

# Map to Early Start Services

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## 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 HELP, CALL  
SUPPORT FOR FAMILIES  
@ 415.920.5040

## 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.

#### MORE CONTACT OPTIONS ARE:

- **WEBSITE: [www.ggrc.org](http://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](mailto: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.

### 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 and 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.

### 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.

## WITHIN 45 DAYS AFTER CONTACT

## SOON AFTER IFSP MEETING

### STEP 7 EARLY START SERVICES BEGIN

## 6 MONTHS AFTER IFSP MEETING

### STEP 8 IFSP REVIEW

The IFSP is reviewed six months after the 1st IFSP meeting.

## CHILD BETWEEN 2<sup>1/2</sup> & 3 YEARS

### STEP 9 TRANSITION TO PRESCHOOL

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



# MAP TO EARLY START SERVICES

◇◇◇◇◇◇◇◇◇◇ *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 in the loop - they may be able to assist you with specific information as time goes on.
- To identify possible delays in your child you can visit [www.cdc.gov/ncbddd/childdevelopment/](http://www.cdc.gov/ncbddd/childdevelopment/) or use the *Family Voices Bright Futures Family Pocket Guide*. Call 1.888.835.5669 to order the pocket guide or call Support for Families for a free copy.
- 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).
- Use this written information to prepare yourself for a call to GGRC or SFUSD.

## STEP 2 CONTACT GOLDEN GATE REGIONAL CENTER

- To ensure you connect with the Early Start Intake Coordinator, be sure you follow-up your contact with a phone call.
- Take notes and have your child's recent evaluations on hand during your conversation with the Early Start Intake Coordinator: Who? What? Where? When? Next Steps?
- A 45-day timeline begins from the day you call GGRC or are referred to SFUSD to ask for your child to be assessed for Early Start eligibility.
- If your child has a Sole Low Incidence disability (i.e. only a concern in hearing or vision impairment or severe orthopedic impairment or a combination), you may be referred to San Francisco Unified School District (SFUSD).

## STEP 3 SET UP MEETING WITH GGRC SERVICE COORDINATOR

- Some of the people who may attend the MDT meeting are: parents / family members, Service Coordinator, at least one professional from a different discipline, like a 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 can occur in your home.
- 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](http://www.ggrc.org).

## STEP 5 MEET WITH GGRC'S 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, you can call Support for Families at 415.920.5040 and they can help explain other options to you.

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

- The IFSP 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, and could include Service Coordinators, the specialists who conducted the assessments or evaluations, service providers, and other family members or friends, if you wish them to attend.
- Services are based on your concerns and your child's developmental needs.

## STEP 7 EARLY START SERVICES BEGIN

- Services are coordinated within 45 days of the 1st IFSP meeting.
- Services should occur where the child lives, learns and plays with peers with and without developmental delays.
- Services should complement what families already have in place.

## STEP 8 IFSP REVIEW

- After the first IFSP plan is signed, an IFSP review meeting should occur within 6 months.
- 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.

## STEP 9 TRANSITION TO PRESCHOOL

- Early Start ends at age three. Consider any concerns, questions or ideas you have about leaving Early Start.
- Think about what your child will need to achieve his/her goals in a preschool school 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 Phone Numbers*

**Support for Families of Children with Disabilities**  
[www.supportforfamilies.org](http://www.supportforfamilies.org)  
415.920.5040

**Golden Gate Regional Center (GGRC)** Early Start for children Birth to 3 years old  
[www.ggrc.org](http://www.ggrc.org)  
415.546.9222

**SF Unified School District (SFUSD)**  
[www.sfusd.edu](http://www.sfusd.edu)

- Early Start: children birth to 3 years old  
415.379.7667
- Screening & Assessment Center: children ages 3 -5  
415.379.7693

**California Department of Developmental Services**  
[www.dds.ca.gov](http://www.dds.ca.gov)  
916.654.1690

*If you have questions about your legal rights, call:*

**Support for Families of Children with Disabilities**  
415.920.5040

**Community Alliance for Special Ed (CASE)**  
415.431.2285

**Disability Rights of Northern California**  
510.267.1200

**Developmental Disabilities Board Area V**  
510.286.0439