

## Interagency Transition Agreement between Eau Claire County Birth to 3, Head Start and School District

Time period covered by agreement: February 1, 2009 – February 2011 with Annual Reviews in fall of each year

### Purpose Statement

The purpose of this agreement is to promote a smooth and effective service delivery system for young children with special needs as they make the transition from Birth to 3 services to preschool services at age 3. We recognize that a transition from early intervention to early childhood services from the school is a major event in a child’s life. This agreement will establish guidelines for each agency to follow and reflects our commitment to increase collaboration among participating agencies. We wish to keep each other well informed, provide high quality services, reduce duplication of effort, and ensure that the priorities, resources, and concerns of each family are at the center of each child’s transition. This agreement will define which services will be provided by each agency; ensure children eligible for early childhood special education receive a free and appropriate public education (FAPE) in the least restrictive environment (LRE); establish communication and shared leadership responsibilities at the local level to ensure resources are effectively utilized; and guarantee cooperative arrangements between the school district, Head Start and Eau Claire County Birth to 3 are developed, implemented, and maintained.

### Child Find

School districts will provide email contact information for two individuals who will receive updates and referrals through the state Program Participation System (PPS). Eau Claire County Birth to 3 will send non-identifying information to the school district twice a year through the state PPS system (**Indicator 8b**). This information will be sent to the school district referral contact person. **Provision:** Referrals that Birth to 3 receives within 90 days of the child’s third birthday will be completed through a screening to determine if a referral to the school district is warranted. With parent permission, Birth to 3 may refer a child to the school district for further evaluation, thus fulfilling its child find obligation. For specific situations (low-incidence disabilities, summer service issues), a collaborative effort between the Birth to 3 program and the school district may be provided to reduce duplication of services. Per the agreement between WI DHS and DPI (see Appendix), the primary responsibility for the evaluation of children is dependent upon which agency will be developing and providing the individualized service/education plan. For specific situations (low-incidence disabilities, summer service issues), a collaborative effort between the Birth to 3 Program and the school district may be made to ensure families have access to services.

<u><i>Birth to 3 will</i></u>	<u><i>School will</i></u>	<u><i>Head Start will</i></u>
<ul style="list-style-type: none"> <li>• Identify and evaluate children who may be eligible for the Birth to 3 program as outlined in the WI Admin. Code HFS 90.</li> <li>• Provide fliers to the school district and Head Start for distribution regarding Birth to 3 information.</li> <li>• Participate when appropriate in community screening opportunities.</li> <li>• Invite School and Head Start personnel and parents to in-services/staff development, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and evaluate children suspected of having disabilities per IDEA regulations.</li> <li>• Provide Birth to 3 with current contact information for PPS reporting purposes.</li> <li>• Inform Birth to 3 when they suspect a child under the age of three may have delay or parent wants/needs more information.</li> <li>• Invite Birth to 3 and Head Start to open house and other screening opportunities.</li> <li>• Share census data for child find purposes, if requested.</li> <li>• Post/distribute Birth to 3 and Head Start screening information, flyers and articles.</li> <li>• Be active in an informed referral network.</li> <li>• Invite Head Start and Birth to 3 personnel and parents to in-services/staff development, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Screen children and refer for special education evaluation in accordance with Head Start Federal Performance Standards.</li> <li>• Invite Birth to 3 to parent meetings, as appropriate.</li> <li>• Play an active role in an informed referral network.</li> <li>• Encourage targeted families to attend Child Development Days or other screening opportunities.</li> <li>• Upon request, will participate in CDD or other screening opportunities.</li> <li>• Invite school personnel, Birth to 3, and parents to in-services/staff development opportunities, as appropriate.</li> </ul>

### Transition Planning Conference Timeline

Transition conferences should be held 3-6 months before the child’s 3<sup>rd</sup> birthday.

**Transition Planning Process**

<p style="text-align: center;"><b><u>Birth to 3 will</u></b></p> <ul style="list-style-type: none"> <li>• At the initial IFSP, talk to families about service options that may be available when the child turns 3.</li> <li>• Reflect transition discussion in the IFSP (<b>Indicator 8a</b>).</li> <li>• With parent permission, invite a representative from the school and other agencies as appropriate (Head Start, child care) to the transition planning conference at least two weeks prior to the meeting.</li> <li>• With parent permission, a request for screening or a referral for special education services may occur during or after the transition planning conference. The goal is for the referral to be made prior to 90 days of the child’s 3<sup>rd</sup> birthday, unless delayed by parents.</li> <li>• With parental permission, provide information regarding the child’s needs to the appropriate agencies before the meeting to assist the agency in designating a representative to attend the transition planning conference.</li> </ul> <p style="text-align: center;"><b><u>Birth to 3 Responsibilities</u></b></p> <p><b>Transition Planning Conference (Indicator 8c):</b></p> <ul style="list-style-type: none"> <li>• Discuss planning regarding a referral to the school or other community options.</li> <li>• If parent agrees to referral, discuss additional assessment/evaluation and who will conduct.</li> <li>• Update a transition plan with the family as part of the IFSP.</li> <li>• With parental permission, send a copy of the IFSP transition plan along with a request for screening or formal referral to the agency’s designated contact person.</li> <li>• Ensure with family permission that the transition planning conference is held at least 91 calendar days prior to the child’s third birthday. (<b>Indicator 8c</b>).</li> <li>• A decision to make a referral may occur at the meeting and the Birth to 3 coordinator will need to go back and make the referral through the PPS system.</li> </ul>	<p style="text-align: center;"><b><u>School will</u></b></p> <ul style="list-style-type: none"> <li>• Provide Birth to 3 with contact person information and update annually, including email address.</li> <li>• Send a representative when invited to a transition planning conference for a child within their district/service area and provide information on the IEP process.</li> <li>• Secure signed Releases of Information for pertinent early intervention records (i.e. medical or other third party records) before or at the transition planning conference. The LEA shall provide needed forms.</li> <li>• Be prepared to begin the legal timeline upon receipt of a referral through the PPS system.</li> </ul> <p style="text-align: center;"><b><u>School Responsibilities</u></b></p> <p><b>Transition Planning Conference:</b></p> <ul style="list-style-type: none"> <li>• Provide information on: making a referral; eligibility criteria; special education/disability terminology; the IEP process; and potential community options for service delivery.</li> <li>• If referral is done prior to or will be done immediately following the conference then evaluation for eligibility and who will complete it can be discussed. This conversation should be documented on the parents’ involvement section of “determining need for further assessment” form.</li> <li>• If a referral is discussed at the transition planning conference, LEA will follow up with Birth to 3 if no referral is received through the PPS system.</li> </ul>	<p style="text-align: center;"><b><u>Head Start will</u></b></p> <ul style="list-style-type: none"> <li>• Provide Birth to 3 with contact person information and update annually.</li> <li>• Send a representative when invited to a transition planning conference for a child within their district/service area.</li> <li>• Secure signed Releases of Information for pertinent early intervention records (i.e. medical or other third party records) before or at the transition planning conference.</li> <li>• Explain various program options and provide the necessary forms.</li> <li>• Develop a procedure for referrals from Birth to 3 to facilitate smooth transitions for children who are not eligible for special education services.</li> <li>• Refer children, ages 3-5, with suspected special educational need to the school district, after parental permission.</li> <li>• Include with the referral all relevant information.</li> </ul> <p style="text-align: center;"><b><u>Head Start Responsibilities</u></b></p> <p><b>Transition Planning Conference:</b></p> <ul style="list-style-type: none"> <li>• Prioritize children referred by Birth to 3 or IEP team for enrollment consideration.</li> <li>• Serve as a LRE placement option.</li> <li>• Participate in IEP meeting when Head Start is being considered as a placement option.</li> <li>• Work in collaboration with the school district to implement and monitor IEP.</li> </ul> <p>(A child with a disability who is provided services by the school system and attends Head Start is eligible to be included in the child count required by IDEA. This same child may also be included in the annual report, which informs Congress about the efforts of Head Start to serve children with disabilities.)</p>
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<p><b>Document transition plan to include:</b></p> <ul style="list-style-type: none"> <li>Plans for referral, including when a referral may be made and a list of who is responsible during the process.</li> <li>Plans for preparing the child for transition and who is responsible.</li> <li>Supports for families and who is responsible.</li> </ul> <p><b>Following the referral:</b></p> <ul style="list-style-type: none"> <li>When contacted Birth to 3 will facilitate the process of parents completing appropriate paperwork.</li> </ul>	<p><b>After receiving a referral from Birth to 3 through the PPS, the school will:</b></p> <ul style="list-style-type: none"> <li>Within 15 business days, send parents a request for consent to evaluate the child; OR notification that no additional assessments are necessary to determine eligibility.</li> <li>Within 60 days after the school has received parental consent for evaluation (or after the school has sent the notice that no further testing is needed), the school will determine if the child is a child with a disability.</li> <li>Within 30 days after the determination that the child is a child with a disability, the school will develop an IEP and determine an educational placement.</li> <li>Complete the IEP process and have services in place on or before the child's third birthday if child is found eligible (<b>Indicator 12</b>).</li> </ul> <p>Additional provisions by the school:</p> <ul style="list-style-type: none"> <li>With verbal permission, invite Birth to 3, Head Start, and other care providers as appropriate to the IEP team meeting.</li> <li>If eligible, develop IEP goals and determine placement in Least Restrictive Environment.</li> <li>With parent permission, school will provide IEP to general educator in Least Restrictive Environment within one month of parent consent for placement.</li> <li>Determine IEP starting and ending dates.</li> </ul> <p>If not eligible, discussion of other options will occur and the family will be informed of further screening opportunities</p>	<p><b>Following the referral:</b></p> <ul style="list-style-type: none"> <li>When contacted Head Start will facilitate the process of parents completing appropriate paperwork.</li> </ul>
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**Children turning three during June, July and August**

- Birth to 3 will assist families in seeking alternative funding to cover summer services, based on the needs of the child and family as determined by the IFSP.
- The IEP team will consider extended school year (ESY) services based on the needs of the child and ESY criteria.
- School district will designate a summer contact person for Birth to 3 transition purposes and communicate that information to Birth to 3 prior to the end of each school year.

**Monitoring the agreement**

This is a two-year agreement. CESA 10 will initiate a meeting of the monitoring group on an annual basis. The monitoring group will consist of at least one representative from each school district serving children in Eau Claire County, the Birth to 3 program, and Head Start. The evaluation of the agreement will occur through gathering feedback of professionals involved in transitions at the annual meeting.

**Appendix**

**Child Find – Evaluation for Children 2 years 9 months and older:**

Under IDEA, both Birth to 3 and the LEA have responsibilities for child find evaluation for children with disabilities from birth to three years of age. Through this agreement, the agencies agree that the primary responsibility for the evaluation of children depends on which program will be developing and providing the individualized service/education plan.

An LEA may fulfill its child find and evaluation responsibility for children under age 2 years and nine months, by referring an identified child to the county Birth to 3 agency and ensuring that an evaluation is completed, or the LEA can complete the evaluation for special education and related services. A county Birth to 3 administrative agency may fulfill its child find evaluation responsibility for children two years and nine months through three years of age by performing a screening and referring an identified child to the LEA.

**Child Find-Referrals from parents and other community referral sources**

An LEA must receive a written referral in order to officially start the referral process. This can be done via phone call with parents or other referral source. This information may be documented over the phone or a referral form may be mailed to the family or other referral source. As soon as a referral is given to the LEA the process must be started and timelines begin.

**Program Mandates**

<p>Birth to 3 will:</p> <ul style="list-style-type: none"> <li>• Provide early intervention services including, but not limited to identification, screening, evaluation/assessment, individual family service plan (IFSP) development, services coordination, procedural safeguards, and transition planning.</li> <li>• With written parental consent, providing appropriate services to eligible children based on family outcomes and the developmental needs of the child.</li> <li>• Provide appropriate early intervention services to eligible children and their families in natural environments, including home and community settings, to the extent that is appropriate to meet the needs of the child.</li> <li>• Ensure that services will be provided in collaboration with the parents and other care providers, by qualified personnel and in compliance with the Individuals with Disabilities Education Act, Part C and Chapter HFS 90 of Wis. Adm. Code.</li> </ul>	<p>School Districts will:</p> <ul style="list-style-type: none"> <li>• Provide services to preschool children with disabilities following the Individuals with Disabilities Education Act (IDEA 2004) and Subchapter V, Chapter 115 Wis. Statutes and Chapter PI 11 Wis. Adm. Code, and revisions.</li> <li>• Provide preschool children with disabilities a free appropriate public education (FAPE) including the development and implementation of an Individualized Education Program (IEP), procedural safeguards, and provisions of related services.</li> <li>• Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with nondisabled peers to the maximum extent appropriate.</li> <li>• Work with appropriate community agencies to provide services to preschool children with disabilities.</li> </ul>	<p>Head Start will:</p> <ul style="list-style-type: none"> <li>• Recruit, enroll and serve eligible children ages Birth-5. Make available at least 10 percent of enrollment opportunities in Head Start for children with disabilities who are eligible to participate.</li> <li>• Screen all children for potential problems in the area of health, social-emotional and development.</li> <li>• As soon as the need is evident, refer children with a suspected special education need for an evaluation.</li> <li>• Provide services to enrolled children with disabilities following the Head Start Performance Standards of services to children with disabilities (45CFR 1308).</li> <li>• Work closely with other community agencies in providing necessary services to children with disabilities.</li> </ul>
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Though the primary responsibility for evaluation rests with the agency that will be providing the service, it is the position of DHS and DPI that county Birth to 3 administrative agencies and LEAs should maintain their collaborative efforts and enter into agreements to share staff and expertise each have in evaluating the developmental status of young children. This sharing, for example, has occurred when children under the age of three are being evaluated in a low incidence disability area such as vision or hearing. LEAs may have specialized staff that could assist the county Birth-3 administrative lead agency in the evaluation of these children.

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Head Start, and the School District**

**Covering the Period of February 1, 2009 – February 2011  
with Annual Reviews in fall of each year**

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*Eau Claire County Supervisor*

*Date*

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*School District Administrator*

*Date*

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*Head Start Director*

*Date*

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*Special Education Director/Designee*

*Date*