

**TRANSITION and REFERRAL
MEMORANDUM OF AGREEMENT
(June 2010 Revision)**

**For counties: Cass, Fulton, Grant, Howard, Kosciusko, Marshall,
Miami, Pulaski, Starke, and Wabash
(Cluster E: First Steps of North Central Indiana)**

First Steps

1. First Steps of North Central Indiana (Cluster E)
Head Start and Early Head Start
2. Area Five Agency Head Start;
3. Bona Vista Programs, Inc. Early Head Start;
4. Early Head Start of Carey Services;
5. K-IRPC Head Start; Kankakee Iroquois Regional Planning Commission
6. Kokomo Center School Corp/Head Start;
7. Kosciusko County Head Start & Early Head Start;
8. Marion Community Schools Head Start;
9. Marshall-Starke Development Center, Inc. Early Head Start;
10. TMC – Migrant Seasonal Head Start

Special Education Planning Districts

11. Cooperative School Services;
12. Grant County Special Ed Coop;
13. Joint Ed Services in Special Ed (JESSE)
14. Kokomo Area Special Ed Coop;
15. Logansport Area Special Ed Coop (LAJSSC);
16. North Central IN Special Ed Coop;
17. Wabash-Miami Programs for Exceptional Children;
18. Elkhart County Special Ed Coop (ECSEC)

Child Care Resource and Referral Agencies

19. Child Care Solutions
20. The Child Care Resource Network
21. 4C's – Community Coordinated Child Care

June 2011 Addendum:

The MOA will be reviewed and updated as needed. The First Steps of North Central Indiana Transition Committee will complete the review. The team will review feedback given through surveys, changes in legal requirements, verbal feedback and transition statistics and make changes as appropriate. Recommended changes to MOA should be brought to a committee member for discussion at the Transition Committee Meetings.

The MOA continues to be in effect beginning June 2010 until superseded by a subsequent agreement. Per participant's program guidelines, the MOA will be re-signed with First Steps Early Intervention Program on an as needed basis. Any party may cancel this Transition and Referral MOA with a 30-calendar day written notice and explanation to the other participants.

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1. PURPOSE STATEMENT

We believe this memorandum of agreement will lay a foundation to provide appropriate services that will enhance the child's development and performance.

1. To help children turning age three, along with their families, with the transition from First Steps and/or Early Head Start to any early childhood program in this multi-county area. The parties agree to provide a smooth and effective transition.

2. To work as a collaborative effort for referral, child find and public awareness involving participating entities and/or individuals.

3. To promote cooperation in the development of a coordinated system of services delivery for children with special needs.

4. To specify the roles and responsibilities of the parties related to services provided.

2. DESCRIPTION OF AGENCIES INVOLVED IN THIS AGREEMENT

First Steps

First Steps of North Central Indiana (Cluster E) selected by the State of Indiana as the authentic voice for First Steps Early Intervention Services for families with infants and toddlers (birth to 3 years of age) with special needs serving the counties of this agreement including: Cass, Fulton, Grant, Howard, Kosciusko, Marshall, Miami, Pulaski, Starke, and Wabash.

Special Education Planning Districts

The following Special Ed Planning Districts selected by the State of Indiana as the lead agency for Early Childhood Special Education Preschool Services for three to five year old children who are eligible under the federal and state requirements for special education services.

Cooperative School Services serves children in the following counties/school corporations:

Pulaski County: West Central Community School Corp

Elkhart County Special Ed Coop (ECSEC) serves children in the following counties/school corporations:

Kosciusko County: Wa-Nee Community Schools

Grant County Special Ed Coop serves children in the following counties/school corporations:

Grant County: Eastbrook Community Schools, Madison-Grant United School Corp., Marion Community Schools, Mississinewa Community Schools,

Miami County: Oak Hill United School District

Joint Ed Services in Special Ed (JESSE) serves children in the following counties/school corporations:

Fulton County: Rochester Community Schools

Marshall County: Argos Community Schools, Culver Community Schools Corp
Plymouth Community Schools, Triton Community Schools, John Glenn Community Schools, Union North United School Corp.

Starke County: Knox Community Schools, North Judson-San Pierre Community Schools, Oregon-Davis School Corporation

Kokomo Area Special Ed Coop serves children in the following counties/school corporations:

Howard County: Eastern Howard School Corporation, Kokomo-Center Township Consolidated School Corporation, Northwestern School Corporation, Taylor Community Schools, Western School Corporation,

Miami County: Maconaquah School Corp

Logansport Area Joint Special Services Cooperative (LAJSSC) serves children in the following counties/school corporations:

Cass County: Logansport Community School Corporation, Pioneer Regional School Corporation, and Southeastern School Corporation

Fulton County: Caston School Corporation

Miami County: North Miami Community Schools

Pulaski County: Eastern Pulaski School Corporation

North Central IN Special Ed Coop serves children in the following counties/school corporations:

Kosciusko County: Tippecanoe Valley Schools, Warsaw Community Schools, Wawasee Community Schools, and Whitko Community Schools

Marshall County: Bremen Public Schools

Wabash-Miami Programs for Exceptional Children serves children in the following counties/school corporations:

Miami County: Peru Community Schools

Wabash County: Manchester Community Schools, Wabash City Schools, Wabash Co (MSD of)

Early Head Start and Head Start Programs

Early Head Start and Head Start components service areas include: Disabilities, Education in Child and/or prenatal development, Family and Community partnerships, Health (Dental, Vision, and Medical) Nutrition, Safety, Mental Health and Program management and operations.

Early Head Start is designed to provide high quality, continuous, intensive, and comprehensive services to pregnant women, infants and children (up to age 3*) and their families. ** In some instances may serve up to age 4.*

Head Start is designed to foster healthy development in low-income children, through a range of services, responsive and appropriate to each child and family's heritage and experience, which encompasses all aspects of a child's development and learning. Head Start serves children who are 3-5 years of age.

Area Five Agency serves children and families in Cass, Fulton, and Wabash counties.

Bona Vista Programs, Inc. Early Head Start serves children and families in Howard and Miami counties.

Early Head Start of Carey Services serves children and families in Grant County.

K-IRPC Head Start/Preschool serves children and families in Pulaski County.

Kokomo Center School Corporation/Head Start serves children and families in Howard and Miami counties.

Kosciusko County Head Start and Early Head Start serves children and families in Kosciusko County.

Marion Community Schools Head Start serves children and families in Grant County.

Marshall-Starke Development Center, Inc. serves children and families in Marshall and Starke counties.

TMC – Teaching and Mentoring Communities (previously known as Texas Migrant Council - Indiana Migrant Head Start) serves children and families throughout Cluster E.

Child Care Resource and Referral Agencies

The child care resource and referral system in Indiana provides the following services:

To families: assistance with information about the different types of child care available that meet their specific needs; access to information about the characteristics of quality child care; and information about other related community services.

To child care providers: access to professional development opportunities in early care and education, mentoring, assistance with starting a child care business, training on Indiana's licensing rules, and regulations and recommendations for operating a quality child care program.

To communities: access to information about the supply and demand for child care through the collection and maintenance of a statewide database; support to the business community; and the identification of child care trends and gaps in services.

Child Care Solutions serves families in Grant, Howard, Miami and Wabash counties.

The Child Care Resource Network serves families in Cass and Pulaski counties.

4C's – Community Coordinated Child Care serves families in Fulton, Kosciusko, Marshall and Starke counties.

3. REQUIREMENTS INFLUENCING THIS AGREEMENT

1. 42 USC 9831 et seq Head Start performance standards: 45 CFR Parts 1304, 1305, and 1308
2. Public Law IDEIA108 [Part B of the Individuals with Disabilities Education Improvement Act Early Childhood Special Education (3-5 year-olds) and Part C of the Individuals with Disabilities Education Act]
3. Early Childhood Intervention Services (First Steps - birth up to 36 months)
4. 470 IAC 3-1 et seq First Steps Transition Requirements
5. Article 7 Public Education Law 511 IAC 7-28-2
6. Family Education Right to Privacy Act (FERPA)

4. DEFINITION OF TERMS

1. Case Conference Committee (CCC): Must include parents and school personnel, may include Early Head Start, Head Start, and First Steps who meet to review evaluation data, identify the existence of a disability, determine eligibility for special education and related services, if eligible, develop student's IEP, and determine appropriate special education, related services, and placement for a

student age 3-5 and the setting or settings in which those services will be provided.

2. ED Team: Eligibility Determination Team (First Steps only)
3. Eligibility documentation: may include ED Team report, physician's health summary (if applicable) and the Eligibility Document
4. IEP: Individual Education Plan (written by public schools implemented by public schools and other early childhood providers)
5. IFSP: Individual Family Service Plan (written by First Steps and implemented by First Steps and Early Head Start)
6. Intake and Service Coordinators in this cluster known as Service Coordinator: (Combines the First Steps Intake and Ongoing Service Coordinator roles and responsibilities which include coordination of services for families.)
7. LEA: Local Education Agency
8. MOA: Memorandum of Agreement
9. SPOE: System Point of Entry (First Steps only)
10. Procedural Safeguards: Written notice of parents' rights (First Steps / public schools)
11. Child Find: A plan for expanding and maintaining on-going efforts to locate children in need of services
12. Service and Intake Coordinators in this cluster known as Service Coordinator: (Combines the First Steps Intake and Ongoing Service Coordinator roles and responsibilities which include coordination of services for families.)
13. Transition Conference: A meeting planned by the Service Coordinator with family approval for invited participants from LEA, Head Start and/or other program representatives; held 90-270 days prior to the child's third birthday to discuss possible options and procedures for a smooth transition to early childhood programs and/or activities. Parents and Service Coordinator are the minimum participants. Current and potential service providers will be invited when appropriate.
14. Part B: (Part B of the Individuals with Disabilities Education Act)
Early Childhood Special Education (3-5 year-olds)
15. Part C: (Part C of the Individuals with Disabilities Education Act)
Early Childhood Intervention Services (First Steps - birth up to 36 months)
16. Late Referral: A referral made to First Steps when the child is 30+ months of age.

5. ALL PARTIES AGREE TO THE FOLLOWING

The Family

The family is the driving force in all transition events.

The family is informed of the transition process and will be provided with the necessary information so that they can make informed decisions for their child.

The families will receive the best quality of services.

Confidentiality

The information concerning children and families in transition will be confidential and will be provided to other agencies and or service providers only with written permission of the parent/guardian in compliance with the Family Education Right to Privacy Act (FERPA).

Abide by the Procedural Safeguards as outlined in federal and state law, local policies and accompanying regulations.

Conflict Resolution

Interagency disputes about matters related to this agreement should be resolved at the lowest possible level. There will be a discussion at the local level between the involved agencies. If resolution is not made 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 with copies to the other involved agency(s). The written communication (which includes identification of the conflict, proposed action, and a summary of factual, legal and policy grounds) shall be sent to the First Steps Director who acts as the contact for the Transition Committee. If the committee is unable to solve the issue, they will identify the appropriate contacts within the involved agencies for assistance in solving the issue.

6. THE TRANSITION PROCESS FOR CHILDREN IN FIRST STEPS

First Steps Intake/Service Coordinator will do the following:

1. When determined eligible for the First Steps Program:

Supply the family with information / resources related to the child's needs and the transition process, including MOA information. Complete the state-required transition plan and supporting documentation for each child enrolled in early intervention services.

The Intake/Service Coordinator, service providers and Ed Team members prepare the family and child for transition.

2. Procedures when the child in First Steps is 18 months of age or enter First Steps after 18 months of age:

Upon receipt of information from the Lead Agency Part C, the SPOE will electronically distribute child find information to the LEA: Child's Name, Date of Birth,

Address, Phone Number, Parental Contact Information, and school district. This information will be sent twice yearly, currently in April/spring and October/fall.

3. Procedures when the child is 30 months of age:

With parental consent, notifies the appropriate Special Ed Planning District using the state form, "First Steps 30 Month Notice to LEA", to supply appropriate information. Without parental consent, no information is sent and services may not continue in a timely fashion.

4. Procedures 90-270 days prior to the child turning 3 years of age:

Shall invite (using the "Transition Meeting Notification") and convene, with the approval of the family, a Transition Conference between the family, Early Intervention Providers, the Local Education Agency, Early Head Start/Head Start, and any other community resource of the parent's choice. The purpose of the meeting is to review the child's progress, program options and establish the transition plan with timelines.

For children referred to First Steps during the summer months, if a 30 month notice is required, First Steps will send the notice to the LEA.

5. Procedures for Late Referrals to First Steps:

If a child is referred to First Steps from 30-36 months of age, First Steps will offer the evaluation process and if the child is eligible will convene an eligibility/IFSP/Transition meeting. First Steps guidelines dictate the Transition Meeting must be convened with the Initial IFSP meeting.

Shall invite (using the "Transition Meeting Notification") and convene, with the approval of the family, a Transition Conference between the family, Early Intervention Providers, the Local Education Agency, Early Head Start/Head Start, and any other community resource of the parent's choice. The purpose of the meeting is to review the child's progress, program options and establish the transition plan with timelines.

6. Procedures for when a parent/guardian does not give consent for the LEA by the time their child is 33 months of age:

Shall notify the family that they may change their election at any time; however, there may be a delay in services with the LEA as they have 50 instructional days from the date of a parent referral to complete the evaluation process.

All Parties will: use the following "Recommended Practice for Developing Transition Timelines from First Steps" to schedule transition meetings for summer birthdays. This document follows on the next page.

Recommended Practice for Developing Transition Timelines from First Steps

These guidelines have been developed to provide ample timelines to plan for transition and meet both Part B and Part C requirements. Provided that the transition conference is not held more than nine months (270 days) before the birthday, there is nothing further in the regulations that prevent transition activities from occurring earlier than the minimum 90 days before 3rd birthday requirement.

For example, the transition conference must occur 90 days before the 3rd birthday, but it may be done earlier if all parties agree (90-270 days). **These guidelines assume that parent permission to evaluate is obtained shortly after the transition conference.** The case conference months listed below factor in time for the school to complete the evaluation and hold a case conference in order for the child to begin receiving service on the third birthday.

For specific dates for each birth date use “The Transition Calculator” and then back up the dates to allow for the days that the schools are not in session.

Birthday Month	Notices to Special Planning Districts		Range of Months for Transition Conference		Case Conference Prior to 3 rd Birthday**
	18 Month	30 Month	270 days (9 months) During the Month of	*90 days (3 months) Or recommended months to ensure enough time for evaluation prior to Case Conference	
January	SPOE sends Child Find data from the State First Steps office twice a year to LEAs generally in April and October.	July	April	September	December
February		August	May	October	January
March		September	June	November	February
April		October	July	December	March
May		November	August	January	April
June		December	September	January	April
July		January	October	February	May
August		February	November	February	May
September		March	December	February	May
October		April	January	April	September
November		May	February	May	October
December		June (recommend May)	March	September	November

These recommended months have included consideration for times when schools are not normally in session.

1. In December there is approximately 2 weeks for Christmas Break.
2. In March or April depending on the school calendar there is one week for Spring Break.
3. During the summer months school is not in session.

** Communication with school personnel is encouraged to ensure that there is adequate time for the Special Education Planning District to evaluate the child between the transition meeting and Case Conference Committee meeting.

Revised August 13, 2008

The Special Education Planning District will do the following:

1. Attend the transition meeting to explain options for the three to five year old programs.
2. Conduct necessary and appropriate assessments and evaluations to determine eligibility and convene an initial Case Conference for families in accordance with "Article 7".
3. If a child turns three during the summer and the Case Conference Committee has recommended extended school year services in the IEP, the LEA will provide extended school year. Otherwise, the services will start at the beginning of the upcoming school year. The First Steps provider(s) should prepare the family for the possibility that their child may not receive services during the summer months.

Early Head Start/Head Start will do the following:

1. Attend the "90-270" transition meeting and the initial IEP / case conference and/or IFSP when appropriate.
2. Early Head Start/Head Start will provide home based or classroom programming for children who qualify and are enrolled. Children who qualify may be dually enrolled in First Steps and Early Head Start or Head Start and special education services.
3. Help facilitate the transition process.

7. COLLABORATIVE EFFORTS

Referrals/Child Find

First Steps agrees to:

1. Refer participating families who would benefit from Early Head Start/Head Start by phone or in writing.
2. Refer any family identified as low income during child find activities or Intake interviews to Early Head Start/Head Start, even if the child does not qualify for First Steps, as appropriate.
3. Refer participating families who would benefit from child care assistance to the local Child Care Resource & Referral Agency.

Early Head Start/Head Start agree to:

1. Determine eligibility for Early Head Start/Head Start services through application and income verification.
2. Inform the Intake/Service Coordinator in writing the status of the child's enrollment upon determination of eligibility.
3. Refer families to First Steps if they are concerned about their child's development.

Local Educational Agencies agree to:

Will take the referral and provide the parent with procedural due process rights, which include timelines and personnel responsible for conducting the evaluation and case conference.

Child Care Resource & Referral Agencies:

Refer families to First Steps if they are concerned about their child's development.

Child Find

Early Head Start/Head Start and First Steps will work together to locate and identify children in need of early intervention and Early Head Start/Head Start services through Child Find activities planned by Early Head Start/Head Start or the Local Planning and Coordinating Council. Each agency will notify the other when Child Find activities are planned and invite the other organizations to participate. Each agency will provide informational literature for distribution by or within other organizations.

Participation in First Steps Activities

Early Head Start/Head Start, LEA, and CCR&R agree to:

Participate in First Steps Local Planning Coordinating Council (LPCC) activities on a quarterly basis in one of the following ways:

1. Serve as representatives by attending the LPCC and transition meetings.
2. Participate in the review, preparation and signing of the MOA.
3. Participate in child find and/or public awareness activities.

Contact Information

Each entity will provide the LPCC the following contact information: name, fax number, phone number, e-mail, and address. This information is to be faxed to 574-935-3134 or emailed to fsnci@awsusa.com to the attention of the First Steps Community Liaison. This information should be faxed or emailed whenever there are changes. This information is available to all stakeholders and is posted on the Cluster E website at www.fsnci.org. This information will be updated on a regular basis.

Training

Provide transition training (including the MOA) for parents, providers, intake and service coordinators and all staff members involved in the transition process.

The Community Liaison, SPOE Director, Program Manager, and/or Service Coordinators will be responsible for First Steps. In the LEA, the Preschool Coordinator or designee will provide the training. In Early Head Start/Head Start, the Disabilities Coordinator will provide the training to their respective staff. In Child Care Resource & Referral programs, the Inclusion Specialist or designee will provide the training to their respective staff.

8. REVIEWING AND IMPLEMENTING THIS MOA

Annually, the MOA will be reviewed and updated. The First Steps of North Central Indiana Transition Committee will complete the review. The team will review feedback given through surveys, changes in legal requirements, verbal feedback and transition statistics and make changes as appropriate.

The Memorandum of Agreement (MOA) will be in effect from June 2010 until June 2011 (or superseded by a subsequent agreement, if the agreement needs to be changed earlier than June 2011). Recommended changes to MOA should be brought to a committee member for discussion at the Transition Committee Meetings, to be addressed at the next revision. Any party may cancel this Transition Memorandum of Agreement with a 30-calendar day written notice and explanation to the other participants.

This agreement will be disseminated by the transition committee upon receipt of all participant signatures. It will be posted on the FSNCI website.

This document will be used as a guide at all transition training sessions within First Steps and the local education agencies.

9. SIGNATURES AND DATES SIGNED BY PARITIES OF THIS AGREEMENT
Please sign above the agency you represent

First Steps of North Central Indiana (Cluster E)	Date
Area Five Agency (Head Start)	Date
Bona Vista Programs, Inc. (Early Head Start)	Date
Carey Services, Inc. (Early Head Start)	Date
K-IRPC (Head Start)	Date
Kokomo Center School Corp (Head Start)	Date
Kosciusko County Head Start and Early Head Start	Date
Marion Community Schools (Head Start)	Date
Marshall-Starke Development Center Inc. (Early Head Start)	Date

TMC - Teaching and Mentoring Communities (Head Start)	Date
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The Child Care Network	Date
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Child Care Solutions	Date
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4C's – Coordinated Community Child Care	Date
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Cooperative School Services	Date
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Elkhart County Special Ed Coop (ECSEC)/Wa-Nee Community Schools	Date
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Grant County Special Education Coop	Date
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Eastbrook Community Schools, Grant Co Special Ed Coop	Date
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Madison-Grant United School Corp, Grant Co Special Ed Coop	Date
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Marion Community Schools, Grant Co Special Ed Coop	Date
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Mississinewa Community Schools, Grant Co Special Ed Coop	Date
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Oak Hill United School District, Grant Co Special Ed Coop	Date
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Joint Educational Services in Special Education (JESSE)	Date
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Kokomo Area Special Education Coop	Date
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Eastern Howard School Corp	Date
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Kokomo-Center Township Consolidated School Corp	Date
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Maconaquah School Corp	Date
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Northwestern School Corp	Date
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Taylor Community Schools	Date
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Western School Corp	Date
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Logansport Area Joint Special Services Coop (LAJSSC)	Date
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North Central IN Special Ed Coop	Date
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Tippecanoe Valley Schools, North Central IN Special Ed Coop	Date
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Warsaw Community Schools, North Central IN Special Ed Coop	Date
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Wawasee Community Schools, North Central IN Special Ed Coop	Date
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Whitko Community Schools, North Central IN Special Ed Coop	Date
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Bremen Public Schools, North Central IN Special Ed Coop	Date
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Wabash-Miami Programs for Exceptional Children	Date
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