

**TRANSITION AND REFERRAL MEMORANDUM OF AGREEMENT
BETWEEN
FIRST STEPS OF WEST CENTRAL INDIANA
AND
CAP INC. OF WESTERN INDIANA,
C.A.R.S. INC. – CHILDREN DIVISION,
CLAY COMMUNITY SCHOOLS,
COVERED BRIDGE SPECIAL EDUCATION DISTRICT,
DAVISS – MARTIN SPECIAL EDUCATION COOP,
FOREST HILLS SPECIAL EDUCATION COOP,
GREENE – SULLIVAN SPECIAL EDUCATION COOP,
HAMILTON CENTER EARLY HEAD START,
HOOSIER UPLANDS CHILDREN’S SERVICES,
KNOX COUNTY SPECIAL EDUCATION COOP,
OLD NATIONAL TRAIL SPECIAL EDUCATION COOP,
ORANGE, LAWRENCE, JACKSON, MARTIN, GREENE (OLJMG) JOINT SERVICES,
PACE COMMUNITY ACTION AGENCY,
TMC – MIGRANT SEASONAL HEADSTART SERVICES,
WEST CENTRAL INDIANA SPECIAL SERVICES COOP,
WESTERN INDIANA COMMUNITY ACTION AGENCY, INC.**

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1. Purpose of the Agreement

The purpose of this agreement is to ensure that the above entities are working cooperatively to provide uninterrupted, coordinated, and quality services to young children and their families who are transitioning from Early Intervention Services to Early Childhood Special Education Services, if eligible, Early Head Start or Head Start or dually enrolled. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

2. Description of the Involved Agencies

A. Special Education Districts

Clay Community Schools, Covered Bridge Special Education District, Daviess – Martin Special Education Coop, Greene – Sullivan Special Education Coop, Knox County Special Education Coop, Old National Trail Special Education Coop, OLJMG Joint Services, West Central Indiana Special Services Coop, Forest Hills Special Education Coop provide early childhood special education services to children with significant developmental delays between the ages of 3-5 years of age (until kindergarten). Eligibility is determined by a multi-disciplinary educational evaluation.

Clay Community Schools serves children in Clay County and the Clay Community Schools. This includes ten townships in Clay County and one township in Parke County, including the communities of Bowling Green, Brazil, Carbon, Center Point, Clay City, Cory, Harmony, Knightsville, Lena, Mansfield, Poland and Staunton.

Covered Bridge Special Education District serves children in southwest part of Parke County, southern part of Vermillion County, and Vigo County, including the school districts of Rockville Community Schools, South Vermillion Community Schools, Southwest Parke Community Schools and Vigo County Schools.

Daviess-Martin Special Education Cooperative serves children in all of Daviess County, including Barr-Reeve Community Schools, Inc., North Daviess Community Schools, and Washington Community Schools. This cooperative serves the Loogootee Community Schools in Martin County.

Forest Hills Special Education Cooperative serves children in Owen County, including Spencer-Owen Community Schools.

Greene-Sullivan Special Education Cooperative serves children in all of Sullivan County, including the Southwest School Corporation and the Northeast School Corporation. In Greene serves all but the Eastern Greene Schools. The cooperative serves MSD Shakamak, Linton-Stockton School Corporation, White River Valley School Corporation, and Bloomfield School District.

Knox County Special Education Cooperative serves children in Knox County, including the North Knox Community Schools, South Knox Community Schools and Vincennes Community Schools.

Old National Trail Special Education Cooperative serves children in Putnam County, including Cloverdale Community Schools, Eminence Consolidated Schools, Greencastle Community Schools, Mill Creek Community Schools, North Putnam Community Schools and South Putnam Community Schools.

Orange-Lawrence-Jackson-Martin-Greene Joint Services (OLJMG) serves children in one school district of Martin County, Shoals Community Schools, and in one school district of Greene County, Eastern Greene Schools.

West Central Indiana Special Services Cooperative serves children in Parke and Vermillion Counties, including North Vermillion Community Schools and Turkey Run Community Schools.

B. Head Start and Early Head Start Organizations

Head Start and Early Head Start component 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.

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

Early Head Start is designed to provide high quality, continuous, intensive, and comprehensive services to low-income pregnant women, very young children (birth to age 3) and their families.

Migrant Seasonal Head Start serves children from six weeks to six years of age. Eligibility for services includes the family receiving the majority of income from agricultural work, migrating within the last two years and meeting Federal poverty guidelines.

CAP Inc. of Western Indiana serves children and families in Parke and Vermillion Counties.

C.A.R.S., Inc. – Children Division serves children and families in Clay, Owen, and Putnam Counties.

Hamilton Center, Inc. serves children and families in Vigo County (Early Head Start).

Hoosier Uplands Economic Development Corporation (Head Start Center-based and Early Head Start Home-based services) serves children and families in Martin County.

Pace Community Action Agency serves children and families in Greene, Daviess, Knox, and Sullivan Counties.

TMC – Migrant Seasonal Head Start Services serves children in Knox, Sullivan, Greene, and Daviess counties.

Western Indiana Community Action Agency, Inc. serves children and families in Vigo County (Head Start).

C. First Steps

First Steps Early Intervention System is a State initiative within the Family and Social Services Administration, Division of Disability and Rehabilitative Services, Bureau of Child Development Services to develop community-based systems for coordinated comprehensive developmental services for infants and toddlers with special needs and their families and serves children ages birth to three years.

First Steps of West Central Indiana (Cluster F) serves children in Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties.

3. Requirements Impacting this Agreement

Parties will comply with Federal, State, and respective Agency rules and regulations

Article 7 -- Indiana's special education rules promulgated in the Indiana Administrative Code at 511 IAC 7-32 through 7-47, effective August 13, 2008. The official version of the rules may be found in the Indiana Register.

IDEA/IDEIA --The IDEA has been amended a number of times with the most recent revisions occurring in 2004 through the Individuals with Disabilities Education Improvement Act (IDEIA). IDEIA has four parts: Part A-General Provisions; Part B-Assistance for Education of All Children with Disabilities (3 through 21 years of age); Part C-Infants and Toddlers with Disabilities (birth through 2 years of age); and Part D-National Activities to Improve the Education of Children with Disabilities. Its purpose was to ensure all children and youth with disabilities in the United States access a free appropriate public education (FAPE).

Indiana Administrative Code 470, Article 3.1 – The Indiana Laws regarding the First Steps Program including transition.

U. S. Department of Health and Human Services, Administration for Children, and Families, Head Start Bureau, 45CFR (Code of Federal Regulations) Parts 1304 and Guidance, 1308. These are the Head Start Program Performance Standards and other regulations regarding transition.

4. Definition of Terms

CLUSTER – A geographic grouping of counties for the purpose of administering the First Steps program within the designated counties by one lead agency.

FERPA – Family Educational Rights and Privacy Act – Assuring confidentiality

LEA -- Local educational agency (LEA); a public board of education or other public authority legally constituted for either administrative control or direction of or to perform a service function for publicly funded schools as such schools are established under the laws of Indiana. The term includes school corporations and state-operated schools. An LEA may serve children in more than one First Steps cluster.

LPCC – Local Planning and Coordinating Council; a planning and coordination group made up of First Steps stakeholders and community partners for the purpose of providing oversight capabilities and advising and assisting the SPOE lead agency in implementing the early intervention system within the Cluster / region. Also known as the Cluster Council. The Transition Team is a subcommittee of the LPCC and is made up of members and staff who participate in the transition process, as well as parent representatives.

SPOE –System Point of Entry (SPOE); Serves as the First Steps lead agency / administrator, and is the single point of contact helping parents obtain services and assistance for infants or toddlers with disabilities and developmental delays as defined by the rules of the First Steps Program.

5. Working Procedures and Timelines

A. Agency Roles and Responsibilities to Each Other

Agency	Roles and Responsibility
Head Start, Early Head Start, and Special Ed Districts	<p>---Provide representatives to the First Steps Cluster LPCC Council as requested.</p> <p>---Provide representative(s) to a Transition Team of the Cluster where they serve children.</p> <p>---Designate a person responsible for transitions and provide contact information to the Cluster Transition Team and/or LPCC Coordinator</p>
First Steps LPCC	<p>---Provide service coordinators and intake coordinators the contact information for the person responsible for transition in Head Start, Early Head Start, and Special Ed Districts for the counties they serve.</p>
Head Start, Early Head Start, First Steps LPCC, and Spec Ed Districts	<p>---Provide information on training activities to the other entities of this agreement that might be appropriate for service providers, staff, and families.</p> <p>---Conduct / participate in Child Find and/or referral activities</p>

B. Referral Procedures

Agency To:	Procedures to Make a Referral
Early Head Start	Referrals, as appropriate, to provide comprehensive services to pregnant mothers and families for Early Head Start program. Referrals of families are accepted from any trimester of pregnancy up to 2 years 6 months of age.
Head Start	<p>Referrals, as appropriate, to provide comprehensive services to families to Head Start Programs.</p> <p>Application Process for Head Start occurs when the child turns three or anytime after the 1st of January prior to their eligible school year.</p> <p>If a child is in Early Head Start, a referral is sent to Head Start when the child is 30 months for possible enrollment at age 3 years.</p>
Special Education Planning District	A referral can be made after a child is 30 months old with services to begin at 36 months, if eligible.
First Steps	Contact the SPOE when a referral is appropriate. Make referrals as early as possible but prior to the 3 rd birthday.

C. Transition Procedures and Responsibilities

Process (what)	Time Line (when)	Person(s) Responsible (who)	Procedures
Transition	During Enrollment	First Steps Service (or Intake) Coordinator and/or Early Head Start educator or Disabilities Coordinator	Upon enrollment, begin to discuss the First Steps and/or Early Head Start transition process and timelines with family. Transition discussions begin at intake and occur regularly throughout a child's enrollment period. Transition discussions may include issues of moving into, through and out of the First Steps program.
18 Month Child Find Info	Twice each year, approx. April and October	State First Steps & SPOE office	The State First Steps will provide to the SPOE the child's and parents' names, address, and school district. The local SPOE offices will forward this information to the appropriate LEA
30 Month Notice to LEA	30 months (or upon enrollment)	First Steps Service (or Intake) Coordinator and/or Early Head Start Educator / Disabilities Coordinator	With parental consent, First Steps provides Special Education Representative and/or Head Start with First Steps 30 Month Notice to LEA state form, including all appropriate information. Without parental consent, no information is provided. Early Head Start provides a referral form to the most appropriate placement site or services based on the child's and family's interests, strengths, and challenges.
Notice to LEA of a child who is no longer going to transition	After 30 month notice and before the 3 rd birthday	First Steps Service (or Intake) Coordinator	In the event a child was referred, with parental consent, at 30 months and the child leaves the First Steps system, for any of a variety of reasons, the child's SC will notify the LEA that the child is not expected to transition to the LEA.
Transition Meeting / Conference	90-270 days prior to the child's 3 rd Birthday. For Children with Summer Birthdays—this meeting / conference should be held by the Recommended Practice Schedule. Use the chart on page 8.	For the child enrolled only in First Steps , The First Steps Service (or Intake) Coordinator For the child enrolled only in Early Head Start , the Early Head Start Educator / Coordinator If the child is dually enrolled in First Steps and Early Head Start , the above representatives for each program will work with the other to see that all requirements are met for their respective program.	With informed, written consent of the family, the Intake / Service Coordinator will send to all invitees a written notice of the meeting. This invitation / notice will be sent no less than 11 days prior to the meeting and includes, but is not limited to the following: 1) The family and anyone they wish to invite 2) Special Education / LEA representative 3) Head Start Disability Coordinator, if a viable option 4) Early Head Start Educator / Disability Coordinator (if dually enrolled) (5) Healthy Families Support Specialist or any other provider working regularly with the child Any provider who is unable to physically attend the meeting may participate by phone. The Service Coordinator and family must be physically present. First Steps Service Coordinator will facilitate the transition meeting including the development of a transition plan and First Steps Transition Meeting Minutes Form. The Special Education Representative will give parent rights; discuss the evaluation process, eligibility and service options if eligible. Head Start will discuss the program, application process and eligibility for Head Start services. Early Head Start will facilitate the Conference when the child is not enrolled in First Steps and partner with families and service options to insure appropriate deadlines are met. Share family and child progress information.

Process (what)	Time Line (when)	Person(s) Responsible (who)	Procedures
		For the child entering First Steps at age 30-36 months , the First Steps Intake Coordinator	The Transition Meeting and the initial IFSP meeting will be conducted at the same time.
Evaluation	Prior to child's 3 rd birthday	Special Education Representative	With parent permission, schedule and complete the evaluation.
Case Conference	Prior to child's 3 rd Birthday	Special Education Representative	Special Education will 1) Convene the case conference 2) Review the evaluation results 3) Determine eligibility 4) Develop an IEP/case conference report
Implement IEP	Child's 3 rd Birthday	Special Education Representative	If the 3 rd birthday occurs during the summer and the case conference committee determines the student 1) Requires extended school year services, that the IEP state what services and when they will be initiated 2) Does not require extended school year services, that the services will be initiated at the beginning of the upcoming school year.
Notify First Steps	After Case Conference, Evaluation and Child Placement	Special Education Representative	Notify the Service Coordinator of dates 1) Evaluation 2) IEP Case Conference held 3) Where/if the child was placed
How the Transition Process Worked	After the transition conference	First Steps Special Education Representative	Family Surveys Exit Interviews CODA Form LEA Feedback comments

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 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 (May recommend)	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

D. TRACKING PROCEDURES

Responsible	Procedure
Special Education	Track Statistics required by State DOE
SPOE Office	Track through chart audits and Intake / Service Coordination staffing; prepare reports for State First Steps and Transition Team(s)
Transition Team	Development, dissemination and refinement of local tracking procedures, as needed.

6. Monitor and Evaluation Criteria used to Measure the Effectiveness of the Agreement

The information received from surveys, interviews, SPOE statistics, DOE statistics is reviewed annually to see if the transition process needs to be modified.

The Cluster Transition Team quarterly reviews the data regarding:

1. Are 90 – 270 day transition conferences held on time?
2. Are all players present for the 90-270 day transition meeting? LEA representative notified and present for the Transition Conference, with Parent permission?
3. Is the IEP Implemented by the 3rd Birthday?

If problems arise they will be discussed to find a solution and if necessary to adjust the MOA.

7. Implementation of this Agreement

Each transition team member is responsible for distributing copies of this agreement to the appropriate staff members in their organization and monitoring the agreement along with settling any disputes that may occur

8. Interagency Dispute Process

If concerns arise regarding activities in this agreement, a meeting will be scheduled between authorized representatives of each agency to attempt to resolve the issue(s) in question. In the event an understanding is not reached following this process, the parties will seek mediation from an impartial third party.

If resolution cannot be reached at the local level, the State Consultant will be brought in to help all parties seek resolution. If with the assistance of the Consultant, resolution is still not forthcoming, the Council Coordinator / Chair, together with the Consultant will contact the Indiana Part B and C Directors (Department of Education and First Steps). Final decision making authority for dispute resolution lies with the state Directors. To the extent possible, all conflicts should be handled at the most local level possible.

9. Duration of the agreement

This Memorandum of Agreement takes effect June 1, 2009, and is in force until June 1, 2010 unless superseded by another agreement. It will be reviewed and revised annually or earlier if changes are made in Federal and/or State laws, regulations and/or guidelines that affect this Agreement. A request for review may be initiated by any participant in this agreement.

10. Signatures and dates signed by Partners of this Agreement:

Part B. – LEAs

Dr. Chonda Lawrence 5-4-09
Clay Community Schools Date

Jeffery Blake 5-29-09
Covered Bridge Special Education District Date

Chad Ballinger 4-8-09
Davies-Martin Special Education Coop Date

Lance Dwig 5/20/09
Forest Hills Special Education Coop Date

Judy A. Flowers 3/2/09
Greene-Sullivan Special Education Coop Date


Saundia K. Gange May 22, 2009
Knox County Special Education Coop Date

Melanie Ruman 3/2/09
Old National Trail Special Education Coop Date

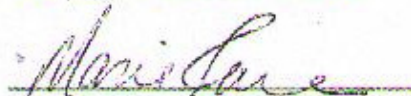
Rhonda Sowders 4-13-09
Orange – Lawrence – Jackson – Martin – Greene Joint Services Date

Thomas A. Birch, Director of Special Education 3/2/09
West Central Indiana Special Services Coop Date

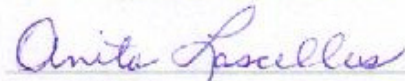
Head Start / Early Head Start Programs


CAP, Inc. of Western Indiana


3-3-09
Date


C.A.R.S., Inc. - Children Division

3/4/09
Date


Hamilton Center, Inc.

3-3-09
Date


Hoosier Uplands Children's Services

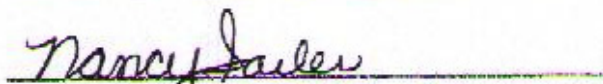
5/12/09
Date


Pace Community Action Agency

2/27/09
Date


TMC - Migrant Seasonal Head Start

3/9/09
Date


Western Indiana Community Action Agency, Inc.

4.16.09
Date

Part C - First Steps Program (Cluster)


First Steps of West Central Indiana

February 27, 2009
Date

Approved by the Cluster F LPCC 2/26/09