

Early Childhood Interagency Protocol Instructions

This Early Childhood Interagency Protocol boilerplate outlines the minimal topics that should be addressed through annual joint planning between the Infant Toddler Program's Part C service delivery system (Regions) and the Local Educational Agencies (LEA or school district) serving children under Part B of the Individuals with Disabilities Education Act (IDEA).

Regions and districts will jointly review and update this content at least annually. The LEA will initiate annual document review and will submit an assurance of completion to the State Department of Education with their IDEA Part B and Preschool application in the fall of each year. Submission of the completed protocol will be required by 10% of districts annually for verification purposes.

Sections in italicized text outline minimum Federal and State policy requirements and may not be modified.

Text using Ariel font and formatted in boxes contains potential options and negotiation points and may be modified as agreed between the participants. Regions and districts may insert other jointly- agreed upon options for collaboration in any of the boxed fields. In addition, regions and districts may supplement this document with additional topical areas as needed.

All additions must be consistent with IDEA Part C and Part B regulations and support the goal of effective system collaboration promoting efficient, seamless service provision to eligible children and their families.



DIETRICH SCHOOL DISTRICT NO. 314
406 North Park
Dietrich, Idaho 83324
Phone: (208) 544-2158 Fax: (208) 544-2832

FAX TRANSMITTAL

SEND TO:
NAME Linda Mattson
FIRM Infant & Toddler Program
DATE 1-09-18
FAX NUMBER 1-208-528-4076 CITY Idaho Falls
NO. OF PAGES, INCLUDING TRANSMITTAL SHEET 13

FROM: Delsa Moncur
TELEPHONE NUMBER 208-544-2158

REMARKS: Contact Names have been
updated

Early Childhood Interagency Protocol, Attachment B

This Interagency Protocol represents a negotiated agreement between the following organizations:

School District # 314	Infant Toddler Program, Region 7
Address: Dietrich School District #314 406 N Park Street Dietrich, ID 83324	Address: Infant Toddler Program 150 Shoup Avenue, Suite 19 Idaho Falls, ID 83402
Effective Dates: November 30, 2017 to November 30, 2018	
Effective Dates: November 30, 2017 to November 30, 2018	

Section A.

The parties recognize that transition is an ongoing, interagency process that explores options and provides information, support, and linkages. Joint planning between agencies is necessary to ensure a smooth and effective transition for children and their families.

To facilitate smooth transitions and to assure compliance with Federal and State regulations, the parties agree to abide by the terms outlined in the State Interagency Agreement. In addition, they agree to utilize the guidance in the Idaho Special Education Manual and the Infant Toddler Program Implementation e-Manual and the Idaho Parts C and B Joint Policy/Guidance on Early Childhood Transition.

Exchange of Information

Confidential information will be exchanged between agencies according to HIPAA, FERPA, and IDEA regulations and agency protocols.

Community Resources/Contact Personnel:

Agency	Name	Phone	Email:
District #314	Delsa Moncur	208-544-2158	delsam@dietrichschools.org
	Stefanie Shaw	208-544-2158	stefanies@dietrichschools.org
IT Program	Christina Hansen	208-732-1545	christina.hansen@dhw.idaho.gov
	Dana Clawson	208-732-1552	dana.clawson@dhw.idaho.gov
	Dana Johnson	208-732-1554	dana.johnson@dhw.idaho.gov
Other			

Child Find Local Screening Activities

Screening is intended to identify children who may have a developmental delay or who would benefit from early intervention services or Special Education.

The Infant Toddler Program and local school district may agree to cooperate and share staff/facilities/and other resources as necessary to carry out Child Find and related screening/evaluation activities.

Will the School District & Infant Toddler Program conduct separate or joint child find screening activities?

Separate Joint

If joint, specify known details (e.g. dates, frequency, location, primary organizer, etc.):

B. Notification to State Educational Agency (SEA) and Local Educational Agency (LEA)

The Infant Toddler Program must provide notification to the SEA, which in Idaho is the State Department of Education and to the LEA (Local Educational Agency/School District) where the child lives.

Notification means the child is 2.6 years of age (or in some instances, between 2.3 and 2.9 years) and is potentially eligible for Part B LEA services at age three.

To accomplish this notification, the Infant Toddler Program will provide the SEA and LEA the parent's, child's, and service coordinator's name and contact information, the child's date of birth, and the family's primary language.

Please note: This Notification is a referral of potentially eligible children and requires specific follow-up activities by the LEA.

For children who enter Part C services after 2 years 6 months and prior to 45 days before age 3, written notification of the child will be provided to the SEA and LEA as soon as possible and in accordance with requirements based on the age of the child at program entry.

To Accomplish Notification to the SEA (State Department of Education), an electronic copy of the list of all potentially eligible children will be sent to the 619 Coordinator at the SDE on a monthly basis. The subject line should contain the DHW Region number, the month the notifications apply to. Please attach individual documents for each district being reported. This notification will be emailed to the following address: InfantToddlerNotification@sde.idaho.gov

To accomplish Notification to the LEA, the Infant Toddler Program will provide the LEA:

A monthly list of children to each school district.

OR

Individual letters for each child as needed rather than a monthly list. (This may be more appropriate for districts serving small numbers of transitioning children.)

Please describe how Notification will be managed over the summer months when the LEA is on break:

Monthly list will be emailed to the LEA contact person.

*The monthly list will include children who currently reside in the school district, are being served under Part C of IDEA, are or will be 2 years 6 months in the month of the report, or entered Infant Toddler Services within the preceding month and were over 2 years 6 months of age at entry. The list will not be cumulative and will contain the names of children not previously reported. If no children are identified for the month of the report the school district will receive no notification for that month.,

The people listed below will be responsible for ensuring Notification is shared in a timely manner and appropriate follow-up is completed for the family.

Agency	Name	Phone/FAX	Email:
Infant Toddler	Christina Hansen	208-732-1545	christina.hansen@dhw.idaho.gov
	Dana Clawson	208-732-1552	dana.clawson@dhw.idaho.gov
	Dana Johnson	208-732-1554	dana.johnson@dhw.idaho.gov
District # <u>314</u>	Delsa Moncur	208-544-2158	delsam@dietrichschools.org
	Stefanie Shaw	208-544-2158	stefanies@dietrichschools.org

C. Development of IFSP Transition Plan

Discussion about the upcoming transition from Part C to other services will begin as the child approaches age two. At the 2.6 IFSP meeting (the meeting held in or near the month the child reaches 2 years 6 months of age), specific steps and services will be recorded to support the transition of the child and family to the LEA or other appropriate services.

D. Transition Conference for Children Approaching Age Three

The transition conference will be scheduled by the Infant Toddler Program. This may occur as early as 2 years 3 months and must be completed no later than 2 years 9 months of age. Timing of the transition conference will hinge on the unique needs of the family and the complexity of needed transition-related activities.

Transition planning should occur for all children exiting the early intervention system. If a child with a disability is not potentially eligible, reasonable efforts should be made to hold a conference to discuss other appropriate service the child may receive.

The purpose of the conference is to assist the family to review the child's program options that may be available when the child exits early intervention. Examples include Head Start, child care centers, private preschool, community groups, Part B preschool, etc.

At a minimum, the transition conference must address and accomplish the following:

- *A review of the child's program options from the child's third birthday through the remainder of the school year.*
- *Refinement of a transition plan for the child.*
- *Connection to the LEA and/or another appropriate community partner.*

The LEA must be invited to the transition conference if:

- *the family is interested in exploring services under Part B, and*
- *the family provides consent to share information, and*
- *the child is "potentially eligible" for Special Education services.*

If applicable, the following information will be provided by the Infant Toddler Program to the LEA to assist with transitional activities:

- *Existing Evaluations/Assessments*
- *Current IFSP*
- *Signed Authorization to Release/Exchange Information*

The Infant Toddler Program will arrange for interpreters or accommodations for non-English speaking families if they are needed for the Transition Conference.

Transition Contacts:				
Please list the primary transition contact from each agency (if different from those listed above).				
If requirements/contacts are not the same throughout the district, please list information separately for each school that has unique requirements. Also, note any contacts/requirements by school for children who need only speech services or services during the summer.				
Agency	Name/Position	Phone # FAX #	Email: _____	Best Date & Time
District #314	Delsa Moncur Stefanie Shaw	208-544-2158 208-544-2158	delsam@dietrichschools.org stefanies@dietrichschools.org	
ITP	Christina Hansen Dana Clawson Dana Johnson	208-732-1545 208-732-1552 208-732-1554	christina.hansen@dhw.idaho.gov dana.clawson@dhw.idaho.gov dana.johnson@dhw.idaho.gov	
Schools/Programs with different contacts for summer transitions should be listed below				
District #				
IT Program				

Other information:

E. Referral to Part B

Late Entries to Part C

Children entering Part C between 90 and 45 days prior to the child's third birthday

Children who are referred to the Infant Toddler Program between 90 and 45 days prior to the child's third birthday may have a simultaneous eligibility determination made for Part C and Part B. This will promote a smooth and timely transition to the next service delivery system and enable both agencies to meet required timelines. Joint or coordinated evaluation and plan development activities are encouraged to minimize duplication for both agencies and the families involved.

Please mark the appropriate box for children referred to ITP between 90 and 45 days (late referrals) prior to the child's third birthday.

- ITP and the LEA will jointly evaluate/assess the child
 ITP and LEA will each conduct separate evaluations/assessments
 ITP will evaluate/assess the child and share results with the LEA.
 LEA will evaluate/assess the child and share results with the ITP
 Party responsible to complete Evaluation/assessment will be determined on a child-by-child basis.

If applicable, please document how programs will collaborate to serve this group of children regarding completion of evaluation/assessment and IFSP/IEP plan development.

Children entering Part C within 45 days of the child's third birthday

Children who are referred to IT Program within 45 days of the child's third birthday will be referred immediately to Part B using whatever information is available on the child (basic demographic information). The child will not have an evaluation or IFSP developed. The child will be counted as a "new referral with no prior Part C services" in the Part B data collection system.

Summer Birthdays

State rules specify that school districts are not required to provide services when school is not in session for greater than 5 days. However, some timeline requirements remain in effect. As a result, timing around transition planning for children who turn three during the summer months must be adjusted to assure the transition conference is held prior to age 2.9 and an IEP is in place by age three.

Please specify how children with transition conference or IEP due dates that occur during the summer will be addressed: