

**DEPARTMENT OF COMMUNITY PROGRAMS
459 East First Street
Fond du Lac, WI 54935**

For General Information & Services for
Mental Health, Alcohol & Drug Abuse
For Developmental Disabilities &
Board Administrative Offices
Fax

**FOND DU LAC COUNTY BIRTH TO THREE SERVICES and
ADVOCAP – Head Start
TRANSITION/INTERAGENCY AGREEMENT**

**Point of Contact: Diane Fett, Director
Birth to Three Services
Fond du Lac County Department of Community Programs
459 East First Street
Fond du Lac, WI 54935
(920) 929-6891**

and

**ADVOCAP- Head Start
Point of Contact: Pat Kaull, Disabilities Services Coordinator
ADVOCAP - Head Start
19 West First Street P.O. Box 1108
Fond du Lac, WI 54935
(920) 922-7760**

Fond du Lac County Birth to Three Services and ADVOCAP - Head Start agree to work cooperatively to support efforts that involve young children birth to five years of age. Some identified efforts are Child Find, Transition, Joint Training, and Collaboration.

CHILD FIND

In recognizing our mutual program requirements (IDEA 97, Ch 11 5-WI Stat. and Chapter HFS 90) to identify children in need of special services, our agencies agree to create a comprehensive child find system by:

1. **Fond du Lac County Birth to Three Services** will provide **ADVOCAP - Head Start** with a non-identifiable list of children living in the district and currently participating in **Birth to Three Services** on a semi-annual basis (January and July). The information will include child's month and year of birth, and eligibility status (developmental area of delay, diagnosed condition or atypical development), and the services they are receiving or have received through the **Birth to Three Program**. The information will be sent to:
 1. Pat Kaull, Disabilities Services Coordinator
 2. Betty Clausen, Head Start Director
2. **ADVOCAP - Head Start** will participate in the **Fond du Lac County Birth to Three Services** Informed Referral Network by referring identified children birth to three years of age for screening or evaluation.
3. **Fond du Lac County Birth to Three** staff will participate in the **Fond du Lac School District/ADVOCAP - Head Start** Child Development Days to identify children 2 1/2 to 4 years of age in need of special education services by:
 1. Serving as screeners
 2. Conducting exit interviews
 3. Providing **Birth to Three Program** information
4. **Fond du Lac School District/ADVOCAP - Head Start** will publish the **Birth to Three** phone number (920) 929-6891 on the Child Development Days information sent to families in order to identify children younger than 2 1/2 years of age.

TRANSITION

In the spirit of IDEA 97, Ch. 115-WI Stat. and Chapter HFS 90, at least 90 days before the child's third birthday, **ADVOCAP - Head Start and Birth to Three Services** will assist each family in planning for the appropriate and timely transition of their child.

These preschool transition procedures will include at minimum:

1. The consent of the child's family.
2. The involvement of the child's family.
3. The involvement of other Transition Planning Team Members as identified by the family
(i.e. ADVOCAP - Head Start, Child Care Providers, Preschool Programs, Private Service Providers, etc.).
4. Meetings that are scheduled at the convenience of families.
5. Meeting locations chosen by families.

Birth to Three will:

1. Work with families to help them identify their continued concerns for their child.
2. Explain the transition process to families and initiate the planning process (at their request) at least 90 days before the child's third birthday.
3. Obtain parental consent to convene the Transition Planning Team.
4. Invite the Disability Coordinator (or other **ADVOCAP - Head Start** Staff as appropriate) to participate in the transition planning process
5. Send notification of the invitation to **Pat Kaull, Developmental Disabilities Coordinator**.
6. Initiate the transition planning conference (at least 90 days before the child's third birthday) and send notice as needed to Transition Team Members as identified by the family.
7. Develop a transition plan which might result in:
 - a. a formal referral to **Head Start**

ADVOCAP - Head Start will:

1. Participate in the Transition Planning Conference.
2. Share eligibility criteria and program options, and provide an explanation of **Head Start's** program philosophy.
3. Discuss with the Transition Planning Team the appropriateness of completing an application.

4. Discuss the time frame for the submission of the written application with the Transition Planning Team.
5. Complete or accept a written application.

JOINT TRAINING

1. Joint training efforts for the needs of staff and parents will be pursued by both **Birth to Three Services** and **ADVOCAP- Head Start** when appropriate.
2. Both programs will extend invitations to trainings of mutual benefit, i.e. IDEA related topics and those specifically outlined in this agreement.

COLLABORATION

1. **ADVOCAP- Head Start** will participate as an active member of Fond du Lac County's Informed Referral Network by attending it's Biannual **Birth to Three** Network meetings.
2. **ADVOCAP- Head Start** will include **Birth to Three** on committees requiring community involvement and commitment to young children with special needs.
3. **Birth to Three Services** and **ADVOCAP- Head Start** will make themselves available for consultation regarding issues related to children ages birth to five.

This collaborative agreement will be reviewed annually in September for possible changes and additions.

Diane Fett Date
Director, Birth to Three Services

Pat Kaull Date
Disabilities Services Coordinator