**Family Engagement**

***Updated 2022***

**Initial Intake – EI Secretary**

The Early Intervention (EI) Secretary will inform parents of the referral procedures and engagement efforts. They are as follows:

Service Coordinator will contact you by phone within 10 days of referral to schedule your evaluation or screening appointment. A confirmation letter or email of appointment date will be completed by the Service Coordinator.

The EI Secretary will email a Family/Teacher Input form which must be completed and emailed back or completed and brought to the evaluation appointment.

**Scheduling of Evaluation/Screening – Service Coordinator**

The Service Coordinator will schedule the evaluation/screening date and time during the initial phone call with the family. The Service Coordinator will also send a confirmation email or letter to the parents with the date and time of appointment.

Failure to report to evaluation/screening appointment will result in rescheduling to next available appointment date. Service Coordinators will complete three (3) efforts for appointment after the third failed attempt, referral will be sent back to central office for exiting.

**Initial IEP Meeting – Case Manager**

The child’s case manager will conduct the initial IEP meeting with the family. Failure to report to initial IEP meeting will result in a delay of services. The Case Manager will complete two efforts for appointment after the second (2) failed attempt, referral will be sent back to central office. The family will receive in the mail a letter and NOREP stating services will not begin.

**Annual IEP Meeting and/or Reevaluation – Case Manager**

You will be noticed of your child’s annually IEP meetings at least two weeks in advance by your child’s case manager. Failure to attend IEP meeting could result in ending your child’s services. Case manager will make two attempts to reschedule your child’s annual IEP meeting. After second failed attempt, the teacher will send a certified letter home with an exit NOREP.

Reevaluation Meetings

Your child’s Case Manager will send home permission to reevaluate and updated family input form. These must be completed within seven (7) calendar days of receiving. This information is imperative for completion of reevaluation. Failure to return necessary paperwork could result in laps of service.

**Failure to Complete the IEP Process – Service Coordinator**

If your family has decided to stop the IEP process, *for whatever reason*, three (3) attempts will be made to contact you. Attempts will include but are not limited to phone calls, emails, certified mail. All attempts will be documented into the child management system.

After the third (3) attempt, a NOREP will be sent stating you are no longer interested in services along with a letter stating if the program does not hear from within fourteen (14) days of dated letter, your child’s file will be closed and sent to main Early Intervention Office.

**Return to Programming – Service Coordinator**

Should your family find a more convenient time for programing the following will occur:

If you return within six (6) months of your dated evaluation report, the service coordinator will reactivate your child’s plan. The plan and file will be sent to receiving case manager. The case manager will use existing evaluation report to write an IEP and issue a NOREP. It should be noted that as your child starts, a revision may occur to reflect current present levels.

If you return after six (6) months of your dated evaluation report, you will be directed to do an initial intake to restart the process. This is to ensure we have accurate present levels for your child’s programming.