth/ongoing</p>
	<p>✓ Address specific and prevalent community health concerns</p>	<p>HSAC meeting minutes</p>	<p>Health/Nutrition Department, HSAC chairperson</p>	<p>ongoing</p>
	<p>✓ Information, referral given to all parents re: health issues, Medical Home, immunization requirements, etc.</p>	<p>Running Record, HV Summary, Medical/Dental Follow-up form</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p>	<p>ongoing</p>
	<p>✓ Assist in making appointments and/or transportation to appointments</p>	<p>Running Record, Medical/Dental Follow-up form</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p>	<p>ongoing</p>

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<p>1304.20(a)(1)(ii)(B)</p> <p>(B) For children who are up-to-date on an age-appropriate schedule of well child care, grantee and delegate agencies must ensure that they continue to follow the recommended schedule of well-child care; and</p>	<ul style="list-style-type: none"> ✓ Provide education for parents regarding scheduling of well child care ✓ Confirm appointments with parents ✓ Transportation will be available 	<p>Parent Meeting Agenda, Home Visit Summary, Running Record, COPA</p> <p>Running Record, Medical/Dental Follow-up form, COPA</p> <p>Running Record</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p> <p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p> <p>Classroom Staff, Home Visitor, EHS Health Specialist, Health/Nutrition Department</p>	<p>Monthly, ongoing</p> <p>Ongoing</p> <p>When necessary</p>
<p>1304.20(a)(1)(iii)(C)</p> <p>(C) Grantee and delegate agencies must establish procedures to track the provision of health care services.</p>	<ul style="list-style-type: none"> ✓ Children's health records will be tracked to ensure that health care is maintained 	<p>Monthly Health Tracking Form, Record Review, Running record, Medical/Dental Follow-up, COPA</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Leadership Staff</p>	<p>Ongoing</p>

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<p>1304.20(a)(1)(iii) & (iv)</p> <p>(iii) Obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, know or suspected health or developmental problem; and</p> <p>(iv) Develop and implement a follow-up plan for any condition identified in 45 CFR 1304.20 (a)(1)(ii) &(iii) so that any needed treatment has begun</p>	<p>✓ Arrange further testing, examination and treatment with assistance if necessary</p> <p>✓ Develop a health care plan</p>	<p>Home Visit Summary, Running record, Health Care Provider reports, Medical/Dental Follow-up</p> <p>Individualized Health Plan(IHP), Running Record</p>	<p>Classroom Staff, Home Visitor, Health/Nutrition Department, Central Association for the Blind and Visually Impaired, OT/PT, Speech, and Mental Health Consultants</p> <p>Health/Nutrition Department, Classroom Staff, Home Visitor, Family</p>	<p>As needed</p> <p>Ongoing and as needed</p>
<p>1304.20(a)(2)</p> <p>(2) Grantee and delegate agencies operating programs of shorter durations (90 days or less) must complete the above processes and those in 1304.20(b)(1) within 30 calendar days from the child's entry into the program.</p>	<p>N/A</p>			

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<p>1304.20(b)(1)</p> <p>(b) Screening for developmental, sensory and behavioral concerns.</p> <p>(1) In collaboration with each child's parent, and within 45 calendar days of the child's entry into the program, grantee and delegate agencies must perform or obtain linguistically and age appropriate screening procedures to identify concerns regarding a child's developmental, sensory, (visual and auditory), behavioral, motor language, social, cognitive, perceptual, and emotional skills (see 45 CFR 1308.6(b)(3) for additional information). To the greatest extent possible, these screening procedures must be sensitive to the child's cultural background.</p>	<ul style="list-style-type: none"> ✓ Screen all children entering the program for developmental and social/emotional readiness ✓ Screen all children for hearing and vision 	<p>Denver II Screening Tool, Preschool Behavior Checklist</p> <p>Hearing & Vision Screening forms, Parent Notification of Screening, Health Tracking form, COPA</p>	<p>Classroom Staff, Home Visitor</p> <p>Classroom Staff, Home Visitor, Central Association for the Blind and Visually Impaired</p>	<p>Within 45 days of entering the program</p> <p>Within 45 days of entering the program</p>
<p>1304.20(b)(2)</p> <p>(2) Grantee and delegate agencies must obtain direct guidance from a mental health or child development professional on how to use the findings to address identified needs.</p>	<ul style="list-style-type: none"> ✓ Provide training for staff of the referral process ✓ Provide guidance to staff to address identified needs 	<p>Training agenda, Special Services Binder</p> <p>Case Reviews, Consultant Consultations</p>	<p>Leadership Staff, Special Projects Coordinator</p> <p>Education/Special Services Dept., Health/Nutrition Department</p>	<p>Pre-Service training, Ongoing</p> <p>As needed</p>

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<p>1304.20(b)(3)</p> <p>(3) Grantee and delegate agencies must utilize multiple sources of information on all aspects of each child's development and behavior, including input from family members, teachers, and other relevant staff who are familiar with the child's typical behavior.</p>	<p>✓ Observe children</p>	<p>Special Services General Observation Tool, General Classroom Observation (Behavior/MH), Behavior Observation (Child Specific), Follow/up to Behavior Plan, COPA</p>	<p>Classroom Staff, Home Visitor Education/Special Services Dept., Mental Health Consultant</p>	<p>Ongoing or as needed</p>
	<p>✓ Individual consultation with parent re: child's special needs</p>	<p>Mental Health Consultant Parent Interview, Mental Health Consultant's Parent Contact Summary, Case Conference, Behavioral Assessment</p>	<p>Special Services Office, Classroom Staff, Home Visitor, Mental Health Consultant, applicable Management Staff, Parent</p>	<p>As needed</p>

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Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
<p>1304.20(c)(3)(i) & (ii)</p> <p>(3) Dental follow-up and treatment must include:</p> <p>(i) Fluoride supplements and topical fluoride treatments as recommended by dental professionals in communities where a lack of adequate fluoride levels has been determined or for every child with moderate to severe tooth decay; and</p>	<p>✓ Use tooth paste with fluoride in all Head Start classrooms</p> <p>✓ Use fluoride tablets in Head Start classrooms where fluoride is not added to the local water supply</p> <p>✓ Assist parents in scheduling follow-up dental visits</p>	<p>Daily Schedule</p> <p>Fluoride Permission Form, Health Care Plan Addendum-Waiver Request, Daily Fluoride Table Administration Log, COPA</p> <p>Home Visit Summary, Dental Screening, Medical/Dental Follow-up, Running Record, COPA</p>	<p>Classroom staff</p> <p>MAT Certified Staff</p> <p>Parent, Classroom Staff, Home Visitor, Health/Nutrition Department</p>	<p>Daily</p> <p>Ongoing</p> <p>As needed</p>

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<p>1304.20(c)(4)</p> <p>(4) Grantee and delegate agencies must assist with the provision of related services addressing health concerns in accordance with the Individualized Education Program (IEP) and the Individualized Family Service Plan(IFSP)</p>	<p>✓ Assist parents with obtaining recommended services</p> <p>✓ Train staff on procedures for obtaining and implementing services</p>	<p>IHP, Running record, IEP, IFSP, Medical/Dental Follow-up, Home Visit Summary</p> <p>Special Services Binder, training records, Case Reviews</p>	<p>Classroom Staff, Home Visitor, Education/Special Services Department, Health/Nutrition Department</p> <p>Special Projects Coordinator, Education/Special Services Department</p>	<p>As needed</p> <p>As needed</p>
<p>1304.20©(5)</p> <p>(5) Early Head Start and Head Start funds may be used for professional medical and dental services when no other source of funding is available. When Early Head Start or Head Start funds are used for such services, grantee and delegate agencies must have written documentation of their efforts to access other available sources of funding.</p>	<p>✓ Explore all avenues of local medical/dental providers before EHS/HS funds are used for services</p> <p>✓ Access Health Services Advisory to identify other available resources</p>	<p>Running Records, Home visit Summary, Medical/Dental Follow-up, Director approval, invoice from provider</p> <p>HSAC minutes</p>	<p>Classroom Staff, Home Visitor, Health/Nutrition Department, Child Development Division Director</p> <p>Health/Nutrition Department</p>	<p>As needed</p> <p>As needed</p>

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<p>1304.20(d)</p> <p>(d) Ongoing care.</p> <p>In addition to assuring children's participation in a schedule of well child care, as described in section 1304.20(a) of this part, grantee and delegate agencies must implement ongoing procedures by which Early Head Start and Head Start staff can identify any new or recurring medical, dental, or developmental concerns so that they may quickly make appropriate referrals. These procedures include: periodic observations and recordings, as appropriate, of individual children's developmental progress, changes in physical appearance (e.g., signs of injury or illness) and emotional and behavioral patterns. In addition, these procedures must include observations from parents and staff.</p>	<ul style="list-style-type: none"> ✓ Weigh and measure children ✓ Communicate with parents any concerns in health, behavior, etc. ✓ Conduct health observations ✓ Record any observed injury, illness or concern for a child 	<p>Growth Assessments, COPA</p> <p>Home Visit Summary, Running record, Medical/Dental Follow-up, Case Conferences, Progress/Observation Notes, Parent/Teacher Conf.</p> <p>Daily Health Log</p> <p>Observed Injury/Illness/Concern Form</p>	<p>Classroom Staff, Home Visitor</p> <p>Classroom Staff, Home Visitor, applicable Management Staff</p> <p>Classroom Staff</p> <p>Classroom Staff, Home Visitor</p>	<p>Three times per year or more often if needed</p> <p>As needed</p> <p>Daily</p> <p>When identified</p>

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<p>1304.20(e)(1)</p> <p>(e) Involving parents.</p> <p>In conducting the process, as described in sections 1304.20(a), (b), and (c), and in making all possible efforts to ensure that each child is enrolled in and receiving appropriate health care services, grantee and delegate agencies must:</p> <p>(1) Consult with parents immediately when child health or developmental problems are suspected or identified;</p>	<p>✓ Contact parents when a health or developmental problem is suspected or identified</p>	<p>Running Record, Home Visit Summary, IHP, Screening Results Notification</p>	<p>Classroom Staff, Home Visitor, Leadership Team</p>	<p>As soon as possible</p>
<p>1304.20(e)(2)</p> <p>(2) Familiarize parents with the use of and rationale for all health and developmental procedures administered through the program or by contract or agreement, and obtain advance parent or guardian authorization for such procedures. Grantee and delegate agencies also must ensure that the results of diagnostic and treatment procedures and ongoing care are shared with and understood by parents;</p>	<p>✓ Provide education for parents regarding health and developmental procedures</p> <p>✓ Provide opportunities for parents to be involved with the care of their child</p> <p>✓ Explain and obtain consent for health and developmental procedures</p>	<p>Parent Meetings, Handouts, P/T Conferences, IHP, Case Conferences</p> <p>Parent Notification Form, Parent Volunteer Opportunities, Home Visit Education Topics</p> <p>Health History/Consent form, Notification of Screenings, Running Record</p>	<p>Classroom Staff, Home Visitor, Leadership Team</p> <p>Classroom Staff</p> <p>Classroom Staff</p>	<p>As needed</p> <p>Ongoing</p> <p>Initial Home Visit and when needed</p>

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1304.20(e)(3) (3) Talk with parents about how to familiarize their children in a developmentally appropriate way and in advance about all of the procedures they will receive while enrolled in the program;	<ul style="list-style-type: none"> ✓ Review and explain screenings and procedures ✓ Encourage parents to participate in screening process 	<p>Health History/Consent Form, Home Visit Summary, Running Record</p> <p>Screening Notification Form</p>	<p>Classroom Staff, Home Visitor</p> <p>Classroom Staff</p>	<p>Initial Home Visit, when applicable</p> <p>Within 45 days of enrollment</p>
1304.20(e)(4) (4) Assist parents in accordance with 45 CFR 1304.40(f)(2)(i) & (ii) to enroll and participate in a system of ongoing family health care and encourage parents to be active partners in their children's health care process; and	<ul style="list-style-type: none"> ✓ Encourage parents to establish a Medical Home and provide assistance in completing insurance applications 	<p>Parent Meeting agenda, Home Visit Summary, Running Record</p>	<p>Classroom Staff, Home Visitor</p>	<p>Ongoing</p>
1304.20(e)(5) (5) If a parent or other legally responsive adult refuses to give authorization for health services, grantee and delegate agencies must maintain written documentation of the refusal.	<ul style="list-style-type: none"> ✓ Staff will communicate with parents the importance of allowing their child access to health services ✓ Staff will offer parents support that will enable them to the ability to access health services ✓ Health Services Advisory Committee will be contacted for guidance ✓ Obtain documentation of parent refusal of health services 	<p>Home Visit Summary, Running Record</p> <p>Same as above</p> <p>Committee meeting minutes</p> <p>Parent Refusal Letter</p>	<p>Classroom Staff, Leadership Staff</p> <p>Same as above</p> <p>Health/Nutrition Department</p> <p>Classroom Staff, Leadership Staff</p>	<p>When necessary</p> <p>When necessary</p> <p>When necessary</p> <p>When necessary</p>

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<p>1304.20(f)(1)</p> <p>(f) Individualization of the program.</p> <p>(1) Grantee and delegate agencies must use the information from the screenings for developmental, sensory and behavioral concerns, the ongoing observations, medical and dental evaluations and treatments, and insights from the child's parents to help staff and parents determine how the program can best respond to each child's individual characteristics, strengths, and needs.</p>	<ul style="list-style-type: none"> ✓ All children will have a developmental screening ✓ Children will be screened for behavior concerns ✓ Children will be observed for speech, motor and sensory concerns ✓ Results of all screenings are utilized to develop a plan with input from the parents to meet the child's individualized education plan ✓ Children that have been identified as at risk, and not eligible for CPSE services; parents and staff develop activities that can be used at school and at home to address the child's areas of need 	<p>Denver II, Ages and Stages Questionnaire, Ages/Stages Social and Emotional</p> <p>Preschool Behavior Checklist</p> <p>OT/PT checklist, Teacher's Inventory, articulation Screening</p> <p>Classroom Lesson Plans, Outcome Summary</p> <p>Classroom Lesson Plans, Therapist's Report, Outcome Summary, Parent/ Teacher Conference</p>	<p>Classroom Staff, Home Visitor</p> <p>Classroom Staff, Home Visitor</p> <p>Classroom Staff, Home Visitor</p> <p>Classroom Staff and Education/ Special Services Department</p> <p>Classroom Staff, Ed/Special Services Dept., Health/Nutrition Department</p>	<p>Within 45 days of enrollment</p> <p>Within 45 days of enrollment</p> <p>Ongoing as needed</p> <p>As needed</p> <p>As needed</p>

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1304.20(f)(1) con't	✓ Classroom modifications are made to meet both physical and cognitive needs of all children	Observations, Therapist's Reports, Evaluations, Health Profile, Dental Screening	Classroom Staff, Education/Special Services Dept., Health/Nutrition Department	As needed
	✓ Equipment will be purchased to meet the individual needs of children	Observations, IEP	Same as above	As needed
<p>1304.20(f)(2)(i)</p> <p>(2) To support individualization for children with disabilities in their programs, grantee and delegate agencies must assure that:</p> <p>(i) Services for infants and toddlers with disabilities and their families support the attainment of the expected outcomes contained in the Individualized Family Service Plan(IFSP) for children identified under the infants and toddlers with disabilities program(Part C) of the Individuals with Disabilities Education act, as implemented by the State or Tribal government;</p>	<p>✓ All children in Early Head Start will be screened upon entrance to the program</p> <p>✓ Children with a below normal screening score will be referred to Early Intervention</p> <p>✓ Early Head Start staff and parents incorporate the IFSP in planning for activities in the classroom, home and during home teaching visits</p>	<p>Ages & Stages, Denver II</p> <p>Early Intervention Referral form</p> <p>Home Visit Plans, Classroom Lesson Plans, Individual Planning Worksheets, IFSP form</p>	<p>Classroom Staff, Home Visitor</p> <p>Special Services Office</p> <p>Classroom Staff, Home Visitor, EHS Health Specialist, Special Services Office</p>	<p>Within 45 days or entering the program</p> <p>When applicable</p> <p>Ongoing when applicable</p>

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<p>1304.20(f)(2)(ii)</p> <p>(ii) Enrolled families with infants and toddlers suspected of having a disability are promptly referred to the local early intervention agency designated by the State Part C plan to coordinate any needed evaluations, determine eligibility for Part C services and coordinate the development of an IFSP for children determined to be eligible under the guidelines of that Stat's program. Grantee and delegate agencies must support parent participation in the evaluation and IFSP development process for infants and toddlers enrolled in their program;</p>	<ul style="list-style-type: none"> ✓ All EHS children will be screened upon entrance to the program ✓ Gather preliminary information such as; pregnancy and birth histories, health records, developmental observations, etc., that will assist in assessing the child's needs ✓ Assist parents in understanding the process of assessment and diagnosis and their finding ✓ Assist parents with their fears, concerns and needs ✓ Articulate the family's immediate and long range intervention strategies and service priorities 	<p>Ages & States, Denver II</p> <p>Health History, Special Services History Form, Health Profile, Progress/Observation Notes, Mental Health Observation</p> <p>Running Record, Home Visit Summary</p> <p>Same as above</p> <p>Same as above</p>	<p>Classroom Staff, Home Visitor, Parent</p> <p>Classroom Staff, Home Visitor, Education/Special Services Dept.</p> <p>Classroom Staff, Home Visitor, EHS Health Specialist, Special Services Office</p> <p>Same as above</p> <p>Same as above</p>	<p>Within 45 days of entering the program</p> <p>Ongoing when applicable</p> <p>As needed</p> <p>As needed</p>

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<p>1304.20(f)92)(iii)</p> <p>(iii) They participate in and support efforts for a smooth and effective transition for children who, at age three, will need to be considered for services for preschool age children with disabilities; and</p>	<ul style="list-style-type: none"> ✓ Develop a transition plan at least 6 months before the child's third birthday, as required by 45CFR 1304.41(c)(2) ✓ Discuss with parents the transition issues, including future placements and long range goals, strategies and service priorities for the child and family. ✓ Discuss with parents the IEP development process ✓ Prepare each infant or toddler with a disability for the changes in service delivery or placement, including specific steps to help child adjust to and function in new setting 	<p>Special Services Transition Plan</p> <p>Running record, Home Visit Summary</p> <p>Same as above</p> <p>Child/Parent visit new classroom or setting, Running Record</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Education/Special Services Dept.</p> <p>Same as above</p> <p>Same as above</p> <p>Same as above</p>	<p>Within 6 months of child's third birthday</p> <p>As needed</p> <p>As needed</p> <p>Within 6 months of child's third birthday</p>
<p>1304.20(f)(2)(iv)</p> <p>(iv) They participate in the development and implementation of the Individualized Education Program (IEP) for preschool age children with disabilities, consistent with the requirements of 45CFR 1308.19.</p>	<ul style="list-style-type: none"> ✓ Prepare parents for their part in the development and implementation of their child's IEP, 	<p>Home Visit Summary, Running Record</p>	<p>Classroom Staff, Home Visitor, EHS Health Specialist, Education/Special Services Dept., Parent</p>	<p>As needed</p>