

Interagency Transition Agreement for Shawano County Birth to 3 and XX School District

Time period covered by agreement: November 1, 2008 through October 31, 2009

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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. 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 districts and Shawano County Birth to 3 are developed, implemented, and maintained.

Monitoring the Agreement

This is an annual agreement. The annual review meeting by the monitoring group will be initiated by Shawano County Birth to 3 in collaboration with CESA 8 and RESource. The monitoring group will consist of at least one representative from each school district serving children in Shawano County. The annual review will occur the 3rd Friday of September of each year. The evaluation of the agreement will occur through gathering feedback of professionals involved in transitions at the annual meeting.

Child Find

Shawano County Birth to 3 will send non-identifying information to the school district via the Program Participation System (PPS) quarterly (August, November, February, May) which includes date of birth and services received through B-3. **Exception:** B-3 will notify the LEA between the quarterly notifications for children entering B-3 on a short term basis. 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 screened to determine if a referral to the School District is warranted. The LEA will inform the Birth to 3 Service Coordinator if and when there is a change in the school district referral contact person. LEA will inform the B-3 program if the designates a change in referral contact during the summer months.

Additional Activities Include:

<u>Birth to 3 will</u>	<u>School District will</u>
<ul style="list-style-type: none"> • Provide information to the school district and other community agencies (FRC) for distribution regarding Birth to 3 services • Participate when appropriate in community screening programs (Child Find Activities) • Play an active role in an informed referral network • Invite School personnel & parents to in-services/staff development, as appropriate 	<ul style="list-style-type: none"> • Invite Birth to three to open house, play day and/or Child Find Activities as appropriate if requested and available • Post/distribute Birth to 3 screening information, flyers and articles • Play an active role in an informed referral network • Invite & B-3 personnel & parents to in-services/staff development, as appropriate

Transition Process

Transition Conference Timelines

- Transition conferences should be scheduled at least 90 days before the child’s 3rd birthday.
- Transition conferences for children with June through July birthdays will be scheduled by the end of March.
- Transition conferences for children with August through September birthdays will be scheduled by end of April.
- Transition conferences for children with October through November birthdays will be scheduled in May.
- Birth to Three will notify the identified LEA Representative of potentially eligible children for school based services who enter their program during the summer months.

Transition Conference Expectations:

<u>Birth to 3 Responsibilities</u>	<u>School Responsibilities</u>
<p>Facilitate a Transition Conference:</p> <ul style="list-style-type: none"> • Review of IFSP • Share information about community options • Develop a written transition plan with the family as part of the ISFP • With parental permission, send a copy of the IFSP transition plan along with the referral to the agency’s designated contact person <p>Written transition plan will include:</p> <ul style="list-style-type: none"> • Plans for screening or referral, if necessary, including when it will happen and a list of who is responsible during the process • Plans for preparing the child for transition and who is responsible. This can include a checklist of activities/responsibilities/timelines supplied by B-3 • Supports for families and who is responsible • Will have a specific IFSP outcome. • Send non-identifying info at least quarterly child DOB and current services. • Invite LEA representative, Head Start and other relative community partner to TPC 	<p>At the Transition Conference:</p> <ul style="list-style-type: none"> • Provide information on making a referral, the IEP process, and potential community and other preschool options for service delivery Be prepared to receive the referral and be prepared to start official referral process. This could include; signing consent forms, setting of meeting dates, and evaluation appointments <p>After receiving a referral, the school will:</p> <ul style="list-style-type: none"> • 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 • 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 IEP Team will determine if the child is a child with a disability • Within 30 days after the determination that the child is a child with a disability, the IEP Team will develop an IEP and determine an educational placement in the Least Restrictive Environment. <p>Best Practices</p> <ul style="list-style-type: none"> • With permission, invite Birth to 3, Head Start, and other care providers as appropriate to the IEP team meeting • If not eligible, discussion of other options will occur and the family will be informed of further screening opportunities

General Expectations:

<u><i>Birth to 3 will</i></u>	<u><i>School will</i></u>
<ul style="list-style-type: none"> • Provide the school with contact person information and update it annually. • Birth to Three will inform families of service options that may be available when the child turns 3. A written transition plan as part of the IFSP will be developed. • With parent permission, schedule a transition planning conference with the family, service coordinator and representatives from the school and/or other agencies as appropriate (Head Start, child care). • With parent permission a referral for special education services may occur during or after the transition planning conference. The goal is for the referral to be discussed at the transition planning conference, unless delayed by parents. • With parental permission, after a referral has been made, B-3 records will be shared with the receiving agencies. Following the transition planning conference, the service coordinator will request the most recent evaluation from the current B-3 Providers. These will be forwarded to the receiving agencies by the date they have agreed upon. Any IFSP updates occurring after the transition planning conference will also be shared with the receiving agencies. 	<ul style="list-style-type: none"> • Provide B-3 with contact person for referral and transition conference information and update it annually. • Send a representative when invited to a Transition Conference for a child within their district/service area • Secure signed Releases of Information for pertinent early intervention records (i.e. medical or other third party records) at the transition planning conference, if appropriate.

Program Mandates

<p>Birth to 3 will:</p> <ul style="list-style-type: none"> • Provide early intervention service including, but not limited to identification, screening, evaluation/assessment, individual family service plan (IFSP) development, services coordination, procedural safeguards, and transition planning. • With written parental consent, providing appropriate services to eligible children based on family outcomes and the developmental needs of the child. • 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. • 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 • Share resources when possible and mutually agreed upon. 	<p>School Districts will:</p> <ul style="list-style-type: none"> • Provide services to preschool children, starting at age 3, 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. • Provide preschool children, starting at age 3, 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. • Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with nondisabled peers to the maximum extent appropriate. • Work with appropriate community agencies to provide services to preschool children with disabilities. • Share resources when possible and mutually agreed upon.
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CHILD FIND – EVALUATION

Under IDEA, both DHS and DPI have responsibilities for child find evaluation for children with disabilities from birth to three years of age. Through this agreement, the departments agree that the primary responsibility for the evaluation of children depends on which program will be developing and providing the individualized service/education plan. If the child is being evaluated for eligibility for the Birth-3 Program, DHS and the county Birth-3 administrative agencies are responsible for the evaluation. If the child is being evaluated to determine the existence of special educational needs that determine eligibility for special education services at age three, the DPI and the LEAs are responsible for the evaluation.

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

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-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 who could assist the county Birth-3 administrative lead agency in the evaluation of these children.

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and XX School District**

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School District Administrator *Date*

Special Education Director/Designee *Date*

Birth to Three Coordinator *Date*

Date

Date

Date