

MEMORANDUM OF AGREEMENT

TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss with parent at intake during procedural safeguards the 18 months transmission of data to the LEA. o Begin to discuss transition procedures and timelines with family.
18 Month Notification	Before the child reaches 18 months	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss with parent before the child reaches 18 months of age the 18-month transmission of data to the LEA. o Continue to discuss transition options, procedures, and timelines with family.
18 Month Notification	Twice annually, generally in April and October	SPOE Supervisor Preschool Coordinator	<ul style="list-style-type: none"> o Transmit electronically state generated 18-month child find information (child's name and date of birth, and parent's contact information) to the Special Education Director of the public school of record o No action taken on 18 month information. If the child is not referred at 30 months, the LEA can contact the SC supervisor to learn the status of this child. If a child who is due a transition meeting has been missed, the SC will immediately initiate paperwork to begin the 30-month process. In other cases, because of confidentiality, the SC will not be able to share any about the child, including cases when child has remained in First Steps but the family has not offered consent to refer.
Referral	30 months (or upon enrollment if after 30 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition. o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner. o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator. o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.

(continued on following page)

Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	Service Coordinator	<ul style="list-style-type: none"> o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). o Include invitation at parent's discretion to service providers and others. o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Coordinator and/or to Head Start Representative, when appropriate. o Send written prior notice for meeting to formally announce meeting to all participants.
		Preschool Coordinator	<ul style="list-style-type: none"> o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. o Begin to determine evaluation needs. o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site.
		Head Start Representative	<ul style="list-style-type: none"> o Discuss the Head Start program and eligibility for Head Start services.
Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	Service Coordinator	<ul style="list-style-type: none"> o Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child.
		Preschool Coordinator	<ul style="list-style-type: none"> o Schedule and perform developmental or speech assessment with family, when appropriate. o Invite Service Coordinator, when appropriate. o Invite others at parent's discretion. o Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	Preschool Coordinator	<ul style="list-style-type: none"> o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. o Invite Service Coordinator and/or Head Start Representative. o Invite First Steps providers at parent's discretion. o Inform Service Coordinator of status of child.

By a signature on the *Signature Page*, the parties agree to follow the timelines established in this local agreement.

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The agreement will undergo ongoing monitoring by the Transition Partners and the LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the *Indiana Interagency Memorandum of Agreement (Section VII, Local Level)* will be followed:

A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
BARTHOLOMEW CONSOLIDATED SCHOOLS serving Bartholomew County
(A MEMBER OF THE BARTHOLOMEW SPECIAL ED COOPERATIVE)

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.

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Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, The lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

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- o March 15, 2005, joint memo from the Assistant Superintendent of Education, Robert A. Marra, and the First Steps Director, Dawn Downer, *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, Article 7-28-2, June 12, 2002
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

The documents mentioned above can be reviewed at <http://www.indianatransition.org/11-D%20IDEA.htm>.

SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES



 Part B (Preschool Special Education Services) Representative Signature

7/5/11

 Date

Georgia Van Horn

 Please Print Name

Director of Special Education

 Part B Representative Title

BCSC

 Part B Representative School System

Dennis Arland

 First Steps—South Lead LPCC Coordinator
 Dennis Arland Part C (Early Intervention Service-First Steps)

 Date 6/30/11

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
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between
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and
BROWN COUNTY SCHOOLS serving Brown County
(A MEMBER OF THE BARTHOLOMEW SPECIAL ED COOPERATIVE)

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SIGNATURES


Part B (Preschool Special Education Services) Representative Signature

8-1-11
Date

ALAN KOSINSKI
Please Print Name

DIP STUDENT SVS.
Part B Representative Title

BROWN CO. SCHOOLS
Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
CFR COOP
serving
Fayette County Schools
Rush County Schools

DEFINITION OF TERMS

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- o March 15, 2005, joint memo from the Assistant Superintendent of Education, Robert A. Marra, and the First Steps Director, Dawn Downer, *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

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SIGNATURES

Jan Dunham
Part B (Preschool Special Education Services) Representative Signature

8-3-11
Date

Jan Dunham
Please Print Name

Director of Special Education Fayette and Rush
Part B Representative Title Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator Date
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11

Aug. 3. 2011 8:03AM

No. 1484 P. 2

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
born with
FIRST STEPS – SOUTH EAST
and
EAST CENTRAL INDIANA SPECIAL SERVICES
serving
Franklin County Schools, Franklin County
Union County-College Corner Joint District Schools, Union County

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SIGNATURES

Mort Maurer
Part B (Preschool Special Education Services) Representative Signature

8-3-11
Date

MORT MAURER
Please Print Name

Coordinator
Part B Representative Title

ECISS
Part B Representative School System

Denise Arland
First Steps—South Lead LPOC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
division
FIRST STEPS – SOUTH EAST
and
FOREST HILLS SPECIAL ED COOP
serving
Richland-Bean Blossom Schools
in the Richland-Bean Blossom region of Monroe County

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SIGNATURES

Laura Durig
 Part B (Preschool Special Education Services) Representative Signature

7/24/2011
 Date

LAURA DURIG
 Please Print Name

SPECIAL EDUCATION DIRECTOR
 Part B Representative Title

FOREST HILLS SPECIAL ED COOP
 Part B Representative School System

Denise Arand
 First Steps—South Lead LPPC Coordinator

Date

6/30/11

Denise Arand Part C (Early Intervention Service-First Steps)

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)

between
FIRST STEPS – SOUTH EAST
and

GREENSBURG COMMUNITY SCHOOLS serving the Greensburg area
(A MEMBER OF THE BARTHOLOMEW SPECIAL ED COOPERATIVE)

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SIGNATURES

Constance L. Hempstead
Part B (Preschool Special Education Services) Representative Signature

7-5-11
Date

Constance L. Hempstead
Please Print Name

Director of Special Education
Part B Representative Title

Greensburg Community School Corporation
Part B Representative School System

Dennis Ireland
First Steps – South Lead LPCC Coordinator
Dennis Ireland Part C (Early Intervention Service-First Steps)

Date

6/30/11

SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)

between
FIRST STEPS - SOUTH EAST

and
HANCOCK MADISON SHELBY EDUCATION SERVICES

serving
Eastern Hancock Schools, Hancock County
Greenfield-Central Community School Corporation, Hancock County
Mount Vernon Community Schools, Hancock County
Southern Hancock Community Schools, Hancock County
Northwestern Consolidated Schools, Shelby County

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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Karen Niemeyer, Tara Branson
Part B (Preschool Special Education Services) Representative Signature

8/18/2011
Date

Karen Niemeyer, Tara Branson
Please Print Name

Director - Spc. Ed. Coordinator
Part B Representative Title Part B Representative School System

Denise Arland
First Steps--South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
JENNINGS COUNTY SCHOOLS
serving
the Jennings County area

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services.
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program.
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays.
Part B: LEA, The lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides.
Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families.
Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the **Signature Page**, the parties agree to follow the timeliness established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 2).

Parties will follow the guidelines set in the final version of the following documents:

- Indiana Interagency Memorandum of Agreement for Provision of Services to Young Children with Special Needs and their Families, 2006*, a statewide agreement that includes Family and Social Services Administration's (FSSA) First Steps Program, Head Start, and Indiana Department of Education's (IDOE) Division of Special Education, March 15, 2005; joint memo from the Assistant Superintendent of Education, Robert A. Mana, and the First Steps Director Dawn Downer, *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

Parties agree to honor the following requirements of the participating partners:

- The Department of Education requirements set forth under Special Education Rules, Title 511, Article 7-28-2, June 12, 2002.
- First Steps requirements set forth under Title 470, Indiana Administrative Code 31-11-3 (Local Planning and Coordinating Council Responsibilities).
- Head Start requirements set forth under Part Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.31 and 1304.3).

The documents mentioned above can be reviewed at <http://www.indianatransition.org/11/15/2011/DEA.htm>.

SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Rebecca Jackson
 Part B (Preschool Special Education Services) Representative Signature

8/9/10
 Date

Please Print Name

Director of Special Programs Jennings County Schools
 Part B Representative Title

Part B Representative School System

Denise Arland
 First Steps – South East LPCC Coordinator

6/30/11
 Date

Denise Arland Part C (Early Intervention Services-First Steps)

08/05/2011 10:40 Madison Special Services Unit

(FAX)812 265 3459

P.002/004

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and

Madison Consolidated Schools serving the Madison area
Southwestern-Jefferson Consolidated School District serving the Hanover area
Switzerland County Schools serving the Switzerland County area
As members of the
MADISON AREA EDUCATIONAL SPECIAL SERVICES UNIT

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays
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Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It is also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the *Signature Page*, the parties agree to follow the timelines established in the *Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start* pages (pages 2 and 3).

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- o March 15, 2005, joint memo from the Assistant Superintendent of Education, Robert A. Marra, and the First Steps Director, Dawn Downer; *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

Parties agree to honor the following requirements of the participating partners:

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SIGNATURES

Connie L. Griffith
Part B (Preschool Special Education Services) Representative Signature

8/5/11
Date

Connie L. Griffith
Please Print Name

Executive Director
Part B Representative Title

MARSSU
Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
New Castle Area Special Services
serving
C.A. Beard Memorial in Rush County

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conferences: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, The lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

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Parties agree to honor the following requirements of the participating partners:

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SIGNATURES

Amy Blake
Part B (Preschool Special Education Services) Representative Signature

8-3-2011
Date

Amy Blake
Please Print Name

Director of Special Education
Part B Representative Title

New Castle Area Special Services
Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

Date 6/30/11

TOTAL P.01

**MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)**

between

FIRST STEPS - SOUTH EAST

and

**ORANGE, LAWRENCE, JACKSON, MARTIN, GREEN JOINT SERVICES
SPECIAL EDUCATION COOPERTIVE**

Serving

Brownstown Central Community Schools in the Brownstown area of Jackson County
Medora Community Schools in the Medora area of Jackson County
Mitchell Community Schools in the Mitchell area of Lawrence County
North Lawrence Community Schools in northern Lawrence County

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

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SIGNATURES

Rhonda Sowders
Part B (Preschool Special Education Services) Representative Signature

8/19/11
Date

Rhonda Sowders
Please Print Name
Preschool Coordinator
Part B Representative Title

OLSMG Joint Services
Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS - SOUTH EAST
and
RIPLEY-OHIO-DEARBORN SPECIAL ED COOP (ROD)
serving

Lawrenceburg Community Schools in Lawrenceburg Area
 South Dearborn Community Schools in the Aurora, Dillsboro, Manchester and Moores Hill areas
 Sunman-DeARBorn Community Schools in the Bright, North Dearborn and Sunman areas
 Rising Sun-Ohio County Community Schools serving the Ohio County area
 Batesville Community Schools in the Batesville Area
 Jac-Cen-DeL Community Schools in the Napoleon, Osgood and Delaware areas
 Milan Community Schools in the Milan area
 South Ripley Community Schools in the Versailles area

DEFINITION OF TERMS

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SIGNATURES

Cheryl Corning
 Part B (Preschool Special Education Services) Representative Signature

7-15-2011
 Date

CHERYL CORNING
 Please Print Name

Director of Special Education
 Part B Representative Title

Ripley Ohio-DeARBorn Special Education Coop
 Part B Representative School System

Denise Arland
 First Steps--South Lead LPCC Coordinator
 Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
 Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
SEYMOUR COMMUNITY SCHOOLS
serving the Seymour community
(A MEMBER OF THE BARTHOLOMEW SPECIAL ED COOPERATIVE)

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

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SIGNATURES

Part B (Preschool Special Education Services) Representative Signature

8/18/11
Date

Please Print Name

Part B Representative Title

Part B Representative School System

First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

Date

6/30/11

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS -- SOUTH EAST
and
SHELBYVILLE CENTRAL SPECIAL SERVICES
Serving
Shelbyville Central, Shelby County

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
 IEP: Individualized Education Program, the written plan for goals and Part B services
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Parties agree to honor the following requirements of the participating partners:

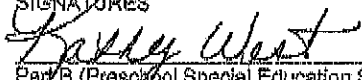
- o The Department of Education requirements set forth under Special Education Rules Title 511, Article 7-28-2, June 12, 2002
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SIGNATURES


 Part B (Preschool Special Education Services) Representative Signature

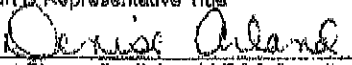
July 7, 2011
 Date

Kathy West
 Please Print Name

Superintendent

Part B Representative Title


 Part B Representative School System


 First Steps--South Lead LPCC Coordinator
 Denise Arland Part C (Early Intervention Service-First Steps)

Date

6/30/11

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
SHELBY EASTERN SCHOOLS
 serving in Shelby County

DEFINITION OF TERMS

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- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

The documents mentioned above can be reviewed at <http://www.indianatransition.org/11-0%20IDOE.htm>.

SIGNATURES/DATES AND DURATION OF AGREEMENT

This agreement will be reviewed on an ongoing basis through communication with transition partners and formally reviewed annually. The agreement will begin July 1, 2011, and will remain in effect until June 30, 2013 (two years), unless changes in federal or state law or agreements require amending the contents to be in compliance. The agreement will be reviewed annually and updated as necessary to meet local needs. This agreement reflects compliance with the current *Indiana Interagency Memorandum of Agreement* between these agencies.

SIGNATURES

Michelle J. Neff
 Part B (Preschool Special Education Services) Representative Signature

8-1-11
 Date

Michelle J. Neff
 Please Print Name

Special Education Coordinator
 Part B Representative Title

Shelby Eastern Schools
 Part B Representative School System

Denise Arland
 First Steps—South Lead LPOC Coordinator
 Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
 Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)

between
FIRST STEPS – SOUTH EAST
and

CROTHERSVILLE COMMUNITY SCHOOLS serving the Crothersville area
(A MEMBER OF THE BARTHOLOMEW SPECIAL ED COOPERATIVE)

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays
Part B: LEA. The lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides
Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families
Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the *Signature Page*, the parties agree to follow the timelines established in the *Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start* pages (pages 2 and 3).

Parties will follow the guidelines set in the final version of the following documents:

- o *Indiana Interagency Memorandum of Agreement for Provision of Services to Young Children with Special Needs and their Families 2006*, a statewide agreement that includes Family and Social Services Administration's (FSSA) First Steps program, Head Start, and Indiana Department of Education's (IDOE) Division of Special Education.
- o March 15, 2006, joint memo from the Assistant Superintendent of Education, Robert A. Marra, and the First Steps Director, Dawn Downer, *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, Article 7-28-2, June 12, 2002
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1306)

The documents mentioned above can be reviewed at <http://www.indianatransition.org/11-D%20IDEA.htm>.

SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Chris A. Marshall
Part B (Preschool Special Education Services) Representative Signature

11-10-11
Date

Chris A. Marshall
Please Print Name

Elementary Principal
Part B Representative Title

Crothersville Community Schools
Part B Representative School System

Denise Arland
First Steps—South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

6/30/11
Date

SIGNATURE PAGE
MEMORANDUM OF AGREEMENT
TRANSITION FROM EARLY INTERVENTION (Part C)

between
FIRST STEPS – SOUTH EAST

and
JOHNSON COUNTY SPECIAL SERVICES

serving
Flat Rock-Hawcreek School Corporation in Bartholomew County
Southwestern Consolidated Schools in Shelby County

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.
IEP: Individualized Education Program, the written plan for goals and Part B services
Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child's educational program
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DESCRIPTION OF PARTNERS

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Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families
Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

By signatures on the *Signature Page*, the parties agree to follow the timelines established in the *Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start* pages (pages 2 and 3).

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- *Indiana Interagency Memorandum of Agreement for Provision of Services to Young Children with Special Needs and their Families 2006*, a statewide agreement that includes Family and Social Services Administration's (FSSA) First Steps program, Head Start, and Indiana Department of Education's (IDOE) Division of Special Education, March 15, 2006, joint memo from the Assistant Superintendent of Education, Robert A. Marra, and the First Steps Director, Dawn Downer, *Guidelines on First Steps and LEA Roles and Responsibilities at the Transition Meeting*.

Parties agree to honor the following requirements of the participating partners:

- The Department of Education requirements set forth under Special Education Rules Title 511, Article 7-28-2, June 12, 2002
- First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
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The documents mentioned above can be reviewed at <http://www.indianatransition.org/11-D%20IDEA.htm>.

SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Pamela Wright
Part B (Preschool Special Education Services) Representative Signature

9/28/11
Date

Pamela Wright
Please Print Name

Director
Part B Representative Title

Special Services, Johnson County
Part B Representative School System
and Southwestern Consolidated Schools
6/30/11
Date

Denise Arland
First Steps--South Lead LPCC Coordinator
Denise Arland Part C (Early Intervention Service-First Steps)

MEMORANDUM OF AGREEMENT

TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss with parent at intake during procedural safeguards the 18 months transmission of data to the LEA. o Begin to discuss transition procedures and timelines with family.
18 Month Notification	Before the child reaches 18 months	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss with parent before the child reaches 18 months of age the 18-month transmission of data to the LEA. o Continue to discuss transition options, procedures, and timelines with family.
18 Month Notification	Twice annually, generally in April and October	SPOE Supervisor	<ul style="list-style-type: none"> o Transmit electronically state generated 18-month child find information (child's name and date of birth, and parent's contact information) to the Special Education Director of the public school of record
		Preschool Coordinator	<ul style="list-style-type: none"> o No action taken on 18 month information. If the child is not referred at 30 months, the LEA can contact the SC supervisor to learn the status of this child. If a child who is due a transition meeting has been missed, the SC will immediately initiate paperwork to begin the 30-month process. In other cases, because of confidentiality, the SC will not be able to share any about the child, including cases when child has remained in First Steps but the family has not offered consent to refer.
Referral	30 months (or upon enrollment if after 30 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> o Discuss parent rights and confidentiality. o Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition. o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner. o Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator. o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.

(continued on following page)

Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	Service Coordinator	<ul style="list-style-type: none"> o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). o Include invitation at parent's discretion to service providers and others. o Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Coordinator and/or to Head Start Representative, when appropriate. o Send written prior notice for meeting to formally announce meeting to all participants.
		Preschool Coordinator	<ul style="list-style-type: none"> o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. o Begin to determine evaluation needs. o Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site. o Refer student to evaluation team if appropriate
		Head Start Representative	<ul style="list-style-type: none"> o Discuss the Head Start program and eligibility for Head Start services.
Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	Service Coordinator	<ul style="list-style-type: none"> o Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child.
		LEA Representative	<ul style="list-style-type: none"> o Schedule and perform developmental or speech assessment with family, when appropriate. o Invite Service Coordinator, when appropriate. o Invite others at parent's discretion. o Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	LEA Representative	<ul style="list-style-type: none"> o Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. o Invite Service Coordinator and/or Head Start Representative. o Invite First Steps providers at parent's discretion. o Inform Service Coordinator of status of child.

By a signature on the *Signature Page*, the parties agree to follow the timelines established in this local agreement.

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The agreement will undergo ongoing monitoring by the Transition Partners and the LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the *Indiana Interagency Memorandum of Agreement (Section VII, Local Level)* will be followed:

A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.