

Map to Early Start Services

for children from birth to 3 years old



STEP 1 - SUSPECT DELAY

You, a family member, your doctor, teacher and/or therapist suspects that your child may have, or be at risk for, a delay. For families who have not contacted their pediatrician, please do so.

TIMELINE BEGINS WITH CONTACT

STEP 2 - CONTACT GOLDEN GATE REGIONAL CENTER (GGRC)

PHONE: 1.800.339.3305 Call GGRC and say "I think my child may be eligible for Early Start." Explain concerns and ask for an Early Start Intake. See "Helpful Tips" on the back for more information.

MORE CONTACT OPTIONS ARE:

WEBSITE: www.ggrc.org - Visit website and click on "Services - Applying for Services". Click on "Early Start Parent Intake Form" to download it. Fill out form and submit it by email or fax.

EMAIL: intake@ggrc.org Email GGRC your completed Early Start Parent Intake Form.

FAX: 1.888.339.3306 Fax GGRC your completed Early Start Parent Intake Form.

*Intake processing referrals may take 1 to 4 weeks

If your child has *private health insurance*, please use the health insurance brochure to gather information that may be needed.

Link to brochure - www.ggrc.org/resources/pamphlets-a-other-literature

This may help speed up the entire process.

STEP 3 - SET UP MEETING WITH GGRC SERVICE COORDINATOR

The GGRC Service Coordinator will set up a time to meet with you and then with the Multi-Disciplinary Team (MDT).

STEP 4 - MEET WITH GGRC SERVICE COORDINATOR

Before the assessment (eligibility determination) can be done, the Early Start Service Coordinator will conduct an Early Start Intake / Family Assessment to learn more about your child's strengths, family support systems, and your family's needs, concerns and priorities.

STEP 5 - MEET WITH GGRC'S MDT FOR EVALUATION

To determine if your child is eligible for services, with your written consent, you will meet with a Multi-Disciplinary Team (MDT). This meeting can include an interview, review of recent evaluation reports, child observation and/ or testing.

WITHIN 45 DAYS AFTER CONTACT

STEP 6 - IF ELIGIBLE, HAVE INDIVIDUALIZED FAMILY SERVICE PLAN MEETING

If your child is found eligible for Early Start Services, you, your family and Service Coordinator will develop an Individualized Family Service Plan (IFSP) to determine services for your child.

SOON AFTER IFSP MEETING

STEP 7 - EARLY START SERVICES BEGIN

6 MONTHS AFTER IFSP MEETING

STEP 8 - IFSP REVIEW

The IFSP is reviewed at child's next birthdays and 1/2 birthdays.

CHILD BETWEEN 2^{1/2} & 3 YEARS

STEP 9 - TRANSITION TO SCHOOL DISTRICT SERVICES (if eligible)

Transition process begins when your child is 2 1/2 years old and, *if eligible*, is completed when he or she turns 3.

TIPS TO HELP YOU WITH EACH STEP

STEP 1 - SUSPECT DELAY

- Check with your doctor and your childcare provider for a developmental screening. Make sure to keep your doctors informed as time goes on.
- Use these tools to help assess your child: Center for Disease Control (CDC) Milestones for children at www.cdc.gov/ncbddd/actearly/milestones/
- Take a screening with the Watch Me Grow assessment tool at www.gatepath.org/screenmychild
- Save all of your documentation, especially medical records, related to your child's developmental progress (i.e. developmental screenings, medical reports and/or private assessments, teacher observations and recommendations).

If your child has *private health insurance*, please use the health insurance brochure to gather information that may be needed.

This may help speed up the entire process. Link to brochure - www.ggrc.org/resources/pamphlets-a-other-literature

STEP 2 - CONTACT GOLDEN GATE REGIONAL CENTER (GGRC)

- Take notes and have your child's recent evaluations during your conversation with the Early Start Intake Coordinator: Who? What? Where? When? Next Steps?
- A 45-day timeline begins when GGRC receives the *minimum information* below or you are referred to San Mateo County of Education (SMCOE) to ask for your child to be assessed for Early Start eligibility.
- Minimum information consists of child's name, date of birth, parent(s) name, contact information, description of delay/concern (with appropriate documentation), insurance information and primary language spoken.

STEP 3 - SET UP MEETING WITH GGRC SERVICE COORDINATOR

- Some of the people who may attend the Multi-Disciplinary Team (MDT) meeting are: parents / family members, Service Coordinator, at least one professional from a different discipline (physician, nurse or speech therapist, psychologist) and other individuals.

STEP 4 - MEET WITH GGRC SERVICE COORDINATOR

- Mark your meeting date and time on your calendar and set up a reminder system to help you. This meeting may occur in your home or at the GGRC office.
- Prepare a list of questions and concerns that you have about your child's development, health, social, or emotional concerns.
- Learn about GGRC Services at www.ggrc.org.

STEP 5 - MEET WITH GGRC'S MULTI-DISCIPLINARY TEAM (MDT) FOR EVALUATION

- Before an evaluation, parental consent is required. After the evaluation process, ask the MDT about your child's developmental findings.
- If your child is not found eligible with GGRC, you can contact Family Resource Center (FRC) at www.smcfrc.org/San-Mateo-County-Family-Resource-Center or call them at 650-259-0189 to help answer any questions you may have.

STEP 6 - IF ELIGIBLE, HAVE INDIVIDUALIZED FAMILY SERVICE PLAN MEETING

- The IFSP meeting should be held at a time and place that's convenient for you, your family and the assessment team.
- Be prepared to discuss your hopes and dreams for your child.
- Some of the people at the initial IFSP meeting should include parents, Service Coordinators, and other family members or friends, if you wish them to attend. The meeting may also include other service providers and/or the specialists who conducted the assessments or evaluations.
- Services are based on your concerns and your child's developmental needs as determined by the IFSP team.

STEP 7 - EARLY START SERVICES BEGIN

- Services are coordinated within 45 days of the Initial IFSP meeting.
- Services should occur where the child lives, learns and plays with peers with and without developmental delays.

STEP 8 - IFSP REVIEW

- After the first IFSP plan is signed, an IFSP review meeting should occur on your child's next birthdays and ½ birthdays.
- If your child's or family's needs change, you don't have to wait for an IFSP review – call your child's Service Coordinator to schedule an IFSP review meeting at any time.

STEP 9 - TRANSITION TO SCHOOL DISTRICT SERVICES (if eligible)

- Early Start services end when your child turns 3. Some children may be eligible to receive therapy/support services through your local school district after the age of 3. Your Service Coordinator will walk you through this transition process as your child approaches his/her 3rd birthday.
- Think about what your child will need to achieve his/her goals in a preschool setting. Think about how your child learns best.
- To smoothly transition from Early Start to preschool, seek information and support to help you actively participate in this process.

IMPORTANT CONTACTS

- Golden Gate Regional Center (GGRC) - (415) 546-9222 www.ggrc.org
- Family Resource Center (FRC) - 650-259-0189 www.smcfrc.org
- SMCOE - www.smcoe.org/learning-and-leadership/special-education-local-plan-area
- SMOCE Referral - 650-573-4010
- California Department of Developmental Services - 916-654-1690 www.dds.ca.gov

QUESTIONS ABOUT YOUR LEGAL RIGHTS, CALL:

- Community Alliance for Special Ed (CASE) - 415-431-2285
- Disability Rights of Northern California - 510-267-1200
- State Council on Developmental Disabilities - 510-286-0439