

BRUSH COUNTRY SPECIAL EDUCATION COOPERATIVE

P.O. Box 534 106 Bulldog Lane Orange Grove, Texas 78372



BRUSH COUNTRY SPECIAL EDUCATION COOPERATIVE 2023-24 PROCEDURES FOR INITIAL PSYCHOLOGICAL EVALUATIONS (ED AND AU)

PRIOR TO REFERRAL:

Campus staff will initiate campus-based Response to Intervention Supports for challenging behavioral concerns. Prior to scheduling a referral for an evaluation, campuses should:

1. Convene a campus-based support team meeting to try general education interventions and supports in the classroom for a minimum of six weeks to collect behavioral data.
2. Consider if the student's needs can be met through 504 Accommodations and supports.
3. When parent referrals are requested, hold a campus-based meeting to address concerns and offer above mentioned support and services prior to requesting a SPED referral meeting. Contact Campus Diagnostician for guidance and consultation when necessary.

REFERRAL PROCESS:

- Campus administrators will contact the district Diagnostician and request FIIE (with AU/ED consideration) referral meeting. Diagnostician will use the online scheduling system to check school psychologists availability and set a date which coordinates with the parent campus personnel; Diagnostician will ensure all members are notified and invited to attend.
- Members invited to participate include: Parents; Interpreter (if necessary), Diagnostician; LSSP; as well as any relevant campus personnel (case by case and according to local operating guidelines).

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- At this meeting, the campus data will need to be available to discuss and parents are invited to share any data or outside evaluations that have been obtained. A discussion of existing information will guide the multidisciplinary evaluation team in the areas of the FIIE to be addressed.
- If an evaluation is determined to be appropriate, the consent for a Full and Individual Initial Evaluation will be obtained from parent and prior written notice of evaluation (OR a statement of refusal and campus support plan recommendations will be provided to parents) at this meeting. Procedural safeguards, ARD guide and other administrative documentation will be explained to the parents at this time by the Diagnostician.
- The referral packet and all relevant school and parent protocols will be distributed at this meeting and due date for the return of data to the LSSP.
- Any additional evaluations needed (Speech/Language, OT, PT, Counseling, etc.) will be discussed at this meeting prior to initiating a referral for any related services prior to establishing eligibility for special education services.

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- The Campus diagnostician will initiate the referral notification document for FIIE/psychological evaluation form and electronically submit to the Co-op secretary for tracking purposes.
 - FIIE/Psychological Evaluation documentation form
 - Signed consent/Notice of Evaluation
 - Campus Data: Current grades, discipline record, medical information
 - Any existing evaluations conducted outside of the school
- The Campus diagnostician will collect any non-digital parent and campus protocols/documents distributed at the referral meeting (by the specified due date) prior to the scheduled student interview date and forward to the BCC Administrative Secretary or arrange with LSSP for pick-up. LSSP will notify diagnostician of proposed assessment dates contingent on receipt of distributed assessment materials/protocols.
- As determined by the referral committee, the diagnostician completes formal cognitive and academic achievement evaluation and adaptive behavior assessment (if appropriate) with the student and initiates a draft Full and Individual Initial Evaluation (FIIE) in the SuccessEd database where the School Psychologist (and other team members, if indicated) will include collected evaluation data into one Full and Individual Initial Evaluation (FIIE). Diagnostician writes up the referral packet data in the FIIE.
- Eligibility reports to be completed by team members representing their discipline. (Diagnostician-ID, SLD, OHI; LSSP-ED/AU, Counseling, etc.).

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- District Diagnostician schedules the ARD for initial placement and ensures the parent and campus have each been provided a copy of the FIIE. School Psychologist will attend initial placement ARDs determined on a case-by-case basis. The District Diagnostician will utilize the online scheduling system to coordinate with School Psychologist's schedule if attendance is necessary.