

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Referral-Evaluation

POLICY:

Children who fail or have abnormal screening results will be referred for further assessment/evaluation.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42 and 1302.41](#)

PROCEDURE:

1. A child who shows abnormal finding(s) on health screenings (hematocrit/hemoglobin, urinalysis, blood pressure, lead screening, tuberculosis screening) will be referred to a physician for further assessment.
2. Children who are determined to be at risk, according to the lead and/or tuberculosis risk assessment, (Preventive Health Questionnaire) will be referred to their physician or local health department for follow-up at faculty's discretion.
3. The program will screen the child for vision, hearing, developmental, and speech/language. When a child scores below the acceptable level (determined by individual screening tool), he/she will be rescreened by program staff within 30 days. The only exception will be for a vision screening that is done with the SPOT Camera. If a child's vision is below the standard level according to the SPOT Camera, a rescreen will not be necessary and the child will be referred to an optometrist or the staff will contact the family's optometrist to see if a follow-up appointment is recommended.
4. Children who *Fail* or are *CNT* on a hearing screening a second time will be referred to their family provider, ENT, or an audiologist for further assessment.
5. If a child scores below the acceptable level on the developmental or speech/language screening, a rescreen will take place within 30 days. If the child is still determined to be at-risk after the rescreen, staff will follow LEA procedures on further evaluation/assessment.
6. Parents will be notified in writing of all screening results and recommended referrals. The Family Advocate will follow-up with

the parent on all referrals and provide any necessary assistance (transportation, scheduling, etc.).

7. Documentation of all referrals, assessments and follow-up will be maintained and filed in the child's individual health record as well as on the COPA "Developmental" tab. (see developmental policy)