

**Interagency Transition Agreement between Jackson County Birth to 3, Head Start & (school district)**

**Time period covered by agreement:**

**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 an early childhood program 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.

**Child Find**

Jackson County Birth to 3 will send non-identifying information to the school district twice a year in September and February including month and year of birth date and possible services. 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.

<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>• Provide short articles for school newsletter</li> <li>• Participate when appropriate in community screening programs (Child Development Days)</li> <li>• Play an active role in an informed referral network</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and evaluate children suspected as having disabilities, as outlined by federal IDEA regulations</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, play day and/or Child Development Days</li> <li>• Share census data for child find purposes</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> </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 B-3 to the annual Open House/Registration, as appropriate</li> <li>• Play an active role in an informed referral network</li> <li>• Encourage targeted families to attend Child Development Days (CDD)</li> <li>• Upon request, will participate in CDD or other screening program</li> </ul>

**Transition Process**

<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>• At the initial ISFP, talk to families about service options that may be available when the child turns 3.</li> <li>• With parent permission, invite a representative from the school and other agencies as appropriate (including Head Start, child care) to the transition <b>planning</b> conference at least two weeks prior to the meeting</li> <li>• With parent permission, a request for screening or 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 them agency in designating a representative to attend the transition planning conference</li> </ul>	<ul style="list-style-type: none"> <li>• Provide B-3 with contact person information and update annually</li> <li>• Send a representative when invited to a transition meeting 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 the necessary forms.</li> <li>• If appropriate, and not already done, Head Start or School will complete a referral form at the transition planning conference</li> </ul>	<ul style="list-style-type: none"> <li>• Provide B-3 with contact person information and update annually</li> <li>• Send a representative when invited to a transition meeting 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> </ul>

**Transition Conference Timelines**

- Transition conferences should be held 3-6 months before the child’s 3<sup>rd</sup> birthday.
- Transition planning meetings for children with June, July or August birthdays will be held by March 15.
- Transition planning meetings for children with September birthdays will be held by April 1<sup>st</sup>.
- Transition planning meetings for children with October and November birthdays will be held in May.

<b><u>Birth to 3 Responsibilities</u></b>	<b><u>School Responsibilities</u></b>	<b><u>Head Start Responsibilities</u></b>
<p><b>Hold a Transition Conference:</b></p> <ul style="list-style-type: none"> <li>• Review of IFSP</li> <li>• Bring latest evaluation and any other related and necessary documents</li> <li>• Discussion of planning regarding a referral to the school or other community options</li> <li>• Development of a transition plan with the family as part of the ISFP</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> </ul> <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>Upon receiving referral, the school will:</b></p> <ul style="list-style-type: none"> <li>• Contact parent; inform parents of process, their rights, and plan assessment (who, what, when)</li> <li>• Upon receipt of a request for screening or a formal referral, appoint an IEP team (if appropriate)</li> <li>• Get parent consent for evaluation when needed</li> <li>• Conduct assessment including parents in the process</li> <li>• With permission, invite Birth to 3, Head Start, and other care providers as appropriate to the IEP team meeting</li> <li>• Convene the IEP team meeting</li> <li>• Determine eligibility based on assessment data gathered and eligibility criteria</li> <li>• If eligible, develop goals and objectives and determine placement in Least Restrictive Environment</li> <li>• Determine IEP starting and ending dates.</li> <li>• Notify the parents of educational placement within 90 days of receiving referral.</li> <li>• If not eligible, discussion of other options will occur and the family will be informed of further screening opportunities</li> </ul>	<p><b>At the transition meeting:</b></p> <ul style="list-style-type: none"> <li>• Prioritize children referred by Birth-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>

**Monitoring the agreement**

Birth to 3 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 Jackson County, the Birth to 3 program, and Head Start. The annual review will occur in November of each year, beginning in November 2005. The evaluation of the agreement will occur through gathering feedback of professionals involved in transitions at the annual meeting.

**Children turning 3 during June, July & August**

Birth to 3 will assist families in locating alternative funding to cover summer services, based on the needs of the child and family as determined by the IFSP. Children with disabilities in need of special education services who turn three during June, July or August will have an IEP in place by 6/15 provided the referral is made by 3/15. The IEP team will consider extended school year (ESY) services based on the needs of the child and ESY criteria.

(Signatures appear on following page)

