

First Steps Cluster H

Memorandums of Understanding

Head Start Agencies

July 1, 2022 - June 30, 2024

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

serving the public school district(s) of

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 **MEMORANDUM OF UNDERSTANDING** Contract #000000000000000000021429 executed August 3, 2017.

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

- The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
- 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)

SIGNATURES/DATES AND DURATION OF AGREEMENT

The extended agreement will begin July 1, 2022, and will remain in effect until June 30, 2024.

SIGNATURES

Part B (Preschool Special Education Services) Representative Signature

Date

Please Print Name

Part B Representative Title

Part B Representative School System

Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator

Date

MEMORANDUM OF UNDERSTANDING

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"> Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> Discuss parent rights and confidentiality. 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. Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner. 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. Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.
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)	First Steps Service Coordinator ----- LEA Coordinator ----- Head Start Representative	<ul style="list-style-type: none"> Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). Include invitation at parent's discretion to service providers and others. 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. Send written prior notice for meeting to formally announce meeting to all participants. <hr/> <ul style="list-style-type: none"> Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. Upon parent consent, the multidisciplinary team reviews existing data and parent input to identify evaluation needs. 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. <hr/> <ul style="list-style-type: none"> 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)	First Steps Service Coordinator ----- LEA Coordinator	<ul style="list-style-type: none"> ○ Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child. <hr/> <ul style="list-style-type: none"> ○ Schedule and complete educational assessment with family, when appropriate. ○ At the request of the parent, an invitation to the initial IEP meeting must be sent to the First Steps service coordinator, or other Part C service representative, if the child previously received First Steps services Invite others at parent's discretion. ○ Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	LEA Coordinator	<ul style="list-style-type: none"> ○ 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. ○ Invite Service Coordinator and/or Head Start Representative with parent's discretion. ○ Invite First Steps providers at parent's discretion. ○ 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 bi-annually by May of each year, using the criteria set forth by the DOE/FSSA 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

If any dispute arises with respect to the MOU, the parties agree to act immediately to resolve the dispute. If the parties to a dispute cannot resolve the dispute within ten (10) working days following notification in writing by either party of the existence of a dispute, then the following procedure shall apply: The parties agree to resolve such matters through submission of their dispute to both the Director of First Steps and the Director of Special Education. The Director of First Steps and the Director of Special Education shall confer and produce a decision in writing and furnish a copy thereof to the parties in dispute. Any dispute arising hereunder that cannot be resolved by the Director of First Steps and the Director of Special Education, or their designees, shall be promptly submitted to the Secretary of FSSA and the Superintendent of Public Instruction for resolution. If still unresolved, the dispute shall be submitted to the Commissioner of the Indiana Department of Administration (IDOA).

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
and
COMMUNITY ACTION OF EAST CENTRAL INDIANA
C.A.E.C.I.

servicing the Head Start & Early Head Start in Wayne County, Indiana

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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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Kayla Persinger
Head Start Representative Signature

10-22-2022
Date

Kayla Persinger
Please Print Name

Health Coordinator
Head Start Representative Title

CAECI Head Start
Head Start Program

Anne Dolan
Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator

7/12/22
Date

SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
And
CAREY SERVICES

servicing the Early Head Start in Blackford County, Indiana

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SIGNATURES



Head Start Representative Signature

5/24/22
Date

Robyn Duffy
Please Print Name

Child Development and Disabilities Coordinator Early Head Start of Carey Services
Head Start Representative Title Head Start Program



Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator

5/24/22
Date

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
And
INTERLOCAL COMMUNITY ACTION PROGRAM
ICAP

servicing the Head Start & Early Head Start in Hancock, Henry & Rush Counties, Indiana

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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES




Head Start Representative Signature

May 26, 2022
Date

John Pennycuff
Please Print Name

Director of Children's Services
Head Start Representative Title

ICAP Head Start
Head Start Program



Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator

6/1/22
Date

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
and
TELEMON CORPORATION
TRANSITION RESOURCES CORPORATION
TRC HEAD START

servicing the Head Start & Early Head Start in Delaware County, Indiana

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SIGNATURES

Tyenne Vazquez _____
Digitally signed by Tyenne Vazquez
DN: cn=Tyenne Vazquez, o=TRC Head Start, ou=Telemon,
email=tyenne.vazquez@trcheadstart.org, c=US
Date: 2022.06.24 10:29:10 -0400

Head Start Representative Signature

May 25, 2022
Date

Tyenne Vázquez _____
Please Print Name

Center Director _____
Head Start Representative Title

Anne Dolan

TRC Head Start Muncie _____
Head Start Program

6/1/22

Part C (Early Intervention Service-First Steps)
Anne Dolan

Date