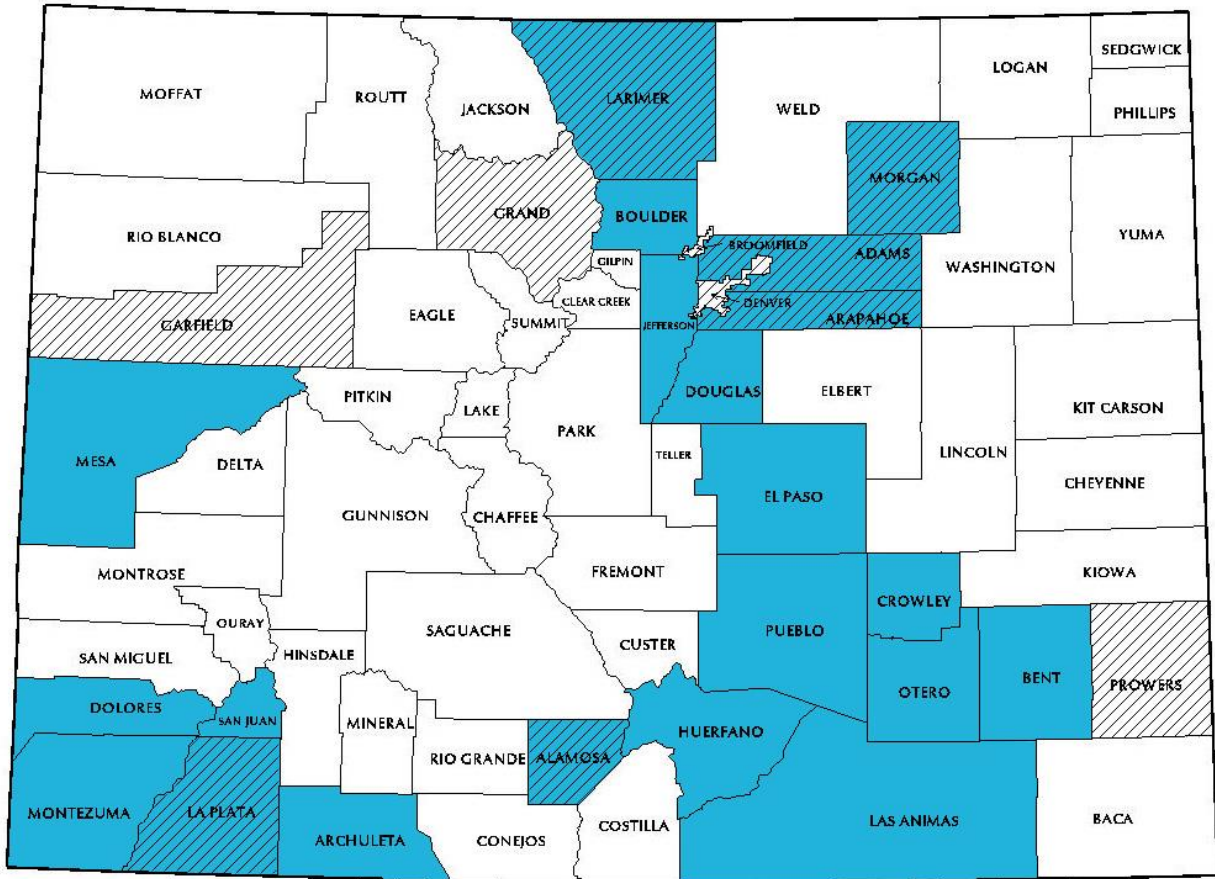


## Tips for Supporting Community Coordination around Child Identification

- **Maintain data for each referral** [ECEA 4.02 (3) (d) *A record shall be maintained of the disposition of each special education referral.*]
  - Keep records of who made the referral (doctor, parent, preschool, DHS, etc.), when it was received, what steps were taken to act on the referral and when, how many referrals resulted in an evaluation, and how many of those were eligible.
  - Use data you collect to inform your processes. For example, encourage your team to think about the reasons referrals didn't result in an evaluation and identify any patterns. For example, are all families referred by certain agencies unaware of the referral? How might you work with community partners, others in your own system, and families to better communicate about your referral, intake, screening, and evaluation processes?
- **Communicate with medical referral sources** [ECEA 4.02 (2) (c) (ii) *Coordination and implementation in the areas of interagency collaboration, public awareness, referral, screening and resource coordination.*]
  - Primary care providers who refer to you want to know the result of their referral so they can best support that family. Make sure parents have the opportunity to sign paperwork allowing for a Referral Status Update.
  - Many medical practices may not know that a developmental referral for 3-5 year olds involves contacting the school district (or BOCES) and may lead to special education. What opportunities do you have (or will you create) to educate and partner with them?
- **Use consistent forms** [4.02 (2) (c) (vi) *Evaluation of the effectiveness and efficiency of child identification procedures.*]
  - Referring agencies can't be expected to keep track of which AU uses which referral form. Collaborate with neighboring AUs to use consistent forms so that families can more readily access your services.
  - Consider adopting the existing CDE form (see handout).
- **Collaborate with community partners** [ECEA 4.02 (2) (c) (ii)]
  - How is child find represented on your Early Childhood Council?
  - Connect with the local Family Resource Center and Public Health Agency. They likely have home visitation programs and will want to establish protocols for cross-referral, including how and when to refer to child find.
  - Are you located in a community receiving systems building support from ABCD? If so, contact Irena Shwayder to get involved with your local child development workgroup. Partnering with an ABCD workgroup will improve your community outreach efforts and lead to more applicable referrals.



- Counties highlighted in blue are engaged in ABCD community systems building.
- Counties with diagonal hash marks are receiving other ABCD support such as physician outreach.

**To get involved with an ABCD workgroup contact:**

**Irena Shwayder, Ph.D.**, Director of Community Outreach  
 Assuring Better Child Health & Development  
 8801 E. Hampden Avenue, Suite 106, Denver, CO 80231  
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**Colorado Department of Education Contact:**

**Heidi McCaslin**, State Child Find Coordinator, Exceptional Student Services  
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Please contact Irena for guidance around improving coordination in your community. AUs in blue counties may contact Irena to get connected with their local workgroup. Irena and Heidi communicate frequently to collaborate around the support and guidance provided to AUs.