***New Wings Referral Process***

1. **Review the attached sheet to see if the student in question will qualify for:**

[ ]  Educational Disability must have or meet the criteria for SED.

[ ]  Is at least six years old (by date of entry into the program) and has not

 yet had their twelfth birthday.

[ ]  IEP must be completed and accurate prior to student’s acceptance.

1. **Contact the Case worker for the New Wings Program with required information and tracking data:**

Cole McKinney

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 [ ]  Copy of IEP

[ ]  Social summary (to include living and custody arrangements)

[ ]  Medical and family history if available

[ ]  All interventions attempted, with tracking and progress

[ ]  Mental Health evaluation

[ ]  RTI(s)

[ ]  Behavior plan(s)

[ ]  All behavioral referrals

[ ]  Updated family contact information

[ ]  Copy of CET referral with recommendations received from team

[ ]  Signed release of information from parents allowing New Wings team to discuss possible placement of their child in the program.

1. New Wings Administrative team will meet monthly to discuss new referrals. If there is an opening and the child meets all the criteria the referring school will be notified to contact the New Wings teacher to set up an in class observations of the child.

Sabrina Blanton

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**New Wings Elementary Day Treatment Program Entry/Exit Process**

The New Wings Day Treatment Program is a Montezuma County program funded by Montezuma County Department of Social Services and jointly operated by the Dept. and Montezuma-Cortez School District RE-1. The program is the most restricted setting for students with Emotional Disabilities or clinical disorders, who cannot be successful in other school environments, and who may be in danger of out of home placement. It is also the Least Restrictive Environment for these students because it is the last resort in a public school setting. The program is housed in a separate facility associated with Manaugh Elementary School, but students remain the responsibility of their home schools.

To facilitate a better understanding of the entry process for placing students in the New Wings Day Treatment program, the following steps must be completed.

1. **To qualify with and educational disability SED (Serious Emotional Disability):** A student can qualify for New Wings if they have an educational disability of SED. If student is not presently identified as a student with an emotional disability, or as another disability classification, s/he must go through the Response to Intervention process in the home school. A Functional Behavior Assessment and a Behavior Intervention Plan must be utilized. Additional documentation of interventions tried must be noted in writing. Cultural and family issues must be explored and documented. If emotional/behavioral problems continue despite appropriate interventions over time, a referral to Exceptional Student Services (ESS) will be considered. An ESS referral is made and/or Permission to Evaluate is obtained from the parent. The joint IEP team determined whether the student qualifies for SED. This is the first criteria required for New Wings placement; they consider the intensity, frequency and duration of the behavior, social history, and cultural norms.
2. The New Wings case worker discusses with the parent and team weather the child also meets the second criteria for placement in the News Wings program. This is whether the student is in “danger of out-of-home placement,” due to his/her emotional/behavioral problems.
3. The joint IEP team determines why the day Treatment Program is the least restrictive environment for the student and recommends this placement to the parent and the New Wings personnel. The information is then brought to the New Wings administrative team, which determines whether the student will be approved for the program or not. This decision takes into account the severity of the behavior, the other students in the program, and whether an opening is available. This process may take up to a month to complete, depending on when the next Administrative team meeting is scheduled.
4. Once a child has been approved for acceptance to New Wings from the Administrative Team the New Wings caseworker and teacher will schedule a meeting with the parent(s)/guardian(s) to take place at the New Wings building. At this meeting parent(s)/guardian(s) will be explained the process, shown the school and focus rooms, and explained the involvement with Social Services, and as well as the requirements on the child and family.
5. Once parent accept or decline placement into New Wings the home school will be notified of the acceptance or refusal, and if need be appropriate measures will be taken to transfer the student to New Wings or develop and alternative plan for addressing the student’s needs.
6. If a parent refuses the services offered through the Day Treatment program, either before or after acceptance into the program, the only other services offered is home services, because of the nature and severity of the behavior.
7. A student from the Cortez District stays on the home school teacher’s roster and remains a student of that school. Daily attendance is taken at New Wings and placed in Power. Progress reports and district and state assessments scores will be sent back to the student’s home school. If the student is from a district other than Cortez, that student must enroll as a Cortez student in order to continue to receive meals from the district. State and district assessment scores will then remain with the New Wings program. Communication between schools is a priority.
8. Once the student is officially placed in the Day Treatment program, the instructional focus is on teaching appropriate behaviors and copping strategies, family and individual therapy, and improving academic skills.
9. The student remains in the program for a minimum of one semester, although many require New Wings support for longer periods of time. When the student is deemed ready to begin transitioning to a more typical environment he/she will start with inclusion at their home school or Manaugh Elementary if out of district and slowly work toward re-entry into the school setting.
10. The home school is notified when the student begins this transition process. When transition had been successfully sustained over time deemed appropriate by the New Wings Team, the home school and parent are notified, the student is ready to return within two weeks.
11. A joint meeting is set up to share information that supports the student in making a successful transition back to the home school environment. The behavior plan and IEP are changed to reflect the student’s transition back to the home school.
12. If a parent unilaterally removes a student from the New Wings program without completing the criteria for transition, and attempts to enroll the student in a different school, the new school needs to refuse the enrollment. New Wings personnel will notify all area school regarding the unadvised removal. The parent is again given the options of New Wings placement or, home based services for the student, another meeting is scheduled to attempt to work with the parent and student to resolve issues leading to the removal from the program.