

Summit County Interagency Agreement

This joint agreement is written to provide a framework for the agencies listed below to develop specific collaborative and cooperative agreements to serve infants, toddlers, and preschoolers of families who are eligible for services under all applicable state and federal laws and guidelines.

II. PARTIES INVOLVED

This agreement is among the Community Action Akron Summit Head Start, County of Summit Board of Developmental Disabilities, the Ohio Early Intervention Program (Help Me Grow), Family and Children First (FCFC) and the following city and local school districts in Summit County:

Akron Public Schools
Barberton City Schools
Copley-Fairlawn Schools
Coventry Local Schools
Cuyahoga Falls City Schools
Green Local Schools
Hudson City Schools

Manchester Local Schools
Mogadore Local Schools
Nardon Hills City Schools
Norton City Schools
Revere Local Schools
Springfield Local Schools
Stow-Munroe Falls City Schools

Tallmadge City Schools
Twinsburg City Schools
Woodridge Local Schools
Summit Educational Service Center

Signatures showing support are contained on the final page. Hereafter these parties are referred to as Head Start, Early Intervention (HMG/EI) Part C services, Family & Children First Council (FCFC), Local Education Agency (LEA), and County Board of DD. This agreement also has support from the Ohio Department of Education and Workforce, Ohio Department of Children and Youth, Office of Early Learning School Readiness, the State Support Team for Region 8, the Ohio Department of Developmental Disabilities (DODD), United States Department of Health and Human Services, and the Ohio Head Start Association, Inc.

III. PURPOSE OF INTERAGENCY AGREEMENT

The purpose of this agreement is to assist the LEAs, County Board of DD, HMG/EI, and Head Start in meeting the challenges of working collaboratively when faced with different interpretations of criteria establishing eligibility for disability services to children, ages birth

Summit County Interagency Agreement

to age 5, in Summit County. The dilemma is not and should not be which set of criteria is correct but how best to establish a framework that supports a unified system and promotes collaboration in providing services to children and families.

This agreement establishes who has the responsibility for specific services, as has been defined in *Ohio's Joint Agreement Between Federal Regions V and XII Administration for Children and Families (Head Start), Local Educational Agencies (The Ohio Department of Education and Workforce) the Ohio Department of Developmental Disabilities*. Whenever appropriate, this information has been formatted into three columns to clearly delineate agency roles. The agreement also provides guidance for the economical use of funds by discouraging the duplication of services and by promoting communication and collaboration.

Collaboration among the LEAs, County Board of DD, Head Start and the HMG/EI provides services to young children with disabilities, ages birth through age 5, and their families while making the best use of available resources and avoiding duplication of effort.

The purposes of this agreement are to outline roles and responsibilities, and to provide guidance for collaboration between the LEA, County Board of DD, HMG/EI service providers, and Head Start in order to:

- 1.) Guarantee that all eligible children have access to the full range of services under the agreed-upon definition of eligibility contained herein.
- 2.) Assure the involvement of parents and families in all services provided to children, including procedural safeguards.
- 3.) Increase awareness of the array of services and continuum of options available to children and families.
- 4.) Facilitate the smooth transition of young children between Help Me Grow/EI, Head Start and the LEAs.
- 5.) Maximize services through the joint utilization of resources.
- 6.) Assure placement of eligible children in the least restrictive environment with the provision of appropriate services.
- 7.) Assure the sharing of information for the benefit of the child and family as a strategy for avoidance of duplication of effort.
- 8.) Assure the plan reflects the needs of all stakeholders.

Note Regarding Summit County Board of Developmental Disabilities

County of Summit Board of DD provides oversight of early intervention services and support to child care centers in the community.

Summit County Interagency Agreement

County of Summit Board of DD's Community Supports & Development Department's Early Childhood Focus Area (ECFA), formerly known as Community Partnerships for Inclusion (CPI) is available to provide training and support to child care centers in the community to ensure that all children are successfully included. Local child care centers participate in training that teach them about inclusion and then receive additional support from Summit DD staff to help put what they have learned into practice. All families who contact the Summit DD looking for assistance finding childcare, once determined by the county board eligible, are referred to a community childcare provider and supported by ECFA staff. In 2015, Summit DD Early Intervention expanded services to provide information, referral, and resources to children up to age of 5 years. As long as the child is receiving IEP services from the school district of residence, Summit DD will maintain contact and provide information and resources as needed until county board redetermination at age 6 years.

Communication Between ECFA and School Districts: Open communication between County Board Eligible children served by ECFA and Local School Districts can occur as all children served have a Release of Information with a school district listed when applicable. If eligibility is unknown, or a referral is necessary all questions, and referrals can be taken by the Summit DD Senior Manager of Community Supports & Development via phone or email. She will respond as timely as possible in accordance with our Summit DD board policy. Communication between Extended Early Intervention and Local School Districts: Open communication between County Board eligible children served by Extended Early Intervention and Local School districts can occur as all children have a release of Information with their school district listed when applicable. If eligibility is unknown, or a referral is necessary all questions and referrals can be taken by the Summit DD Senior Manager of Early Intervention via phone or email.

Senior Manager of Community Supports & Development: Lynnette Klejka 330-634-8607 lklejka@summitdd.org

Senior Manager of Early Intervention: Kathy Supple 330-634-8615 ksupple@summitdd.org

Summit County Interagency Agreement

A. ROLES & RESPONSIBILITIES OF LEA, HEAD START, AND HMG/EI

LEA	HEAD START	Summit Co. HMG/EI
LEAs are required by the child identification process provisions of applicable federal and state laws to locate, identify and evaluate all children (birth through age 21) residing within their boundaries who may be eligible for special education services. LEAs are required to identify children with disabilities age birth through age 21 and provide services to children with disabilities age three through five years who are determined eligible and in need of special education and related services.	The Disabilities Coordinator in collaboration with parents and community partners, such as the Local Education Agencies (LEA) and HMG/EI providers, is responsible for developing the Disabilities Service Plan. The team approach assures that any and all aspects affecting children are taken into consideration when developing programmatic planning for them. Also, by collaborating with our community partners, the program assures effective use of Head Start resources as well as resources available in the community.	FCFC receives Part C EI funding from DODD and is responsible for program oversight. FCFC contracts with Summit DD to implement the program, and Summit DD sub-contracts with Akron Children's Hospital to provide the service coordination component. HMG/EI will locate, screen, assess, and evaluate children ages birth to three that may be eligible to receive early intervention services (Ohio DD Rule 5123-10-02). HMG/EI will provide services to children birth to age three who are eligible and in need of EI services.

Summit County Interagency Agreement

<p>LEA -ages birth through 21</p> <ol style="list-style-type: none"> 1. To assure that parents are equal partners in the process and can exercise parental rights with regard to identification, evaluation; and 2. To assure provision of services for children ages three through 21; 3. To assure an exchange of information; 4. To provide referral for children birth through age 21; 5. To conduct evaluations to determine eligibility for services for children ages 3 through 21 6. To develop Individualized Education Plans (IEP) for ages 3 through 21. 	<p>Head Start, birth through age 5, in conjunction with the LEA and <i>HMG/EI</i>:</p> <ol style="list-style-type: none"> 1. To provide screening services within the timelines as established in the Head Start Performance Standards. 2. To assure that necessary evaluations and determination of eligibility for services occurs; 3. To assure the development of an IEP and/or IFSP; 4. To collaborate with other community resources to assure service delivery. 5. Head Start will refer to the LEA or HMG/EI agency as soon as the need becomes evident. 6. Head Start will share screenings, assessments, & evaluations with the LEA or EI agency to assist in disability determination. 7. Head Start will make available, a minimum of 10% of enrollment disabilities. 8. Head Start will attend IEP meetings and HMG/EI Transition Meetings. 	<p>Summit County HMG/EI, birth to age 3.</p> <ol style="list-style-type: none"> 1. To assure a comprehensive child find system, consistent with Part B. 2. To assure a timely, comprehensive, multidisciplinary evaluation of each eligible child and the strengths and needs of the family to appropriately assist in the development of that child at no cost to the family; 3. To assure an IFSP for each eligible infant and toddler including service coordination; 4. To assure implementation of procedural safeguards. 5. To assure parents are informed of their rights in Early Intervention. 6. To assure EI services are available.
---	--	---

Summit County Interagency Agreement

Assurance of Maintenance of Effort

LEA	HEAD START	Summit Co. HMG/EI
The LEAs are responsible for assuring a free appropriate public education (FAPE) for eligible preschool children at no expense to the family.		HMG/EI is responsible for assuring that provisions of early intervention are available in Summit County; provisions of HMG/EI services, occur through local early intervention service providers.

IV. CONCEPTUAL AGREEMENT

The following conceptual framework has been mutually agreed upon by the LEAs, County Board of DD, Head Start, and HMG/EI. This framework is the foundation for development of this local agreement among the LEAs, Head Start, and HMG/EI.

The primary focus of this agreement is to outline the collaborative efforts among Head Start, the LEAs, County Board of DD and HMG/EI. Consistently coordinated efforts among agencies and programs are encouraged to meet the individual needs of the children and families in providing required services.

A. CHILD FIND AND IDENTIFICATION OF CHILDREN WITH DISABILITIES

	LEA	HEAD START	Summit Co. HMG/EI
Agency Responsibility	The LEAs are the lead agencies for Part B, ages three through 21, and DODD is the lead agency for Part C, birth through age two. In conjunction with the local HMG/EI service system, the LEAs retain responsibility for the location and identification of all children with disabilities from birth through age 21.	Head Start programs will develop local agreements addressing the responsibilities of collaborating agencies where the targeted enrollment includes infants, toddlers and/or preschoolers. Head Start participates in the Child Find plan.	The LEAs are the lead agencies for Part B, ages 3 through 21. The LEA retains responsibility for the location and identification of all children with disabilities or delays from birth through age 21 with the understanding that in serving children with disabilities or delays, the HMG/EI is the lead organization for Part C, birth to age three.

Summit County Interagency Agreement

Identification	Child Find is the joint responsibility of the LEAs and HMG/EI as the lead agencies under IDEA, Parts B & C. LEAs are obligated to provide services to identified children at age three.	Coordinated efforts of early childhood service providers and LEA's will benefit both families and the communities.	Child Find is the joint responsibility of the LEAs and <i>HMG/EI</i> as the lead agencies under IDEA, Parts B & C.
Local Requirements	The school district where the parent resides has the responsibility for preschool special education services. LEAs participate in the transition planning process prior to the child's third birthday.	Head Start performance standards mandate that Staff through screenings, assessments and evaluations identify children with possible delays and disabilities and work with families to refer to LEA or HMG/EI Head Start will participate in the Child Find plan.	Early intervention services for infants and toddlers are provided in conjunction with HMG/EI, County Board of DD, Early Head Start and the Ohio Department of Developmental Disabilities.

B. ELIGIBILITY

The LEAs, Head Start, County Board of DD and HMG/EI are committed to a system of service for young children and their families that is equitable and family centered, where parents are participants in the system. In order to prevent a fractured system whereby some services are available to some children and their families from one service provider but not from another service provider, criteria for early intervention, special education and related services will be determined according to state requirements.

In this manner, all children identified with disabilities and their families are afforded:

- * a free appropriate public education for ages 3-5
- * an IEP or IFSP
- * due process
- * protection in evaluation services
- * confidentiality, and
- * child find and identification

Summit County Interagency Agreement

	LEA	HEAD START	Summit Co. HMG/EI
Eligibility Criteria & Processes	<p>Eligibility criteria for special education and related services will be determined according to requirements described in state and federal laws.</p> <p>The process of identification, referral and evaluation protected under procedural safeguards begins as soon as a child is referred for a suspected disability. Once a formal referral is made, the LEA has 30 days to determine whether or not a disability is suspected. If a disability is suspected, the LEA has 60 days to conduct a multifactored evaluation (MFE) to determine eligibility.</p> <p>Parents have the right to consent or refuse the evaluation, assessment and special education services.</p>	<p>In order for a child to be counted as a child with a disability, they must have been determined to be eligible for services under federal or state law or to have an IFSP through HMG/EI. They can then receive their services listed on the IEP/IFSP in the Head Start/Early Head Start setting.</p> <p>Children ages three to five, inclusive, who are experiencing developmental delays, as defined by state law may receive services as children with disabilities in Head Start programs (45 CFR 1302.61).</p> <p>Some children exhibit developmental delays but are not eligible through the LEA for special education services and do not generate funds under federal or state provisions. Head Start is mandated to provide a comprehensive developmental program accessing resources to meet the needs of all children enrolled (45 CFR 1302.60-1302.61). Head Start is responsible for the provision of additional needed services within the traditional framework of Head Start.</p>	<p>HMG/EI services means services that are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child's development. These services are selected in collaboration with the parents. <i>HMG/EI</i> must assure that services are provided to two groups of children: those who are experiencing developmental delays, and those who have a diagnosed mental or physical condition.¹</p> <p>Written parental consent must be obtained before conducting the initial evaluation and assessment and also at the time the initial IFSP is developed.</p>

¹ See Ohio Administrative Code 3701-8-07 Help me grow early intervention program eligibility and determination of need for early intervention services.

Summit County Interagency Agreement

		<p>Early Head Start must use DODD definition of a disability or delay for ages birth to three. The Disabilities Coordinator must refer a child to the central coordination site.</p> <p>Head Start Disabilities Consultant must refer a child to the LEA for evaluation as soon as the need is evident starting as early as the child's third birthday or at the time a disability is suspected.</p> <p>Parents ultimately have the right to consent or refuse evaluation, assessment, and early intervention services.</p>	
Child Count	Preschoolers, ages 3 through 5, who do not meet the eligibility criteria for special education as defined by the state and federal laws will not be counted as children with disabilities nor provided a formal IEP developed with the school district.	<p>Children with an LEA-administered IEP and enrolled in Head Start will be counted towards the 10% enrollment for children with disabilities.</p> <p>Preschool children with disabilities enrolled in Head Start will therefore have a plan developed by the LEA and administered by the LEA and Head Start.</p>	<p>Data regarding the names, addresses, phone numbers and birth dates (and names of children if parents consent) of children who are currently receiving HMG/EI services will be shared by HMG/EI providers with the LEAs. The numbers reported to the LEAs represent children under the age of 3 who are receiving HMG/EI services and have an IFSP. Sharing this information with the LEAs is not intended to imply that</p>

Summit County Interagency Agreement

			<p>these children are eligible for preschool special education services.</p> <p>The HMG/EI data collection site must send a report to the LEAs giving the names, addresses, phone numbers, and birth dates of the children receiving early intervention services in the county, and the school district in which they reside to all LEAs quarterly (November, February, May, and August).</p>
--	--	--	---

C. CHILDREN ENTERING OHIO/ SUMMIT COUNTY WITH EXISTING IEPs/IFSPs

LEA	HEAD START	Summit Co. HMG/EI
<p>The LEAs will follow the procedures specified in federal and state laws. LEA's will coordinate with Head Start agencies to assist in the implementation of the IEP and related services.</p>	<p>Head Start is mandated to provide screening within 30-90 days of the first date of attendance (45 CFR 1302.33-1302.42). Children qualifying for speech through the LEA will not be screened for speech in Head Start to ensure there is not an unnecessary duplication of services.</p> <p>Once parental permission is obtained, Head Start will provide the LEA or HMG/EI with completed health documentation as necessary (dental, immunization, vision, etc.)</p>	<p>HMG/EI must assure services to two groups of children: those who are experiencing developmental delays and those who have a diagnosed mental or physical condition.</p>

Summit County Interagency Agreement

D. TIMELINES

When Head Start notifies the LEAs or Help Me Grow of a child suspected of having a disability, procedures will be followed and responsibilities assigned according to the provisions of this agreement. There may be shared responsibility in obtaining parental permission, identification, evaluation and parent involvement. There should be ongoing dialogue regarding procedures for individual children with regard to the referral processes.

LEA	HEAD START	Summit Co. HMG/EI
LEAs will adhere to timelines specified in federal and state laws. Timelines may not exceed the federal/state timelines. In the case of the initial evaluation, evaluations must be completed with an eligibility decision made within 60 days of parent consent. If a determination is made that a child has a disability and needs special education and related services, an individualized education program (IEP) must be developed within 30 days of this determination, and within ninety days of receiving parent consent for evaluation, or within 120 days of referral.	<p>As soon as a child is suspected of having a disability, the child should be referred to the LEA or early intervention agency (45 CFR 1302.33).</p> <p>If the multidisciplinary team, consisting at a minimum of the parent, teacher, and Disabilities Coordinator, has agreed that a referral to the LEA or HMG/EI is appropriate, the Disabilities Coordinator makes the referral to the LEA or HMG/EI after written permission is received from the parent.</p> <p>If the LEA or HMG/EI agency determines that a child does not meet the qualifications as a child with a disability under IDEA, then Head Start will continue to develop interventions/supports as necessary for success in the Head Start/Early Head Start classroom. These children do not qualify as a child with a disability</p>	A system referral is when a referral comes into the HMG/EI Central Coordinating Contractor (CCC) for Summit County HMG/EI. The CCC shall make a minimum of 3 different attempts to call or email the parent, until successful contact is made within 14 calendar days. If the parent communicates they are interested in HMG/EI the CCC shall make a program referral to the HMG/EI service coordination contractor within one business day into the statewide data system. The program referral to an early intervention service coordination contractor begins the 45 calendar day timeline for children referred to HMG/EI. The evaluation, assessment, and IFSP of each child must be completed within the 45 day period which begins from the date of program referral. The evaluation and initial assessment and IFSP of each child must be completed within the 45 day period which begins from the date of

Summit County Interagency Agreement

		program referral to the HMG/EI Central Coordinating Contractor for Summit County HMG/EI.
--	--	--

E. REFERRAL PROCESS

All agencies have timelines established with regard to the child identification process. It is recommended that this agreement include a description of how each agency is involved with regard to children suspected of having a disability or identified as having a disability.

When Head Start notifies the LEA or HMG/EI of a child suspected of having a disability, procedures will be followed and responsibilities assigned according to the provisions of this agreement. There may be shared responsibility in obtaining parental permission, identification, evaluation and parent involvement. There should be ongoing dialogue regarding procedures for individual children with regard to the referral processes.

	LEA	HEAD START	Summit Co. HMG/EI
Identification Process	<p>Referral process shall be implemented to determine if the child has a suspected disability. If, during the referral process, a child is suspected of having a disability, a referral for an evaluation is made. Prior Written Notice is given to the parents, and consent for evaluation is signed.</p> <p>In the case of severe challenging behaviors, a referral MUST be received by the LEA for the purposes of collaboration and/or to determine eligibility for services.</p>	<p>Head Start will collaborate with the LEA's and HMG/EI agencies as outlined in the local agreement with regard to procedures for making referrals for evaluation and determining whether there is a need for special education, related services, and/or early intervention services.</p> <p>As part of the differentiated referral process, Head Start must make referrals to the LEA or HMG/EI agency. In the case of severe challenging behaviors, a referral MUST be made to the LEA for the purposes of collaboration and/or to</p>	<p>Summit County has an established Central Coordinating Contractor. It is to this site that Head Start will make referrals. The referral will be assigned to the county's service coordination agency. Once assigned to a Service Coordinator, the agency has 45 days to complete all screening, evaluation, assessment, and IFSP which establishes the services they will be receiving.</p>

Summit County Interagency Agreement

		<p>determine eligibility for services. Documentation of Interventions should be included in the information provided to the LEA or HMG/EI agency as part of the ETR process.</p> <p>Head Start will submit a referral evaluation packet to the LEA. The day the LEA receives the referral packet begins the 30-day timeframe to follow up on the request.</p> <p>The school district of residence will, within 30 days of receipt of this referral, either obtain parental consent for an initial evaluation or provide to the parents and Head Start prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation.</p>	
--	--	---	--

	LEA	HEAD START	Summit Co. HMG/EI
Using existing Information	The LEA's screening, the EI evaluation and assessment and/or information from appropriate sources, such as Head Start would be used as part of the referral process to determine if there is a need for further evaluation, provided the	<p>Interventions that occurred prior to the multifactorial evaluation process will be documented and shared with the LEA or HMG/EI provider.</p> <p>Head Start screenings, assessments, evaluations and/or information from other sources should be used as part of</p>	

Summit County Interagency Agreement

	<p>information is current within the past 12 months.</p>	<p>the differentiated referral process by the LEA or the HMG/EI agency provided the information is current within 12 months.</p> <p>Provided there is written parental consent, Head Start will provide to the LEA or EI agency documentation that will assist in making the evaluation process more efficient. These documents will include: physical, dental records, immunization records, vision & hearing screening results, ASQ scores, TSGold, DECA scores, speech evaluations, anecdotal records, classroom observations, and any other relevant documentation.</p> <p>Head Start can assist with speech evaluations of children enrolled in their program when requested by the LEA for re-evaluations and/or additional information.</p>	
--	--	--	--

F. EVALUATIONS

It is recommended that the LEAs, HMG/EI, County Board of DD, and Head Start determine shared responsibilities. The goal of this process is to prevent duplication of efforts. When parties have a basic agreement as to responsibilities and processes, it would seem practical that all available data be incorporated into the assessment process.

Summit County Interagency Agreement

	LEA	HEAD START	Summit Co. HMG/EI
Timelines	If, after all information has been reviewed, and an evaluation is deemed necessary, procedural safeguard information will be provided to the parent. The evaluation will be completed within the timelines mandated by the Operating Standards for Ohio's Schools Serving Children with Disabilities.	Head Start will address evaluations for preschool children in accordance with state and federal laws with regard to the three assessment steps: screening, ongoing developmental assessment, and further specialized assessment.	Infants and toddlers who have a suspected developmental delay or have a diagnosed mental or physical condition with a high probability of resulting in developmental delay shall be assigned an Early Intervention Service Coordinator (EISC) who will coordinate the developmental evaluation to determine eligibility within 45 calendar days after program referral. The child shall receive a multidisciplinary assessment of the unique strengths and needs of that infant or toddler and the identification of services appropriate to meet those needs within 45 calendar days after program referral.
Personnel Qualifications	Personnel conducting evaluations in accordance with federal and state laws to determine eligibility for preschool special education and related services will meet the requirements set forth within published test administration requirements. Evaluations must be conducted in accordance with federal and state laws to determine a documented deficit.	Testing and evaluation procedures must be administered by trained State certified or licensed personnel. Head Start contracts with State licensed Speech and Language pathologists to conduct screening and evaluations for speech. Head Start contracts with State certified or licensed Mental Health Consultants to interpret social/emotional screenings and mental health evaluations as necessary.	According to Ohio Revised Code HMG/EI rules, the evaluation and assessment teams include: <ol style="list-style-type: none"> 1. Parents and other team members as requested by the family provide information and observations of the child's behavior. 2. Two Qualified personnel from two (2) different disciplines determined by DODD unless one

Summit County Interagency Agreement

		All Head Start/Early Head Start staff is trained on proper procedures for completing screenings and ongoing assessments and are qualified to complete.	individual holds licensure in at least two disciplines. The EISC facilitates the evaluation and assessment process. If the EISC holds licensure or certification the EISC may represent one of the two disciplines.
--	--	--	---

G. INDIVIDUALIZED PLANS FOR SERVICE DELIVERY

Federal law stresses the role of multiple agencies and assumes that the efforts of other agencies will be maintained. Head Start is one of several sources for funding special education and related services for young children with disabilities.

	LEA	HEAD START	Summit Co. HMG/EI
Individual Plan	If a child is determined to be a preschooler with a disability, an IEP will be developed in accordance with federal and state laws	<p>Head Start contracted specialists will implement the IEP/IFSP plan, with support from Head Start classroom staff. (ie: Speech Therapy)</p> <p>LEA will send, as warranted intervention specialists, other therapists as needed and in accordance with their districts policies and procedures to implement IEP.</p> <p>Head Start/Early Head Start staff and contracted staff will implement and document, as appropriate, goals and objectives stated on the IEP/IFSP when Head Start is listed as the LRE.</p>	<p>The IFSP is a written plan for providing HMG/EI services to an eligible child and the child's family. It is a child and family-centered document resulting from an ongoing process, based largely on the child's strengths and needs, and the family concerns, priorities and resources.</p> <p>Development of the initial IFSP shall occur with the parent of the child, EISC and the Evaluator (in person or written) , Primary Service Provider (PSP), and others (family members and/or advocate/person outside of the</p>

Summit County Interagency Agreement

		<p>Head Start, LEA's, and Early Intervention, will work cooperatively to assure that the needs identified are fully met. Working together to share interventions, concerns and successes.</p> <p>Head Start should be invited to the IEP /IFSP meeting if Head Start initiated the referral or if an IEP/IFSP team is to consider Head Start as the least restrictive placement. IEPs developed by the LEA will be supervised by the LEA. A copy of the IEP will be provided to Head Start. IFSPs developed by Early Intervention and a copy will be provided to Head Start.</p>	family) when requested by the parent.
Provision of Services	The LEA will assure the identification, evaluation and provision of a free appropriate public education (FAPE) for all children, including those enrolled in Head Start, found to be eligible for special education and related services. The LEA must assure that these services are provided.	Those children who do not meet the requirements of IDEA, and do not have an IEP/IFSP, will have support to ensure success in the Head Start/Early Head Start classroom.	"Early intervention services" are developmental services that are provided under public supervision. They are selected in collaboration with the parents, are provided at no cost to families up to 55 EI units/hours per year. These services are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant's or toddler's development, as identified by the IFSP team.

Summit County Interagency Agreement

Timelines	An IEP will be developed in a timely manner, and will not exceed the mandated timelines.	Head Start will provide quarterly documentation to the LEA/HMG/EI showing progress toward goals & objectives as needed. (ie: speech progress notes)	The SC will coordinate, facilitate, and monitor the delivery of early intervention services to ensure that services the child needs start within thirty calendar days of the parent signing the IFSP; except when the family has an exceptional family circumstance which keeps the family from being able to receive the service within thirty calendar days after signing the IFSP.
-----------	--	--	---

G. INDIVIDUALIZED PLANS FOR SERVICE DELIVERY (continued)

	LEA	HEAD START	Summit Co. HMG/EI
Individual Plan Review	IEPs will be reviewed at least once annually in accordance with federal and state requirements.	<p>Head Start will participate in the annual IEP/IFSP review to determine continuation of services.</p> <p>Head Start will provide documentation (e.g., developmental and health screening assessments) to LEA's if requested, to assist in the development of the IEP.</p>	Periodic reviews of the IFSP shall occur at least every 180 calendar days, more frequently when the family requests such a review; or within 45 calendar days of program referral for any child who transfers early intervention service coordination contractors within Ohio. The Annual IFSP review consists of a child and family assessment of the child's strengths and challenges. .

Summit County Interagency Agreement

H. SERVICE DELIVERY

	LEA	HEAD START	Summit Co. HMG/EI
Comprehensive Services	<p>The LEA is responsible for assuring a free, appropriate public education (FAPE) at no expense to the family.</p> <p>If the IEP team determines that a child's needs are best met in the Head Start program, the LEAs and Head Start will determine ongoing responsibilities respectively.</p> <p>The LEA is to provide alternative service delivery options, including center based programming and itinerant services. Placement is the culmination of the IEP process.</p>	<p>Head Start offers a no cost comprehensive Early Childhood Program that has a mindset of inclusion for all children and families.</p> <p>Health: To assess each child's access to continuous ongoing health care, and to ensure identification and treatment of health problems, Head Start works with families to make sure the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental, and mental health</p> <p>Education: In order to help children gain the skills and confidence necessary to be prepared to succeed in their present environment and with later responsibilities in school and life, Head Start provides developmentally and linguistically appropriate approach to learning, recognizing that all children have individual rates of development, cultural backgrounds, and learning styles .</p> <p>Head Start uses Creative Curriculum and Project based curriculum in all</p>	<p>The following HMG/EI services shall be provided at no cost to families:</p> <p>(1) Screening, developmental evaluation, child assessment, and family-directed assessment;</p> <p>(2) Development, review, and meetings to evaluate IFSPs;</p> <p>(3) Service coordination;</p> <p>(4) Procedural safeguards; and</p> <p>(5) Transition planning.</p> <p>The IFSP shall specify early intervention services, as defined in rule 3701-8-01 of the Administrative Code, which are necessary to meet the unique needs of the child and family to achieve the outcomes identified on the IFSP; including the length, duration, frequency, intensity, service provider and method of delivering the early intervention services; a statement that each early intervention service is provided in the natural environment for that child or a justification as to why the service will not be provided in the natural environment; the location of each service; and payment</p>

Summit County Interagency Agreement

		<p>infant, toddler, and preschool classrooms.</p> <p>Nutrition: Head Start must design and implement a program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Each child in a part-day setting receives meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a full-day program receives meals and snacks that provide ½ to 2/3 of the child's daily nutritional needs.</p> <p>Family partnerships: Head Start engages in a process of collaborative partnership –building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports.</p>	<p>arrangements (DODD Rule 5123-10-02-5).</p>
--	--	--	---

I. TRANSITION

LEA	HEAD START	Summit Co. HMG/EI
Procedures will be followed according to the Summit County Interagency Transition Agreement outlined under the HMG/EI column of this document.	Head Start must assist parents in becoming their children's advocate as they transition both into Early Head Start, Head Start from the home or other child care setting, and from Head Start to	<p>Procedures will be followed according to the Summit County Interagency Transition Agreement.</p> <p>Includes:</p>

Summit County Interagency Agreement

<p>Includes:</p> <p>Any specific plans already in place in Summit County for transitioning children into a program.</p> <p>Assurance of placement in the least restrictive environment</p> <p>Plans for parental involvement</p> <p>LEA will provide copies of ETR's and IEP's to Head Start or HMG/EI if requested</p>	<p>elementary school. A Transition Plan is in place that outlines the roles and responsibilities of Head Start staff in adhering to this policy.</p> <p>The Disabilities Coordinator (or other appropriate HS personnel) will attend the HMG/EI transition meeting of those children who currently receive Part C services and may qualify for Part B services under the LEA to provide information about Head Start and available services if requested by HMG/EI or the parent.</p> <p>The Disabilities Coordinator(or other appropriate HS personnel) will attend transition meetings for those children on IEP's who are entering elementary school if requested by the LEA or parent.</p> <p>Head Start coordinates with the schools or other agencies to ensure that individual Early Head Start or Head Start children relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start .</p> <p>LEA will provide dates and times of ETR/IEP meetings whe requested.</p>	<ol style="list-style-type: none"> 1. The transition planning conference is held at least 90 calendar days, but not more than 2 years and 3 months prior to the child's 3rd birthday. Date of the meeting will be mutually agreed upon between the parent, HMG/EI and the LEA. 2. Each invited team member will receive written notification from HMG/EI of the conference date, in sufficient time to assure attendance. If the LEA does not attend the transition conference, having been invited/given notice of the meeting to determine eligibility as required by ODE Operating Standards, the conference will be held in their absence. 3. EISC will provide the following information to LEAs within 10 days of the transition planning conference: Current IFSP, and applicable related service and medical reports. 4. Policy for referrals HMG/EI receives close to 3rd birthday: 5. If a child is enrolled in Early Head Start, HMG/EI must invite the Special Needs Coordinator or other representative from Head Start to attend the Transition Planning Conference (TPC). If the Head Start
---	--	---

Summit County Interagency Agreement

	<p>If requested by families, a Head Start representative will be available to meet with families with children identified at risk or children that are not referred for preschool special education services to explore options within Head Start programming</p>	<p>representative is unable to attend the TPC, the meeting will be held as planned.</p> <p>6. LEA will provide dates and times of ETR/IEP meetings when asked.</p> <p>Referrals that HMG/EI receives <u>46-90 days before the child's 3rd birthday</u>:</p> <ul style="list-style-type: none"> a. The child will be assigned a service coordinator who will begin transition planning. b. EISC will provide options to the parent to make an educated choice of HMG/EI services and/or Part B preschool services. c. If the parent chooses EISC, an IFSP meeting will be held and will serve as the Transition Conference; and d. If the parent chooses Part B, and the child is eligible, an IEP will be written e. For reporting purposes, if a parent chose HMG/EI serves then and LEA will consider the child as coming from HMG/EI. <p>Referrals that HMG/EI receives <u>45 days or less before 3rd birthday</u>:</p> <ul style="list-style-type: none"> a. For a child referred with a suspected disability, a referral will be made directly to the LEA by HMG CCC; the child will be entered into the Early Intervention Data System (EIDS) and exited as referral
--	---	--

Summit County Interagency Agreement

		<p>outcome that identifies that the child was referred directly to the LEA</p> <p>b. For a child referred without a suspected disability, a referral will be made directly to Head Start, childcare, or other community programs of interest to the parent; the child will be entered into EIDS as a referral and exited as referral outcome that identifies that the child was directly referred to a community program.</p> <p>c. Referrals will be conducted by HMG/EI, but a service coordinator will not be assigned</p> <p>d. For reporting purposes, HMG/EI and LEA will NOT consider the child as coming from HMG/EI.</p> <p>HMG CCC will provide options to families of children that were not referred for preschool special education services to explore options with Head Start and/or other community preschool programs.</p>
--	--	--

J. PERSONNEL

As part of Summit County's commitment to provide a system of service to young children and their families that is equitable, personnel responsible for early intervention, special education and related services will be qualified to do so under state criteria.

Summit County Interagency Agreement

	LEA	HEAD START	Summit Co. HMG/EI
Direct Services	<p>Personnel providing direct special education services to children with disabilities must hold the appropriate state certification and/or licensure.</p> <p>Preschool special education itinerant and center-based teachers must be qualified in accordance with federal and state laws.</p>	<p>Teacher certification requirement for Head Start is a minimum of a two year degree.</p> <p>A Head Start teaching team member who holds a CDA or higher is considered a qualified staff member.</p> <p>Contracted service providers must meet state requirements and hold appropriate licensure/certification</p> <p>LEA/HMG/EI and other support staff will provide ODJFS required paperwork to maintain licensing requirements as needed</p>	<p>EISC must hold an EISC Credential, have a minimum of a bachelor's degree in a related field of study and meets personnel requirements found with DODD rule 5123-10-04..</p>
Related Services	<p>Related services personnel must be qualified in accordance with federal and state laws and/or hold state licensure if contracted through other community agencies.</p>	<p>Related services personnel must hold state licensure if contracted for services through other community agencies.</p>	<p>Early intervention service providers shall be qualified personnel who meet minimum qualifications for their role, with state approved or recognized certification, licensing, registration, or comparable requirements.</p>

Summit County Interagency Agreement

Evaluation Services	Personnel conducting evaluations in accordance with federal and state laws to determine eligibility for preschool special education and related services must meet the requirements set forth within published test administration requirements.	Staff conducting evaluations and screening assessments must be state licensed or fully qualified.	Individuals who conduct evaluations or assessments with infants and toddlers shall be qualified to do so in accordance with DODD Rule 5123-10-02 Appendix B.
Assessment Reporting Requirements	LEAs are responsible for reporting the Early Learning Assessment, and the Early Childhood Outcome Summary to the state.	Head Start will support LEA's in completing state required assessments by sharing data.	HMG/EI personnel enter all assessments, evaluations and screening results into EIDS within 30 days of the update or occurrence.

K. PARENTS' RIGHTS AND PROCEDURAL SAFEGUARDS FOR CHILDREN ELIGIBLE UNDER IDEA

LEA	HEAD START	Summit Co. HMG/EI
To assure the involvement of parents and families in all services provided to children with disabilities and provide equity of service delivery systems, parents will be informed of their rights and a full explanation of procedural safeguards as delineated under state and federal laws and the Operating Standards for Ohio's Schools Serving Children with Disabilities.	Head Start assists parents in communicating with teachers and other school personnel as well as with personnel from outside agencies so that parents can participate in decisions related to their child's education (45 CFR 1302.41). Head Start staff must inform parents of the types and purposes of the screening or	To assure the involvement of parents and families in all services provided to children eligible for early intervention, parents will be informed of their rights and a full explanation of procedural safeguards to ensure parent's rights in HMG/EI DODD Rule 5123-10-01.

Summit County Interagency Agreement

	<p>evaluation well in advance and provide the purpose and results of these screenings & evaluations (45 CFR 1302.41).</p> <p>Parental consent, in writing, must be obtained before a child can have an initial evaluation to determine whether the child has a disability (45 CFR 1302.33) and provide the purpose and results of these screenings & evaluations (45 CFR 1302.62).</p>	
--	--	--

L. Evaluation of Interagency Agreement

Beginning in the 2021-2022 school year, the agreement will be reviewed once a year in **January**. The purpose of this review is to assess the effectiveness of the procedures outlined in the agreement for supporting interagency work. Changes will be made to the agreement as needed, and all key stakeholders will have the opportunity to review changes prior to the agreement being finalized.

LEA	HEAD START	Summit Co. HMG/EI
<p>LEA representatives will be identified by the district to participate in the Summit County Interagency Agreement review.</p> <p>After edits are made to the current agreement, all agencies involved will have a two-week period in which to review the edits and suggest changes or</p>	<p>The Disabilities Coordinator will serve on the Summit County Interagency Committee and will lead all changes and evaluation efforts in the interagency agreement on behalf of Head Start.</p> <p>After edits are made to the current agreement, all agencies involved will have a two week period in which to</p>	<p>A representative from HMG/EI will serve on the Summit County Interagency Committee as appointed by the agency and will lead all changes and evaluation efforts in the interagency agreement on behalf of HMG/EI.</p> <p>After edits are made to the current agreement, all agencies involved will have a two week period in which to</p>

Summit County Interagency Agreement

<p>initiate further conversation needed prior to approval.</p> <p>Once approval has been obtained, the document will be presented to superintendents and agency directors for signatures.</p> <p>A copy of the interagency agreement will be sent to each program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process.</p>	<p>review the edits and suggest changes or initiate further conversation needed prior to approval.</p> <p>Once approval has been obtained, the document will be presented to superintendents and agency directors for signatures.</p> <p>A copy of the interagency agreement will be sent to each program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process.</p>	<p>review the edits and suggest changes or initiate further conversation needed prior to approval.</p> <p>Once approval has been obtained, the document will be presented to superintendents and agency directors for signatures.</p> <p>A copy of the interagency agreement will be sent to each program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process.</p>
---	---	---