

Summit County Interagency Agreement

I. RATIONALE

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 Public Law 108-446 (Individuals with Disabilities Education Improvement Act of 2004 - Parts B and C), Ohio Revised Code Chapter 3323 and 5126.05, Administrative Code Sec. 3301-51, and Amended Substitute House Bill 248, Executive Order 94-13V, as enacted by The Education of The Handicapped Act Amendments of 1986, 100 STAT.1145 (1986), 20 USC 1471 et seq. as amended (Part "H"), as well as 45 CFR Parts 1304, 1305, 1306, and 1308.

II. PARTIES INVOLVED

This agreement is among the Akron Summit Community Action Head Start, Summit County Board of Developmental Disabilities, the Summit County Help Me Grow Program, 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 School

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 County Educational Service Center

Signatures showing support are contained on the final page. Hereafter these parties are referred to as Head Start, *Help Me Grow (HMG) Part C services* and Local Education Agency (LEA), County Board of DD This agreement also has support from the Ohio Department of Education, Office of Early Learning School Readiness, the State Support Team for Region 8, the Ohio Department of Health/Bureau of Early Intervention Services, United States Department of Health and Human Services, and the Ohio Head Start Association, Inc.

III. PURPOSE OF INTERAGENCY AGREEMENT

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The purpose of this agreement is to assist the LEAs, County Board of DD, HMG, 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 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), The Ohio Department of Education and the Ohio Department of Health*. 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 - Part C 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 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.) Enhance the array of services and options available to children and families.
- 4.) Facilitate the smooth transition of young children between Help Me Grow - Part C, 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.

Note Regarding Summit County Board of Developmental Disabilities

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Information regarding the roles and responsibilities of Summit County Board of DD is embedded into the information below and is not presented as a separate column. During recent reorganization of early childhood services to support an inclusive philosophy, Summit County Board of DD no longer offers center based early intervention and preschool special education programming. Summit County Board of DD provides oversight of early intervention services and a childcare option for the community (described below). Districts and agencies associated with the agreement have decided to embed information regarding the role of Summit County Board of DD, where applicable, into the information associated with either the LEA, Head Start, or Summit Co. HMG partners

CALICO Center at the Summit County Board of DD provides childcare to children birth to three while supporting IFSP outcomes/strategies. At age three, those children with special needs who are eligible for Part B services are transitioned into their district of residence for preschool services. CALICO Center remains an option for preschool children who may need half-day child care. LEAs can choose to provide itinerant IEP services in the CALICO setting if the team deems it appropriate that the child remain and receive all-day care there due to medical and/or technological needs requiring nursing support.

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

LEA	HEAD START	Summit Co. HMG
LEAs are required by the child identification process provisions of P.L. 108-446 (IDEA Reauthorization 2004) 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 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 Special Needs Coordinator in collaboration with parents and community partners, such as the Local Education Agencies (LEA) and Help Me Grow 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.	<p>Summit County Early Help Me Grow (HMG) is the designated lead organization for the planning, development and implementation of a countywide system of early intervention services for infants and toddlers under three years of age with delays or disabilities.</p> <p>Summit County HMG is responsible for assuring that provisions for early intervention are available in Summit County; provision of early intervention services occurs through local early intervention service providers.</p> <p>Summit County HMG partners with Summit County Board of Developmental Disabilities to provide early intervention services in the county.</p>

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<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; and 3. To assure an exchange of information; 4. To provide referral for children birth through age 21; 5. To conduct evaluations for diagnoses or 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 HMG:</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 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, 10% of enrollment opportunities to children with disabilities. 8. Head Start will attend IEP meetings and Help Me Grow Transition Meetings. 	<p>Summit County HMG, 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.
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Assurance of Maintenance of Effort

LEA	HEAD START	Summit Co. HMG
The LEAs are responsible for assuring a free appropriate public education (FAPE) for eligible preschool children at no expense to the family.		HMG is responsible for assuring that provisions of early intervention are available in Summit County; provisions of HMG - Part C 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. This framework is the foundation for development of this local agreement among the LEAs, Head Start, and HMG.

The primary focus of this agreement is to outline the collaborative efforts among Head Start, the LEAs, County Board of DD and HMG. 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
Agency Responsibility	The LEAs are the lead agencies for Part B, ages three through 21, and the Ohio Dept. of Health is the lead agency for Part C, birth through age two. In conjunction with the local HMG 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 is the lead organization for Part C, birth to age three.

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Identification	Child Find is the joint responsibility of the LEAs and <i>HMG</i> 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</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 participates in the Child Find plan.	Early intervention services for infants and toddlers are provided through providers in conjunction with HMG, County Board of DD, Early Head Start and ODH/Bureau of Early Intervention Services.

B. ELIGIBILITY

The LEAs, Head Start, County Board of DD and HMG 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

	LEA	HEAD START	Summit Co. HMG
Eligibility Criteria & Processes	Eligibility criteria for special education and related services will	In order for a child to be counted as a child with a disability they must have	HMG - Part C services means services that are designed to meet

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	<p>be determined according to state requirements described in Ohio Administrative Code Chapter 3301-51, Operating Standards for Ohio's Schools Serving Children with Disabilities.</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. This may occur after the referral process is conducted. Once formal referral for a suspected disability is made, the LEA will initiate the evaluation.</p> <p>Parents have the right to consent or refuse the evaluation, assessment and special education services.</p>	<p>a completed IEP through the LEA or an IFSP through HMG and can 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 their State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development, and who by reason thereof need special education services may receive services as children with disabilities in Head Start programs (45 CFR 1308.17).</p> <p>Head Start eligibility criteria as defined by the Head Start Performance Standards on Services for Children with Disabilities (45 CFR 1308) may be served by Head Start as outlined below.</p> <p>Some children exhibit developmental</p>	<p>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 Part C</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> <p>Infants and toddlers who move into Ohio with an individualized family service plan from another U.S. state or territory, when the IFSP is dated less than 180 calendar days from the date of system referral.</p>
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¹ See Ohio Administrative Code 3701-8-07 Help me grow early intervention program eligibility and determination of need for early intervention services.

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		<p>delays but are not eligible through the LEA for special education services and do not generate funds under federal or state provisions. These children may require additional support for successful participation in the Head Start/Early Head Start program. Head Start is mandated to provide a comprehensive developmental program accessing resources to meet the needs of all children enrolled (45 CFR Parts 1304 & 1308). Head Start is responsible for the provision of additional needed services within the traditional framework of Head Start.</p> <p>Early Head Start must use ODH definition a disability and delay for age's birth to three. The Special Needs Consultant must refer a child to the local early intervention service coordinator.</p> <p>Parents have the right to consent or refuse evaluation, assessment, and early intervention services.</p> <p>Head Start Special Needs Consultant must refer a child to the LEA for evaluation as soon as the need is evident starting as early as the child's</p>	
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		third birthday or at the time a disability is suspected.	
Child Count	Preschoolers, ages 3 through 5, who do not meet the eligibility criteria for special education as defined by the Ohio Administrative Code 3301-51-06 will not be counted as children with disabilities nor provided a formal IEP developed with the school district	Head Start is committed to provide the number of children receiving services under IEPs to the school district by April 15 th . Children with an LEA-administered IEP and enrolled in Head Start will be counted towards the 10% enrollment for children with disabilities. Preschool children with disabilities enrolled in Head Start will therefore have a plan developed by the LEA and administered by the LEA <u>or</u> Head Start.	Data regarding the names, addresses, phone numbers and birth dates (and names of children if parents consent) of children who are currently receiving HMG services will be shared by HMG providers with the LEAs. The numbers reported to the LEAs represent children under the age of 3 who are receiving HMG services and have an IFSP. Sharing this information with the LEAs is not intended to imply that these children are eligible for preschool special education services. The HMG 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).

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

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LEA	HEAD START	Summit Co. HMG
The LEAs will follow the procedures specified in P.L. 108-446 (IDEA 2004) and in the education procedures for the state of Ohio. LEA's will coordinate with Head Start agencies to assist in the implementation of the IEP and related services.	<p>Head Start is mandated to provide screening within 30-90 days of first date of attendance (45 CFR 1304.20 (a) (b). Head Start will use evaluation/assessment documentation in place of a screening 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 with completed health documentation as necessary (dental, immunization, vision, etc.) if requested by school district or EI agency.</p>	<p>HMG Part C 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> <p>Infants and toddlers who move into Ohio with an individualized family service plan from another U.S. state or territory, when the IFSP is dated less than 180 calendar days from the date of system referral.</p>

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
LEAs will adhere to the timelines specified in P.L. 108-446 (IDEA 2004) and in Chapter 3301-51. Timelines may not exceed the federal/state timelines. In the case of the initial evaluation,	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 1308.6 (e).	The evaluation and initial assessment and IFSP of each child must be completed within the 45 day period which begins from the date of program referral to the HMG Central Coordinating Contractor for

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<p>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 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>	<p>If the multidisciplinary team, consisting at a minimum of the parent, teacher, and special needs consultant, has agreed that a referral to the LEA or Help Me Grow is appropriate, the Special Needs Consultant makes the referral to the LEA or Help Me Grow after written permission is received from the parent.</p> <p>If the LEA or 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 intervention/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>	<p>Summit County HMG.</p> <p>The centralized coordination contractor shall make a minimum of three different attempts to call or e-mail the parent, until successful contact is made, within ten calendar days. If the parent communicates that they are interested in HMG, the centralized coordination contractor shall make a program referral to the chosen early intervention service coordination contractor within one business day into the statewide data system. The program referral to an early intervention service coordination contractor begins the forty-five calendar day time line for children referred to early intervention, as described in rule 3701-8-07.1 of the Administrative Code.</p>
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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 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.

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	LEA	HEAD START	Summit Co. HMG
Identification Process	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>Head Start will collaborate with the LEA's and EI agencies as outlined in the local agreement and in alignment with the Head Start Disability Plan 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 EI agency. Documentation of Interventions should be included in the information provided to the LEA or EI agency as part of the MFE process.</p> <p>Head Start will submit a PR04 Referral for Evaluation form to the LEA. The day the LEA receives the PR04 form begins the 30 day timeframe to follow up on the request. A school district of residence will, within thirty days of receipt of a request for an evaluation from either a parent of a child or a public agency, either obtain parental consent for an initial evaluation or provide to the parents prior written</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 one of the county's agencies providing Service Coordination. Once assigned to a Service Coordinator, they will do a home visit and determine if the child is eligible for Help Me Grow.

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		notice stating that the school district does not suspect a disability and will not be conducting an evaluation. (3301-50-06; B-3)	
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	LEA	HEAD START	Summit Co. HMG
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 information is current within the past 12 months.	<p>Interventions that occurred prior to the MFE process will be documented and shared with the LEA or EI provider.</p> <p>Head Start screenings, assessments, evaluations and/or information from other sources should be used as part of the differentiated referral process by the LEA or the 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 may include: dental records, immunization records, vision& hearing screening results, ASQ scores, Galileo scores, DECA scores, speech evaluations, anecdotal records, classroom observations, and any other relevant documentation.</p>	

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		Head Start can assist with speech evaluations of children enrolled in their program when requested by the LEA.	
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F. EVALUATIONS

It is recommended that the LEAs, HMG, 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.

	LEA	HEAD START	Summit Co. HMG
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 P.L. 108-446 (IDEA 2004) and Chapter 3301-51.	Head Start will address evaluations for preschool children in accordance with 45 CFR 1308 with regard to the three assessment steps: screening, ongoing developmental assessment, and further specialized assessment. These three steps correlate to the differentiated referral process employed by the LEA with the final "further specialized assessment" correlating to the MFE process.	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 receive The Service Coordinator 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	Personnel conducting evaluations in	Testing and evaluation procedures	According to Ohio Revised Code

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Qualifications	<p>accordance with Rule 3301-51-06 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 Chapter 3301-51 to determine a documented deficit.</p>	<p>(45 CFR 1308.6) must be administered by trained State certified or licensed personnel. Head Start contracts with State licensed Speech and Language pathologist 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.</p> <p>All Head Start/Early Head Start staff is trained on proper procedures for completing screenings and ongoing assessments yearly.</p>	<p>HMG rules, the evaluation and assessment teams include:</p> <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 ODH unless one individual holds licensure in at least two disciplines. The SC facilitates the evaluation and assessment process. If the SC holds licensure or certification the SC may represent one of the two disciplines.
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G. INDIVIDUALIZED PLANS FOR SERVICE DELIVERY

IDEA 2004 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
Individual Plan	<p>If a child is determined to be a preschooler with a disability, an IEP will be developed in accordance with Chapter 3301-51-07 and Model Procedures For the</p>	<p>Head Start will follow the IEP/IFSP plan within the Head Start classroom. Head Start/Early Head Start staff will implement and document, as appropriate, goals and objectives</p>	<p>The IFSP is a written plan for providing HMG services to an eligible child and the child's family. It is a child and family-centered document resulting from</p>

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	Education of Children with Disabilities.	<p>stated on the IEP/IFSP when Head Start is the listed as the LRE. The Special needs Consultant works with the Head Start Director in planning and budgeting to assure that the special needs identified in the IEP are fully met and that children most in need of an integrated placement and of special assistance are served (45 CFR 1308.4m)</p> <p>Head Start should be invited to the IEP meeting if Head Start initiated the referral or if an IEP 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 should be provided to Head Start.</p>	<p>an ongoing process, based largely on the child's strengths and needs, and the family concerns, priorities and resources. Development of the initial IFSP shall occur with a multidisciplinary team including, at a minimum, the parent of the child, other family members when requested by the parent, an advocate or person outside of the family when requested by the parent, the child's service coordinator, and one person who conducted the evaluation or assessment of the child.</p>
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 a support/intervention plan developed to ensure success in the Head Start/Early Head Start classroom.	"Early intervention services" are developmental services that are provided under public supervision, are selected in collaboration with the parents, are provided at no cost to families, except for a system of payments, that 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

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			identified by the IFSP team.
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 showing progress toward goals & objectives.	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
Individual Plan Review	IEPs will be reviewed at least once annually in accordance with federal and state requirements.	Head Start will participate in annual IEP/IFSP review to determine continuation of services.	Periodic reviews of the IFSP shall occur 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 IFSP is evaluated during a meeting at least annually.

H. SERVICE DELIVERY

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	LEA	HEAD START	Summit Co. HMG
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 [3301-51-09] including center based programming and itinerant services. Placement is the culmination of the IEP process.</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 preventative 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 (45 CFR 1304.21a). Head Start uses Creative Curriculum and Project based curriculum in all infant, toddler, and preschool classrooms.</p> <p>Nutrition: Head Start must design and implement a nutrition program that meets the nutritional needs and</p>	<p>The following HMG early intervention services shall be provided at no cost to families:</p> <ol style="list-style-type: none"> (1) Screening, developmental evaluation, child assessment, and family-directed assessment; (2) Development, review, and meetings to evaluate IFSPs; (3) Service coordination; (4) Procedural safeguards; and (5) Transition planning. <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>

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		<p>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 the provide ½ to 2/3 of the child's daily nutritional needs (45 CFR 1304.23b).</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 (45 CFR 1304.40 a)</p>	arrangements.
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I. TRANSITION

LEA	HEAD START	Summit Co. HMG
<p>Procedures will be followed according to the Summit County Interagency Transition Agreement outline under the HMG column of this document.</p> <p>Includes:</p> <ul style="list-style-type: none"> Any specific plans already in place 	<p>Head Start must assist parents in becoming their children's advocate as they transition both into Early Head Start or Head Start from the home or other child care setting, and from Head Start to elementary school (45 CFR 1304.40h). A Transition Plan is in place that outlines the roles and responsibilities of Head Start</p>	<p>Procedures will be followed according to the Summit County Interagency Transition Agreement.</p> <p>Includes:</p> <ol style="list-style-type: none"> The transition planning conference is held least 90 calendar days, but not

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<p>in Summit County for transitioning children into a program. Assurance of placement in the least restrictive environment</p> <ul style="list-style-type: none"> • Plans for parental involvement • Adherence requirements in Chapter 3301-51 	<p>staff in adhering to this policy.</p> <p>The Special Needs Consultant (or other appropriate HS personnel) will attend the HMG 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 or the parent.</p> <p>The Special Needs Consultant will attend transition meetings for those children on IEP's who are entering elementary school if requested by the LEA or parent.</p> <ul style="list-style-type: none"> • 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 (45 CFR 1304.41c). <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</p>	<p>more than 9 months prior to the child's 3rd birthday. Date of the meeting will be mutually agreed upon between HMG and the LEA.</p> <ol style="list-style-type: none"> 2. Each invited team member will receive written notification from HMG 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. Service coordinators will provide the following information to LEAs within 10 days of the transition planning conference: HELP/BDI-2, Current IFSP, Preschool Request for Assistance, and applicable related service and medical reports. 4. Policy for referrals HMG receives close to 3rd birthday: <p>Referrals that HMG receives <u>46-90</u> days before the child's 3rd birthday:</p> <ol style="list-style-type: none"> a. The child will be assigned a service coordinator who will begin transition planning. b. With parent consent, HMG and LEA will cooperatively determine
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	programming	<p>eligibility for Part B preschool.</p> <p>c. HMG will work with the LEA to conduct a joint evaluation for eligibility.</p> <ul style="list-style-type: none"> i. HMG will assign a Service Coordinator to a referral within the 46-90 day timeframe and mark as an urgent referral. ii. Service coordinator will begin the conversation during initial call to family about the possibility of involving LEAs. iii. If consent is obtained during the call, the Service Coordinator will consider the possibility of scheduling the transition planning conference during the first meeting with the family. During the initial call, service coordinators will collect requested information from the specific LEA to support their initiation of the process. iv. LEAs will be immediately contacted informing them of the meeting. v. Service coordinator will
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		<p>arrive to the first meeting 30 minutes prior to the LEA joining to complete initial screening and paperwork.</p> <p>vi. During the transition planning conference meeting, both HMG and LEA representatives will talk with families about the qualifying criteria and process that leads up to determination of eligibility.</p> <p>vii. Arrangements will be made to organize the details of the joint evaluation process for the second meeting in which the HMG Developmental Evaluation Team and LEA will be present</p> <p>d. The parent may choose HMG Part C services and/or Part B preschool services if the child has been determined to be eligible for both;</p> <p>e. If the parent chooses Part C, an IFSP meeting will be held and will serve as the Transition Conference; and</p> <p>f. If the parent chooses Part B, and the evaluation team agrees, an IEP may be written at this IFSP/Transition Conference and the child enrolled in</p>
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		<p>Part B. If the child does not enter Part B with an IEP the child remains in HMG with an IFSP until the 3rd birthday.</p> <p>g. For reporting purposes, HMG and LEA will consider the child as coming from HMG.</p> <p>Referrals that HMG receives <u>45 days or less</u> before 3rd birthday:</p> <p>a. For a child referred with a suspected disability, a referral will be made directly to the LEA; the child will be entered into Early Track and exited as referral 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 Early Track 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, but a service coordinator will not be assigned</p> <p>d. For reporting purposes, HMG and LEA will NOT consider the child as</p>
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		<p>coming from HMG.</p> <p>HMG will work with 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> <p>In addition, HMG will collaborate with LEAs on any mutually agreed procedures regarding the sharing of COSF/ECO information upon exit of HMG.</p>
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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.

	LEA	HEAD START	Summit Co. HMG
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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 Rules 3301-24 or 3301-51 of the Ohio Administrative Code as applicable.</p>	<p>Teacher certification requirement for ASCA Head Start is a minimum of a two year degree.</p> <p>A Head Start teacher who holds a CDA or higher is considered a qualified staff member as defined in Chapter 3301-31-01. Therefore, itinerant services, if determined appropriate through the IEP, may be delivered in a Head Start classroom that is staffed by a teacher holding a two year degree or higher.</p>	<p>A HMG service coordinator must hold a HMG service coordinator Credential, has a minimum of a bachelor's degree in a related field of study and meets personnel requirements found with rule 3701-8-03 of the Ohio Administrative Code.</p>
Related Services	<p>Related services personnel must be qualified in accordance with Rule 3301-51 of the Ohio Administrative Code and/or hold state licensure if contracted for 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>

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Evaluation Services	Personnel conducting evaluations in accordance with Rule 3301-51-06 to determine eligibility for preschool special education and related services must meet the requirements set forth within published test administration requirements.		Individuals who conduct evaluations or assessments with infants and toddlers shall be qualified to do so in accordance with rule 3701-8-07.1 of the Administrative Code.
Assessment Reporting Requirements	LEAs are responsible for reporting Get It, Got It, Go, Ages and Stages: Social Emotional and the Early Childhood Outcome Summary to the state two times during the school year.		HMG personnel enter all assessments, evaluations and screening results into Early Track 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
To assure the involvement of parents and families in all services provided to children with disabilities and provide equity of services delivery systems, parents will be informed of their rights and a full explanation of procedural safeguards as delineated under Public Law 108-446 (IDEA 2004) and Ohio Administrative Code 3301-51-05.	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 1304.40b). Head Start staff must inform parents of the types and purposes of the screening or evaluation well in advance and provide the purpose and results of these screenings & evaluations (45 CFR 1308.6c).	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 early intervention in rule 3701-8-10.2 of Ohio Administrative Code.

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	<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 1308.6e). evaluation well in advance and provide the purpose and results of these screenings & evaluations (45 CFR 1308.6c). 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 1308.6e).</p>	
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L. Evaluation of Interagency Agreement

The agreement will be reviewed once a year at a minimum to assess effectiveness of the procedure outlined in the agreement for supporting interagency work. Changes will be made to the agreement as needed. All key stakeholders will have the opportunity to review changes prior to the agreement being finalized. The State Support Team for Region 8 facilitates the interagency agreement process for Portage County, collects information from stakeholders identified in the agreement regarding challenges associated with procedures defined within the interagency agreement, schedules and conducts the annual revisions activities, and assists with the signature and approval process.

LEA	HEAD START	Summit Co. HMG
<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 initiate</p>	<p>A representative from Head Start 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 Head Start.</p> <p>After edits are made to the current</p>	<p>A representative from HMG 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.</p> <p>After edits are made to the current agreement, all agencies involved will have</p>

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<p>further conversation needed prior to approval.</p> <p>Once approval has 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>agreement, all agencies involved will have a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval.</p> <p>Once approval has 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>a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval.</p> <p>Once approval has 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>
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Note: Please see *Addendum A* regarding county wide procedures for supporting Transition Planning Conference activities.