



## Referral and Initial Evaluation Process at a Glance

### 1. REFERRAL

After a referral provided by the child's parent or other referral source has been made, Briya ensures that a child is evaluated in all areas of concern. Briya is required to complete an initial evaluation and determine if the child is a child with a disability eligible for special education and related services under IDEA within 90 calendar days of receipt of a referral.

### 2. REFERRAL DOCUMENTATION

All referrals are documented in writing, and an oral referral is documented within three business days of receipt. In SEDS's Eligibility Process tab under the Referral Acknowledgement section, the following steps are completed:

1. Document the source of the referral and date the referral was received.
2. Create the Final Referral Documentation Cover Sheet.
3. When prompted to upload files, upload an electronic copy of the referral form.
4. Create the Referral Acknowledgment Form to provide to the parent.

### 3. ANALYSIS OF EXISTING DATA

Briya reviews existing data related to the student to determine if it has enough information to make a decision regarding the student's eligibility. Using the Analyze Existing Data section of the Eligibility Process in SEDS, Briya documents areas of concern and completes guiding questions to assist in determining whether additional assessments are necessary. Briya documents its decision in the Assessment Decision section based on:

- classroom assessments (GOLD and ASQs)
- observations and teacher reports
- parent reports and health records

### 4. PARENT NOTICE AND CONSENT

Briya provides the parent with Prior Written Notice (PWN) if it decides to proceed with an evaluation OR determines not to proceed. If it is decided to proceed with an evaluation, Briya makes and documents reasonable efforts to obtain parental consent for initial evaluation. Reasonable efforts consist of at least three attempts to contact the parent using at least two modalities on three different dates at least five days prior to the end of the evaluation timeline.

### 5. ELIGIBILITY DETERMINATION

Briya convenes an eligibility meeting to review and discuss evaluation results and determine if the student is a child with a disability. The parents, general and special education teachers, a Briya representative, and an individual who can interpret the instructional implications of the evaluation results make an eligibility determination in accordance with OSSE's eligibility criteria and document the decision using the eligibility category worksheets in SEDS. Briya provides the parent with notice early enough to ensure the parent will have an opportunity to attend the meeting. Briya uses the Eligibility Meeting Notice section in SEDS to generate a letter advising the parent of the meeting date, time and location; and Briya completes and uploads a worksheet for each disability category considered.

### 6. ELIGIBILITY DETERMINATION DOCUMENTATION

The team documents the eligibility determination by completing the Eligibility Determination sections in SEDS, including:

- creating the draft eligibility report
- documenting eligibility criteria by uploading the completed worksheet(s)
- responding to prompts related to determinant factors
- creating and providing to the parent Prior Written Notice of the eligibility decision
- creating a final eligibility determination report to provide to the parent prior to obtaining parental consent for services