



Child Find Hub Steps

Step 1: Talk to the Family

- Find a quiet place to talk.
- Ask the family to tell you about their concerns about their child, and if possible a few examples of the behaviors (or lack of behaviors) they are seeing.

Step 2: Family Information

Make sure you write down:

- Child's name and birthdate
- Parents name
- Family contact info
- Basic description of the concern

Step 3: Call Child Find Referral

- If possible have family call Child Find number and leave a message with ALL the info you wrote down.
- If the family would rather you make the call, go ahead and call. Be sure to explain that you are calling on behalf of a family and leave your name and info incase Child find would like to talk with you.

Child Find Referral--252-0805

Step 4: Send Family with follow up information

As the family leaves remind them:

- They should expect a phone call from SPS Child Find
- They can follow up by calling (252-0809)
- If you feel comfortable, give them your contact information.

Step 5: Log it

We all know that the Child Find process can get complicated. Be sure to log the family's information in your log in case it might be needed again.

Step 6: Follow up

If you are able, follow up with the family 2 weeks after your conversation to see if they have received a call from SPS. If not, encourage the family to call again or offer to follow up.

What to do when....

The child is under 3 years old...

Children under 3 still can have a no-cost special education screening. The agencies in Seattle who serve children under 3 with special needs are:

- **Boyer Children's Clinic** (206-325-8477)
- **Northwest Center** (206-691-2598)

The family does not speak English...

Take down the family's phone number and call the Child Find number.

Leave a message with Child Find providing the **family's phone number** and saying that the family did not speak English (please leave the name of the **language spoken** if you have it), and SPS Child Find staff will call the family with a translator.

Don't forget to document that you called in your log.

The family already has an evaluation from a doctor or children's hospital...

Help them call the SPS Child Find number. Even with an evaluation, a family will still need to set up a meeting with the school district to see if any additional evaluations are needed, and to start up the IEP process.

The family changes their mind about wanting a special education referral...

That's ok. A family can change their mind at any point (before or after the assessment). Encourage them to follow up with SPS Special Education to share their decision to stop the assessment or special education process.

A family returns wondering why they haven't heard anything from the Child Find...

Encourage them to call back and check on the status of their referral. It's possible that they received paperwork from the school district, and haven't returned it. Show them this logo, and ask if they have received mail with this on it. Either way calling to check-in is always the best option.



The family has mental health concerns for their child...

SPS Child Find is still a good place to make a referral even if the concerns are about the child's mental health. Additionally you can provide the family to Navos (206-248-8226) or Sound Mental Health (206-302-2300) who can provide a mental health assessment for a young child.