

SAMPLE

Interagency Agreement between _____ Education Service District and Umatilla-Morrow Head Start, Inc.

The purpose of this interagency agreement is to foster and facilitate cooperative efforts between the _____ Education Service District and Umatilla-Morrow Head Start, Inc. (UMCHS) in serving children (ages 0-5) with disabilities residing in _____ Counties in the least restrictive setting. Parent rights, confidentiality, and due process will follow state and federal laws in all cooperative activities between these agencies. It is our belief that collaborative efforts between the two programs will enhance our ability to meet the needs of young children with disabilities and their families while conserving resources and avoiding duplication of services.

Child Find and Evaluation

- (1) _____ Education Service District:
 - a) ESD will screen children (ages 0-5) with suspected disabilities, and complete appropriate evaluations.
 - b) ESD will coordinate and complete individual evaluations as determined appropriate by the multidisciplinary team (to include the parents) for children screened by UMCHS and referred to ESD for further evaluation.

- (2) Umatilla-Morrow County Head Start, Inc.:
 - a) UMCHS will ensure the completion of medical, dental, nutritional, developmental, sensory, behavioral, and vision screening of all children enrolled in UMCHS according to requirements established in the Head Start Performance Standards.
 - b) Upon suspicion of a possible disability, UMCHS staff will submit a written referral for the child, with parent permission, to ESD for possible evaluation.
 - c) UMCHS staff will ensure ESD is provided with the documentation for the referral, including but not limited to information from all relevant screenings, relevant classroom observations, and, if necessary, the child's health form.

Referrals from Education Service District to Umatilla-Morrow County Head Start:

- (1) Education Service District:
 - a) ESD can refer children with documented or suspected disabilities that staff deem appropriate for Head Start or Early Head Start.
 - b) A written referral can be made to the Head Start Education/Disabilities Director at any time throughout the school year.
 - c) Whenever possible, referrals will be made by May for the coming school year.
 - d) ESD staff will provide related services not available through UMCHS as indicated on the students IFSP.
 - e) Families referred by ESD will go through regular Head Start eligibility procedures, except that income guidelines may be waived when the child is eligible for EI/ESCE services due to a documented disability according to program eligibility guidelines.
 - f) The Education/Disabilities Director and other appropriate staff will work with ESD staff and parents to coordinate placement of children referred from ESD.
 - g) UMCHS will notify ESD of which children have been and have not been accepted for placement in Head Start or Early Head Start classes.
 - h) Children referred through ESD, but not found eligible for EI/ECSE services, will be subject to income and other Head Start eligibility guidelines. Umatilla-Morrow Head Start staff will determine eligibility for these children.
 - i) Regardless of income, first priority for eligibility will be reserved for four year old children.

Eligibility Determination

Eligibility determination of a child must be made in accordance with Federal, State and local regulations, by a multidisciplinary team, which includes the child's parents.

(1) ESD Responsibilities:

- a) ESD will convene the IFSP Eligibility meeting and invite UMCHS to be as an eligibility team member.
- b) The team will identify areas of need for evaluation purposes and identify which tools will be used and who will be responsible for completing those evaluations.

(2) UMCHS Responsibilities:

- a) UMCHS staff will continue to participate as members of the IFSP Eligibility team for all special education decisions in regards to eligibility determination.

Placement and IFSP Development

UMCHS staff will participate in developing IFSPs and determining placement for all students referred by Head Start for evaluation and who qualify for EI/ECSE services. ESD staff, UMCHS staff, parents of the child and any others by invitation will meet to develop an IFSP that delineates all education goals, objectives and related services. A review of goals and objectives will determine the appropriate placement option. When placement in Head Start or Early Head Start is determined to be appropriate, UMCHS and ESD personnel shall be included in all future educational meetings regarding the student. Those services to be provided by UMCHS staff and those services to be provided by ESD will be delineated on the IFSP and in accordance with Head Start Performance Standards and best practice for pre-school children.

(1) ESD Responsibilities:

- a) ESD appointed case manager will coordinate the development of the IFSP and maintain records of all EI/ECSE children placed in a UMCHS classroom.
- b) Copies of all pertinent education records will be sent to UMCHS Education/Disabilities Director in a timely manner.

(2) UMCHS Responsibilities:

- a) UMCHS staff will assist in the development of IFSP goals and objectives and facilitate their implementation.
- b) As necessary, and with Head Start approval, UMCHS staff will maintain data and complete appropriate documentation regarding a child's progress toward IFSP goals and objectives.

Service Delivery

The UMCHS program shall provide all basic services available to any child and family enrolled in the program. Since children with disabilities may have needs that go beyond basic UMCHS services, the ESD shall be responsible for the provision of additional educational and related services included in an IFSP and not available from UMCHS. These services, when delivered at an UMCHS site, will be integrated into regular classroom routine and activities.

(1) ESD Responsibilities:

- a) ESD will provide a case manager to coordinate and provide direct services as necessary to eligible children.
- b) The case manager will provide consultative services to UMCHS staff to facilitate the development of classroom and home visit activities to implement IFSP goals and objectives.
- c) ESD will provide appropriate related services (i.e., speech/language therapy, physical therapy, etc.) at the UMCHS site as determined during the IFSP development.
- d) ESD will provide transportation for all eligible students outside of the UMCHS bus route and to students in need of specialized transportation within the service area and as pre-arranged.

- e) When the disabled child population needs within classroom sites warrant, the ESD/UMCHS agencies will jointly work toward provision of additional services which may include teaching assistants and/or dual placement.
- f) When appropriate, ESD will assist parents to explore options for acquiring adaptive and augmentative equipment to facilitate their child's success in major life activities.

(2) UMCHS Responsibilities:

- a) UMCHS will provide an inclusive classroom setting and staff to facilitate integrated activities.
- b) UMCHS will provide the educational program and all services it provides to other Head Start and Early Head Start children to EI/ECSE eligible children free of charge (with the exception of co-pay for child care in full day/full year centers).
- c) Services usually not provided by school district, but provided by UMCHS service providers include: 1) medical screenings, 2) dental screenings and follow-up, 3) nutritional services, 4) parent training, and 5) social services.
- d) When appropriate, UMCHS will assist parents to explore options for acquiring adaptive and augmentative equipment to facilitate success in major life activities.

Family Involvement

(1) ESD Responsibilities:

- a) ESD will provide appropriate parent training programs in accordance with the IFSP, which may include: parent-child interaction, parent participation, social and emotional support, and exchange of information.

(2) UMCHS Responsibilities:

- a) UMCHS will provide parents with a program of activities to facilitate their direct involvement with their child. The above may be accomplished through the following means:
 - i) Parent participation in the classroom and follow-up activities.
 - ii) Parent involvement during and after home visits.
 - iii) Attendance at parent workshops.
 - iv) Serving on parent committees and/or councils.These activities may all be counted as parent volunteer hours.

Transition

ESD and UMCHS shall cooperate to develop a smooth transition of eligible children with disabilities from Head Start Programs to school age programs, Head Start/Early Head Start to preschool, and from Early Head Start to Head Start. All information shared between agencies in this process shall be within the rules governing confidentiality and the due process rights of parents or legal guardian.

(1) ESD Responsibilities:

- a) ESD will provide parents with information regarding other educational programs and related services as needed.
- b) ESD will assist parents in transition activities.
- c) ESD will invite appropriate personnel from the receiving setting.
- d) ESD will assist in the development of IFSP/IEP goals and objectives appropriate for the child and assist in the determination of the least restrictive placement.

(2) UMCHS Responsibilities:

- a) UMCHS will assist parents in transition activities.
- b) UMCHS will share information regarding student services needs with appropriate ESD staff for purpose of school age eligibility determination, planning, IFSP/IEP development, and placement, as needed.
- c) UMCHS staff may provide classroom activities to familiarize preschool children with school-age environments in the spring, prior to transition to their next educational placement.
- d) UMCHS staff will assist in transition planning and implementation as appropriate.

Staff Development

ESD and UMCHS will provide ongoing in-service and technical assistance to collaborative staff to increase their knowledge and skills in serving children with disabilities and their families. Reciprocal in-service training will be provided across the agencies to appropriate staff.

Review

Annual meetings are encouraged between UMCHS and ESD staff to develop, update and revise as necessary the interagency agreement. All collaborative policies and activities affecting this will be evaluated at least annually and/or as the need arises and are dependent upon federal and state legislation. This document may be amended and/or terminated for cause at any time upon mutual agreement.

These procedures are written to encourage and guide UMCHS and ESD to fulfill their obligations to young children (ages 0-5) with disabilities and their families. This document outlines procedures of collaboration but in no way obligates one agency to provide services, facilities, or activities beyond those outlined in regulations as being the responsibility of the respective agency.

.....Date.....
Superintendent, ESD

.....Date.....
Cathy Wamsley, Executive Director, UMCHS, Inc.

.....Date.....
Director of Child Development, ESD

.....Date.....
Education/Disabilities Director, UMCHS, Inc.