



Lake/Geauga United Head Start
and Early Head Start



2017-2018

Interagency Agreement Among

Lake-Geauga United Head Start/ Early Head Start
with required Memo of Understanding (MOU's)

*Lake and Geauga County Board of
Developmental Disabilities*



Lake and Geauga County Local Education Agencies



Help Me Grow of Lake/Geauga County
(On behalf of Family and Children First Council)



Starting Point



Regarding the Provision of Service Delivery & Transition for Young Children & Families



INTRODUCTION

The intent of this agreement is to ensure that families of children with disabilities and/or developmental delays, who face numerous service providers and transitions, receive seamless transitions. This agreement is being expanded to ensure that all children have successful transitions in their early years. In Lake and Geauga County, Help Me Grow, Head Start, Early Head Start, Local Education Agencies, Starting Point, and the Lake and Geauga County Boards of Developmental Disabilities partner to ensure that children prenatal through five receive the best service and supports possible without experiencing a gap in their service delivery system.

When many service providers are involved, systematic procedures are needed to assure duplication of services does not occur and that gaps in services are covered. Transitions can occur at any point in service delivery. When unexpected or expected transitions occur, systematic procedures are also needed to assure continued support is provided to the child and family. Transition can be defined as a process for movement of young children and their families into, within and from service delivery systems. Transition is not a discrete event, and therefore, this agreement will need to continue to expand and change to meet the ever-changing lives of the families we serve.

PURPOSE

The purpose of this agreement is to ensure interagency collaboration within Lake and Geauga Counties in the continuation of a comprehensive service delivery system and coordinated transition processes. Our commitment is to:

- Keep each other well informed;
- Avoid duplication of effort;
- Provide services that are of the highest possible quality;
- Ensure the needs and aspirations of families and children are at the center of each child's service delivery that is appropriate for each child;
- Promote the partnerships between and among the participants and the families they serve;
- Provide information and supports to families during the transition process to ensure effective participation;
- Respect the rights, opinions, and concerns of the diverse cultural population in Lake and Geauga Counties; and
- Implement a mutually beneficial, family-friendly system of transition.

This agreement specifies the roles and responsibilities of the participants and provides guidance for its continuation. This agreement is a "Work In Progress", recognized by all parties. The agreement has been written in accordance with the Joint Agreement between the Federal Region V & XII Administration for Children and Families, the Ohio Department of Education, the Ohio Board of Developmental Disabilities regarding Provisions of Services under Help Me Grow, and the Lake and Geauga County Family and Children First Councils.

AUTHORITY

- Part C and B of the Individuals with Disabilities Education Improvement Act (IDEIA-2004)
- The Americans with Disabilities Act of 1990
- Head Start Act Sec. 635. [42 U.S.C. 9801]
- Head Start Act Sec. 642. [42 U.S.C. 9801]
- Head Start Regulations, Title 45 of the Code of Federal Regulations, Parts 1301 through 1305
- ODE Operating Standards for Ohio Schools Serving Children with Disabilities, July 1, 2008
- DODD Help Me Grow Rules & Regulations
- Ohio Revised Code 3323
- State of Ohio Executive Order 99-13T
- Health Information Portability Accountability Act of 1996
- Family Educational Rights and Privacy Act, 34 CFR Part 99
- Interdepartmental Agreement between ODE/ODH January 2008

PARTICIPANTS RESPONSIBILITIES

Each participant agrees to continue existing responsibilities as required by the above AUTHORITY and to abide by any modifications in existing policy that may occur during the implementation of this agreement. Each participant agrees to participate in the overall coordination and implementation of services as outlined in this agreement. The Lake/Geauga CORE team, with representation from the LEAs, Head Start, Early Head Start, the Lake and Geauga County Boards of Developmental Disabilities, Family and Children First Council and Starting Point will continue to provide joint planning and oversight to ensure smooth, seamless transition process in Lake and Geauga Counties.

This Interagency Agreement will be in effect when all participants' signatures are secured and will remain in effect until a new agreement is signed. Help Me Grow and State Support Team 4 will maintain signatures on file. This Agreement will be reviewed at least annually and reauthorized in accordance with state and federal guidelines. Renegotiations of any portion of this agreement may occur at any time for good cause.

CONFIDENTIALITY

Each participant agrees to abide by the Health Information Portability Accountability Act or the Family Educational Rights and Privacy Act, as applicable.

AGENCY DESCRIPTION & RESPONSIBILITIES

Lake County Board of Developmental Disabilities (DD)

Established in 1967 by the Ohio General Assembly, the Lake County Board of Developmental Disabilities serves 1900 individuals of all ages with developmental disabilities, through a variety of programs and services. The LCBDD's mission is to advance public awareness and to assist individuals to become valued and contributing members of their chosen community. Broadmoor School is the educational facility of the LCBDD and provides instructional and support services to children birth through 22 years with developmental delays or disabilities who are residents of Lake County. The Early Intervention Program is designed to assist families with children birth to 3 of age who have been referred by the Help Me Grow Program as eligible for Part C Services. The program offer evidence-based early intervention services with teaming and coaching utilizing the Primary Services Provider Model (PSP) in natural environments, including home and community settings. The Early Childhood program offers integrated preschool classrooms that include children three to five years of age with disabilities and their typically-developing peers, as a part of the continuum of services available to families and Local Educational Agencies.

Geauga County Board of Developmental Disabilities (DD)

Bessie Benner Metzenbaum Center serves children and adults with developmental disabilities such as mental retardation, autism, cerebral palsy, spina bifida, and traumatic brain injuries. The Metzenbaum Center offers activities and programs geared to maximize individual potential and encourage peak performance. The Metzenbaum Center provides a continuum of care for individuals of all ages, and has earned a reputation of excellence for its full complement of innovative programs - from a professionally recognized Children's Services, focusing on early intervention and community inclusion - to comprehensive Adult Services, including vocational training, community employment, workshop opportunities and senior programming - to Residential Services, offering intensive, on-site housing as well as attractive, community supported-living homes

Head Start (HS)

Head Start (HS) is a comprehensive educational program funded through the Federal government, which serve children 3 through 5 years of age from low-income families. Lake/Geauga United Head Start, Inc. (LGUHS) operates the Head Start program in Lake and Geauga Counties. A variety of services are provided based on the child's individual needs. LGUHS directly operates a Head Start program in concert with delegate agencies. Head Start is mandated to make 10% of enrollment to children with disabilities identified on an IEP.

Help Me Grow (HMG)

Help Me Grow is a program for Ohio's expectant parents, newborns, infants, and toddlers that provide health and developmental services so that children start school healthy and ready to learn. Services are designed with the families' concerns and goals in mind. **Help Me Grow** is the central coordinating site for the Help Me Grow services (listed below) in Lake and Geauga Counties. Help Me Grow services are funded through federal, state and local dollars.

Specialized Services (IDEA, Part C) provide developmental evaluations at no cost to the family; eligibility determination for ongoing specialized services; Individualized Family Service Plan, Service Coordination, Transition and linkage to community resources and family support groups and activities.

Early Head Start (EHS)

Early Head Start provides early, continuous, intensive, and comprehensive child development and family support services to low- income infants and toddlers and their families, and pregnant women and their families. In Lake County, services are provided through a home- based program option.

Local Education Agency (LEA)

A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools. (34 CFR §300.18) Contact your local Board of Education for further information.

Starting Point

Starting Point is a Child Care Resource and Referral (CCR&R) agency linked to the Ohio Child Care Resource and Referral Agency (OCCRRA) that connects families to programs and services that meet their children's early care/ education and related needs, and strengthens the community's capacity to respond to those needs.

ACRONYMS & DEFINITIONS

CCR&R	Child Care Resource & Referral
DECA	Devereux Early Childhood Assessment A tool designed to support early intervention efforts to reduce emotional and behavior concerns by assessing risks in the social development of very young children.
ECI/DS	Early Childhood Intervention/Developmental Specialist
EI	Early Intervention Services that are designed to meet the developmental needs of each Part C eligible child and the needs of the family related to enhancing a child's development.
EIS	Early Intervention Specialist
ETR	Evaluation Team Report A report that is created to summarize the results of an initial evaluation or re-evaluation to determine whether the child is a child with a disability and is eligible for special education and related services.
DODD	Department of Developmental Disabilities Lead Agency responsible for the implementation for IDEA Part C Early Intervention Services and Help Me Grow Program. The Ohio Department of Disabilities (DODD) oversees a statewide system of supports and services for people with developmental disabilities and their families. DODD does this by developing services that ensure an individual's health and safety, encourage participation in the community, increase opportunities for meaningful employment, and provide residential services and support from early childhood through adulthood.
FAPE	Free Appropriate Public Education Special education and related services that (a) have been provided at public expense, under public supervision, and without charge; (b) meet the standards of the State education agency; (c) include an appropriate preschool, elementary school, or secondary school education in the State involved; and (d) are provided in conformity with the individualized education program (IEP) required under section 614(d).
FCFC	Family and Children First Council Ohio Family and Children First is a partnership of government agencies and community organizations committed to improving the well-being of children and families. Created in April 1994 and mandated by the Ohio Revised Code (ORC 121.37) in 1997, the Council provides for a service coordination mechanism at the county level.

- HV** **Early Head Start Home Visitor**
Service provider for Early Head Start
- IDEA** **Individuals with Disabilities Education Act (re-authorized in 2004 as the Individuals with Disabilities Education Improvement Act)**
- IEP** **Individual Education Program**
A written plan for a child with a disability that is developed, reviewed, and revised in a meeting annually. All services are determined through the IEP process with annual goals, objectives, and evaluation criteria determined by a team comprised of professionals and parents. The IEP for preschool children includes, as appropriate, how the disability affects the child’s participation in appropriate activities
- IFSP** **Individualized Family Service Plan**
A written plan for providing early intervention services to a child eligible under this part [34CFR303] and the child’s family. 34CFR303.340
- LRE** **Least Restrictive Environment**
Each school district shall ensure that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only if the nature or severity of the disability of a child is such that education in regular classes with the use supplementary aids and services cannot be achieved satisfactorily.
- ODE** **Ohio Department of Education**
Lead agency responsible for the implementation of IDEA 2004.
- OSEP** **Office of Special Education Programs**
Agency within the US Department of Education which is dedicated to improving results for infants, toddlers, children and youth with disabilities ages birth through 21 by providing leadership and financial support to assist states and local districts. OSEP administers the Individuals with Disabilities Education Act (IDEA).
- PCD** **Preschool Child with a Disability**
Means a child who 1) Is at least 3 years of age and not age 6; and 2) Has a disability and who needs special education related services.

Procedural Safeguards

Procedures, which protect the rights of children with disabilities and their parents with respect to FAPE, established and maintained by the State Education Agency (SEA). The Procedural Safeguards are contained within Special Education Procedural Safeguards Notice.

- SC** **Service Coordinator**

Individual who is responsible under IDEA for: coordinating the development and implementation of the IFSP; coordinating and monitoring service delivery; informing the family of advocacy services; coordinating with medical and health providers and facilitating the development of transition planning.

SST-4

State Support Team 4

One of the Ohio Department of Education's 16 State Support Teams (SST) that serves school districts, charter/community schools and families in Lake & Geauga Counties regarding children at-risk and children with disabilities (ages 3 through 21).

TPC

Transition Planning Conference

An opportunity for families to prepare for the transition process by learning about their specific options for services, meeting with specific program representatives from the programs in which they might be receiving services, and to support families and children as they prepare for changes in programs and/or services.

Child Find (Outreach to Infants, Toddlers, & Children with Disabilities)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • HMG will complete routine outreach to potential referral sources, (physicians, medical community, social workers, etc.) to educate the community on available services provided by collaborative partners where appropriate. • HMG will identify children potentially eligible for HS and LEA through screenings and evaluations and will refer to the most appropriate service with parental permission • HMG will share information about HS and LEA services at HMG events and programmatic meetings to be disseminated to families. 	<ul style="list-style-type: none"> • HS Include HMG & LEA brochures in recruitment mailing packets. • HS/ EHS Disseminate HMG & LEA brochures at recruitment events. (MOU#2) • HS/ EHS Schedule joint In-Service with HMG & LEAs regarding the Referral & Evaluation Process. • HS/ EHS Share information about HMG & LEA services at Head Start events and programmatic meetings. • HS/ EHS Distribute flyers regarding seminars, training, informational meetings or provide newsletters/ information received by HMG and LEA. (MOU #1) • HS Report to each LEA the number of children and birth dates of children currently receiving intervention services and having an LEA IEP. The child's name may be shared with written parental permission. This is done by April 15th on an annual basis. (MOU #3) 	<ul style="list-style-type: none"> • Each school district shall adopt and implement written procedures, approved by the Ohio Department of Education, Office for Exceptional Children, that ensure all children below 22 years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. • This includes (1) Children attending non-public schools, including children enrolled in parochial school; (a) Activities undertaken to carry out child find for non- public school children with disabilities must be comparable to activities undertaken for children with disabilities in public schools. (b) Each school district shall consult with appropriate representatives of non-public school children with disabilities on how to carry out child find activities for non public school children. (2) Highly mobile children with disabilities (such as migrant and homeless children); and (3) Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade. 	<ul style="list-style-type: none"> • LGCBD direct families of children ages 3 through 5 with suspected disabilities who express interest in services to their LEA. • LGCBD shares information about other community programs to families who inquire. • LGCBD disseminates other appropriate brochures at events for families and other community programs. • LGCBD distributes flyers/newsletters regarding seminars, training & informational meetings sponsored by LGCBD, HMG, Head Start, & LEA. • LGCBD Early Intervention (0-3) supports and services follow applicable guidelines described under the HMG section of this agreement regarding child find. 	<ul style="list-style-type: none"> • Distribute flyers regarding training, seminars, and meetings. • Share information about community services to families and early care and education providers. • Include HMG information in the Good Child Care book. • The county outreach coordinators will refer children who appear eligible for HMG or LEA services to HMG or LEA.

Shared Resources & Training

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • Share training opportunities with all partners • Disseminate training resource information received from partners to families and HMG staff • Identify gaps in training needs across systems and develop/ implement joint training as appropriate • Share aggregate data collected for utilization of program planning across system • Invite partners to Public Information Forums, which are sponsored by HMG. • Participate on State Support Team 4 Advisory and the Head Start Policy Council to develop cross systems policies/ planning • HMG will maintain HS, LEA, Starting Point and DD information and share with families 	<ul style="list-style-type: none"> • EHS Reports the number of children receiving intervention to HMG. • Family information packets provided through HS/ EHS will include partner information about services available (MOU #2) • Disseminate training resource information received from partners to families and HS/ EHS staff (MOU #5) • Create public awareness of HS/ EHS services with HMG, LEA, and DD staff (MOU #2) • HS/ EHS Participate on HMG Committees. • HS/ EHS Invite representatives from the HMG, LEA and LGCBDD to contribute to the Head Start Policy Council 	<ul style="list-style-type: none"> • Share training opportunities with all partners • Provide information and training to school staff regarding information/contacts for HMG, EHS/HS, DD and Starting Point • LEAs will share information with parents interested in HS services for children who do not qualify as a Preschool Child with a Disability. • LEAs will share information with parent regarding Starting Point, the regional resource and referral agency for early education and care (child care). 	<ul style="list-style-type: none"> • Disseminate training resource information received from partners to families and LGCBDD staff • Provides technical assistance to LEAs, Head Start, families and community programs to help support eligible preschool children with disabilities (ages 3-5) in their current environment, through Early Childhood Intervention Developmental Specialist services • Provides technical assistance to families, community child care centers and family child care homes for eligible children ages 0-3 through the Early Childhood Intervention Specialist. • The LGCBDD Parent Resource Room is a resource library open to LGCBDD and collaborative partners serving individuals of all ages with developmental disabilities and their families • LGCBDD Early Intervention (0-3) supports and services follow applicable HMG guidelines described in this document regarding sharing resources and training 	<ul style="list-style-type: none"> • Share training opportunities with all partners. • Participate on HMG Committees. • Develop and sponsor joint trainings with HMG for early care and education providers. • Partner trainings will be listed in Starting Point's Quarterly Training Calendar upon request. • Provides technical assistance to early care and education settings (upon parental request), serving children birth-five who are at-risk or identified with a disability and not receiving itinerant services through LEA.

Referral Process

Help Me Grow	Head Start/Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>HMG will ensure that every family who participates in HMG is linked to appropriate services and supports.</p> <p>HMG referral forms will be provided to HS, LEA, Starting Point and LGCBDD to facilitate referrals.</p> <p><u>Receiving Referrals</u></p> <ul style="list-style-type: none"> • HMG will provide for centralized information for intake and referral through HMG for all children prenatal to three in Lake/Geauga Counties. • HMG will maintain a single phone number for each county that is widely publicized for coordinated information referral for prenatal to three services. • Families are contacted within two working days of receipt of referral. • Referral source will receive a “Referral Status” form upon receipt of parental consent stating the outcome of the referral within 45 days of the referral. • All referral information received will be entered into the ODH Early Track data system. 	<p>HS/EHS has a “No Wrong Door” policy ensuring that every family who contacts HS/EHS is linked to appropriate services and supports.</p> <p>Referral info will be provided to appropriate agencies as necessary.</p> <p><u>Receiving Referrals</u></p> <p>Referrals received from HMG:</p> <ul style="list-style-type: none"> • HS/ EHS HMG Service Coordinator forwards all referrals to the Health/ERSEA Coordinator/ EHS Director • HS/ EHS Health/ERSEA Coordinator/ EHS Director reviews referrals, arranges transition services for “at risk” families and forwards children with special needs (Part C) to the Special Services Coordinator. • HS Within 30 days of services provided, the Coordinator making the family contact, will forward a copy of the referral to the Family Advocate for follow-up contact. 	<p>The LEA will implement a “No Wrong Door” policy ensuring that every family who contacts the LEA regarding their child’s development is linked to appropriate services and supports.</p> <p>Each LEA will designate a staff member to serve as the Transition Contact.</p> <p><u>Receiving Referrals</u></p> <ul style="list-style-type: none"> • Upon receipt of a referral for a child who resides within the LEA, the LEA will contact the parent/guardian to discuss concerns, review previous interventions, and child’s developmental history. If the child is receiving EI services through an IFSP, the plan will be reviewed as part of the differentiated referral activities. • At the time of initial contact, the LEA, the parent, and other agencies as appropriate will determine what activities are needed to support the child and address related concerns. These may include: <ul style="list-style-type: none"> ▪ Collection of additional information; ▪ Collaboration/ consultation; ▪ Observation ; ▪ Interventions; ▪ Referral to other sources; ▪ Interviews; and ▪ Resources for parents. 	<ul style="list-style-type: none"> • Any family that contacts LGCBDD will be linked to appropriate services and supports. • LGCBDD directs families of children ages 3 through 5 with suspected disabilities who express interest in services to their LEA. • LGCBDD Early Intervention (0-3) supports and services follow HMG guidelines described in this agreement regarding the referral process. • HMG service coordinator makes referral to LGCBDD early intervention program. • LGCBDD team reviews intake packet which includes evaluation and medical information. • If eligible and appropriate, services will begin within 30 days. 	<ul style="list-style-type: none"> • Starting Point will implement a “No Wrong Door” policy ensuring that families / providers who contact Starting Point are linked to appropriate community services and LEA(s) through our Resource and Referral department. <p><u>Receiving Referrals</u></p> <ul style="list-style-type: none"> • All referrals are directed to the County Outreach Coordinators. <p>PARENT/GUARDIAN/ AGENCY CALLS:</p> <ol style="list-style-type: none"> 1. An intake form will be completed on the client. 2. The intake form will be entered and a childcare search will be done. 3. An enhanced search is conducted. 4. If a parent has concerns about a child, the parent will be referred to HMG or LEA. 5. When a search is complete, a consumer packet will be mailed to the parent along with the referrals within 24 to 48 hours. 6. Follow-up is conducted within 4 weeks of the initial call date.

Referral Process

Help Me Grow	Head Start/Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> HMG will refer interested families to HS, LEA Transition Contact, Starting Point, and/or LGCBDD with parental permission. <p>HMG will provide IFSP, evaluations, screenings, and any additional pertinent information to the designated provider with parental permission to facilitate a seamless transition.</p>	<ul style="list-style-type: none"> HS/ EHS The Special Services Coordinator/ Home Visitor will contact the HMG Service Coordinator and attend the transition conference with the LEA, with parent's permission. 	<ul style="list-style-type: none"> If it is determined that there is a suspected disability, LEA staff will review and/or complete the following with the Parent/Legal Guardian: <ul style="list-style-type: none"> Prior Written Notice to Parent; Referral for Evaluation; Parent Consent for Evaluation; and Special Education Procedural Safeguards Notice. <p>If LEA does not suspect a child has a disability, the parent is informed of the LEA decision and provided PRIOR WRITTEN NOTICE.</p> <p><u>Sending Referrals</u></p> <ul style="list-style-type: none"> Each LEA shall provide the parent of a potentially eligible child (prenatal to age 3) contact information for HMG Central Intake and Referral Early Childhood Education personnel will refer potentially eligible children (prenatal to age 3) to HMG for Central Intake and links to services and supports. 		<p>PARENT/GUARDIAN/PROVIDER AND AGENCY CALLS:</p> <ol style="list-style-type: none"> An intake form will be completed on the client The intake form will be entered and a childcare search will be done. An enhanced search is conducted. If a parent has concerns about a child, the parent will be referred to HMG or LEA. When a search is complete, a consumer packet will be mailed to the parent along with the referrals within 24 to 48 hours Follow-up is conducted within 4 weeks of the initial call date.

Referral Process

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	<ul style="list-style-type: none"> • HS Enrolled families with children age 3 through 5, who through teacher/parent observations, screenings, assessments or work samples have identified a concern and are not provided direct services by the program, are referred to the LEA for assessment. • HS The LGUHS LEA referral for services, Consent for Release of Information forms and any additional screenings, assessments or pertinent observations will be sent to the LEA Special Education Department by the Special Services Coordinator. (MOU #8) • EHS Makes referrals to HMG for enrolled families with children birth to 3 with identified concerns. 	<ul style="list-style-type: none"> • Each LEA shall provide information to families interested in HS who have children ages 3 through 5 who are not suspected of having a disability or who are not eligible as a preschool child with a disability to EHS/HS Disabilities Coordinator for HS eligibility determination. (Refer to Eligibility) 		

Screening & Evaluation

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • HMG will provide a developmental, social-emotional, vision, hearing, and nutrition screening . • HMG will provide a global developmental evaluation/ assessment within 45 calendar days from receipt of referral for any child identified with developmental concerns or has a mental or physical condition with a high probability of resulting in a delay. The global evaluation/assessment evaluates the following areas: <ul style="list-style-type: none"> ▪ Cognitive; ▪ Motor; ▪ Communicative; ▪ Social-emotional; ▪ General adaptive • HMG will share screening and/or evaluation results with HS, Starting Point, LEA and/or LGCBDD with parental permission in order to avoid duplication of services. 	<ul style="list-style-type: none"> • HS/ EHS Standardized health and developmental screening including speech, hearing and vision are provided within 45 days of entry into the program, with parental permission. <ul style="list-style-type: none"> ▪ HS/ EHS If a disability is suspected the Special Services Coordinator (or designee) / Home Visitor forwards a referral to HMG/ LEA, with parent permission. The Special Services Coordinator (or designee) will assist the parent/ guardian throughout the referral and evaluation process as needed. (MOU #3) ▪ HS The Special Services Coordinator, and/ or Education Coordinator (or designee) assists the classroom staff in developing an intervention plan to foster the development of the child’s potential until the LEA determines eligibility. (MOU #1) ▪ EHS Home Visitor and Educational Coordinator will assist family in developing a goal plan to foster development of child’s potential. 	<p><u>Screening:</u></p> <ul style="list-style-type: none"> • Each LEA determines their individual screening processes prior to initial evaluation as a component of the differentiated referral process. • The LEA’s review of the history of previous interventions/activities provided to the child can be used to help determine if the child has a suspected disability. <p><u>Initial Evaluation:</u></p> <p>Each LEA must obtain informed consent from a parent before conducting an initial evaluation. The LEA must complete an initial evaluation within 60 days of receiving parent consent for the evaluation. Each school district must conduct a full and individual evaluation before the provision of special education and related services to a preschool child with a disability residing in the district. Each school district will comply with the Operating Standards for Ohio’s Schools Serving Children with Disabilities (effective July 1, 2008) to conduct an initial evaluation to determine if the child is a preschool child with a disability.</p>	<ul style="list-style-type: none"> • LGCBDD Early Intervention (0-3) services follow applicable HMG guidelines from this document regarding referral. • LGCBDD directs all families who inquire with concerns about their child, age 3 through 5, to their LEA for screening and possible Multi-Factored Evaluation. 	<ul style="list-style-type: none"> • Starting Point provides training and support to Early care and education settings on developmental screenings and processes for referrals including: ASQ and DECA. • Training on screenings/assessment tools are published in Starting Point’s quarterly training calendar. • Children participating in DECA projects will be screened and referred with parental consent to partner agencies and/or community resources. • Starting Point directs all families and early care and education providers who inquire with concerns about their child age 0-3 to HMG and children 3-5 to the appropriate LEA for screening and other evaluations, depending on the child’s age.

Screening & Evaluation

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<ul style="list-style-type: none"> • If a family declines to have a global evaluation/ assessment, their rights and procedural safeguards will be explained. The team will be unable to establish Part C (Early Intervention) eligibility and the family will be offered information about other services within their community. 	<ul style="list-style-type: none"> ▪ HS In the event the LEA determines that there is no disability, HS will continue to provide services utilizing an intervention plan in accordance with the child's needs. (MOU #1) ▪ EHS If HMG determines child doesn't qualify for services, EHS will continue to provide services utilizing the family partnership until the child turns 3. 	<p>Please refer to the Transition section of this agreement for required timelines for initial evaluations and IEPs for children transitioning from Part C to Part B services.</p> <p>Sufficient information shall be obtained using a variety of information sources to confirm that a disability exists. No single source of information shall be used to determine if a preschool child is eligible or not eligible for special education and related services. Eligibility for special education and related services as a preschool child shall be determined on the basis of multiple sources of information, including, but not limited to:</p> <ul style="list-style-type: none"> (a) Information from Part C for children transitioning from early intervention services; (b) Structured observations in more than one setting and in multiple activities; (c) Information provided by the parent or caregiver; and (d) Criterion-referenced and norm-referenced evaluations. <p>The following developmental areas must be assessed with at least one source of information listed above:</p> <ul style="list-style-type: none"> (a) Adaptive behavior; (b) Cognition; (c) Communication; (d) Hearing; (e) Vision; 		

Screening & Evaluation

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
	<ul style="list-style-type: none"> • HS Evaluators must use only assessment materials which have been evidence informed and research based for which they are used. • HS Tests and materials must assess all areas related to the suspected disability. In the case of a child whose primary disability appears to be a speech or language impairment, the team must assure that a full evaluation is conducted in order to determine that the impairment is not a symptom of another disability and a speech or language pathologist should be involved in the evaluation. 	<p>(f) Sensory/Motor function; (g) Social-emotional functioning; (h) Behavioral functioning.</p> <p>Under the Operating Standards for Ohio’s Schools Serving Children with Disabilities (effective July 1, 2008), a preschool child with disability is a child who is identified with one of the following disability:</p> <p>(a) Autism (b) Intellectual disability (c) Deaf-blindness (d) Deafness (e) Emotional disturbance (f) Hearing impairment (g) Multiple disabilities (h) Orthopedic impairment (i) Other health impairment (j) Specific learning impairment (k) Speech or language impairment (l) Traumatic brain injury (m) Visual impairment; or (n) Developmental delay as defined below.</p> <p>A school district may choose to use the term “developmental delay” under the following conditions for children ages three through five who are experiencing developmental delays and who, by reason thereof, need special education and related services:</p>		

Screening & Evaluation

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<ul style="list-style-type: none"> • (a) The applicability of the term shall be based upon the individual needs of the child as determined by the evaluation team or the IEP team and other qualified professionals; • (b) In addition to the assessments noted above, results of appropriate diagnostic instruments and procedures may also be used to help make the determination that a child has a “developmental delay.” A developmental delay may be substantiated by a delay to two standard deviations below the mean in one or more of the areas of development listed above {see developmental areas (a) – (h)}. The results shall not be used as the sole factor in making the determination that a child has a developmental delay. <p>“Developmental delay” means a child of three to five years who is experiencing a delay as determined by an evaluation team, IEP team, and other qualified professionals in one or more of the following areas of development:</p> <ul style="list-style-type: none"> (i) Physical development; (ii) Cognitive development (iii) Communication development 		

Screening & Evaluation

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<p>(iv) Social or emotional development; or</p> <p>(v) Adaptive development</p> <ul style="list-style-type: none"> • (c) The term “developmental delay” may be used only after considering the applicability of the disability categories provided above [see disability categories (a) – (m)]. • (d) The term “developmental delay” may be used in place of the following disability categories: <ul style="list-style-type: none"> (i) Intellectual disability; (ii) Emotional disturbance; (iii) Speech or language impairment. <p>If parents refuse consent for a multi-factored evaluation, their rights and procedural safeguards will be explained. The LEA will provide parents with Prior Written Notice to parents and a copy of Special Education Procedural Safeguards Notice. The team will be unable to establish Part B (Education of Children with Disabilities) eligibility and the parents will be offered information about other services within their community.</p>		

Eligibility Determination

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • In order to be eligible for home visiting services, the parent must be a first time parent (or under the age of 25.) In Geauga Co. any parent is eligible for a new born home visit) • In order to be eligible for ongoing services, a child/ family must present with: <ol style="list-style-type: none"> 1. Prenatal mothers through age 6 months, with Identified Risk Factors, Eligibility Standards subject to change. See www.ohiohelpmegrow.org for more information . 2. A documented developmental delay; or 3. A diagnosed physical or mental condition that has a high probability of resulting in a delay. • In determining eligibility, Help Me Grow will consider and assemble: <ul style="list-style-type: none"> ▪ medical information current within 90 days; ▪ global developmental evaluation report; ▪ family direct assessment/ interview; ▪ child assessment; and ▪ structured observation 	<ul style="list-style-type: none"> • Children can enroll in HS/ EHS if: <ol style="list-style-type: none"> 1. The child is age eligible; 2. The family is income eligible 3. The child is in foster care 4. Child is considered homeless • HS/ EHS In addition, children who have a suspected or diagnosed disability are encouraged to enroll in Head Start/ Early Head Start and can enroll even if they are already enrolled in another special education preschool program. 	<ul style="list-style-type: none"> • Upon completion of the administration of assessments and other evaluation measures the school district, parent and Help Me Grow works together to determine eligibility. If eligible an IEP will be developed and implemented by the child's third birthday. <p>Sufficient information shall be obtained using a variety of information sources to confirm that a disability exists. No single sources of information shall be used to determine if a preschool child is eligible or not eligible for special education and related services. Eligibility for special education and related services as a preschool child shall be determined on the basis of multiple sources of information, including, but not limited to:</p> <p>(a) Information from Part C for children transitioning from early intervention services;</p> <p>(b) Structured observations in more than one setting and in multiple activities;</p> <p>(c) Information provided by the parent or caregiver: and</p> <p>(d) Criterion-referenced and norm-referenced evaluations.</p> <p>The following developmental areas must be assessed with at least one source of information listed above:</p>	<ul style="list-style-type: none"> • In order to be eligible for 0-3 Early Intervention services the child must have: <p>A diagnosed physical or mental condition with a high probability of resulting in a developmental delay (The Ohio Help Me Grow rule 3701-8-01: Appendix A list); a developmental delays as measured by a research-based developmental evaluation tool and informed clinical opinion, as defined by the Ohio Department of Health.</p>	<ul style="list-style-type: none"> • Starting Point referral services are available to all families regardless of income or circumstance. • Starting Point training and technical assistance services are available to all Early care and education settings and consumers within Geauga and Lake Counties regardless of income.

Eligibility Determination

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>to be included in the eligibility determination documentation. This information can be shared with HS, Starting Point, and/or LEA with parental permission to eliminate duplication of services.</p> <ul style="list-style-type: none"> • Help Me Grow and LEA will partner to determine eligibility for children with identified special needs referred to HMG between 46 to 180 days before a child's 3rd birthday. • If the family disagrees with the eligibility determination finding, their rights will be explained, and with their consent, referred to other services within the community. 	<ul style="list-style-type: none"> • HS/ EHS A child will NOT be denied placement based on staff attitudes or apprehension, facility accessibility, unfamiliarity with a disability or its accommodations, and need for personalized services (including feeding, diapering, toileting, etc.) No child may be discriminated against based on disability. 	<p>(a) Adaptive behavior; (b) Cognition; (c) Communication; (d) Hearing; (e) Vision; (f) Sensory/Motor function; (g) Social-emotional functioning; (h) Behavioral functioning.</p> <p>Under the Operating Standards for Ohio's Schools Serving Children with Disabilities (effective July 1, 2008), a preschool child with disability is a child who is identified with one of the following disabilities categories.</p> <p>(a) Autism (b) Intellectual disability (c) Deaf-blindness (d) Deafness (e) Emotional disturbance (f) Hearing impairment (g) Multiple disabilities (h) Orthopedic impairment (i) Other health impairment (j) Specific learning impairment (k) Speech or language impairment (l) Traumatic brain injury (m) Visual impairment; or (n) Developmental delay as defined below.</p>	<ul style="list-style-type: none"> • Eligibility for LGCBD services and supports for children age 3 through 5 is based on the following criteria: the child must exhibit two documented delays or have a biological/ established risk for developmental delay. Examples of services and supports include technical assistance to families and other service providers, family resources, respite care and service coordination. • Eligibility for LGCBD Preschool Special Education classes is determined by the LEA, family and LGCBD IEP team (includes LEA, family, LGCBD) based on the Multi-Factored Evaluation. In order to be considered, the child (age 3 through 5) must meet ODE requirements (see LEA section for definition). Services are determined through the IEP process. 	

Eligibility Determination

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<p>A school district may choose to use the term “developmental delay” under the following conditions for children ages three through five who are experiencing developmental delays and who, by reason thereof, need special education and related services:</p> <ul style="list-style-type: none"> • (a) The applicability of the term shall be based upon the individual needs of the child as determined by the evaluation team or the IEP team and other qualified professionals; • (b) In addition to the assessments noted above, results of appropriate diagnostic instruments and procedures may also be used to help make the determination that a child has a “developmental delay.” A developmental delay may be substantiated by a delay to two standard deviations below the mean in one or more of the areas of development listed above {see developmental areas (a) – (h)}. The results shall not be used as the sole factor in making the determination that a child has a developmental delay. <p>“Developmental delay” means a child of three to five years who is experiencing a delay as determined by an evaluation team, IEP team, and other qualified professionals in</p>		

Eligibility Determination

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<p>one or more of the following areas of development:</p> <ul style="list-style-type: none"> (i) Physical development; (ii) Cognitive development (iii) Communication development (iv) Social or emotional development; or (v) Adaptive development <ul style="list-style-type: none"> • (c) The term “developmental delay” may be used only after considering the applicability of the disability categories provided above [see disability categories (a) – (m)]. • (d) The term “developmental delay” may be used in place of the following disability categories: <ul style="list-style-type: none"> (i) Intellectual disability; (ii) Emotional disturbance; (iii) Speech or language impairment. • Assessment results will be summarized and eligibility determination will be documented on the Evaluation Team Report. • A copy of the entire evaluation team report summarizing assessment results will be given to the parent/ legal guardian. 		

Development & Service Delivery of Plans (IFSP/IEP)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> Each family determined eligible for ongoing HMG services will have one service coordinator to assist them in the development and access of services on their IFSP. Each family will have one service coordinator who will facilitate all IFSP meetings. All IFSP meetings shall include (with parent/ legal guardian permission) any individual(s) involved with the family. The IFSP must be developed within 45 days of the referral to Help Me Grow and be updated at least every 180 days and annually. 		<p>When Child is Determined Eligible as a Preschool Child with a Disability with one of the following disabilities:</p> <ul style="list-style-type: none"> (a) Autism (b) Intellectual disability (c) Deaf-blindness (d) Deafness (e) Emotional disturbance (f) Hearing impairment (g) Multiple disabilities (h) Orthopedic impairment (i) Other health impairment (j) Specific learning impairment (k) Speech or language impairment (l) Traumatic brain injury (m) Visual impairment <p>or</p> <ul style="list-style-type: none"> (n) Developmental delay <ul style="list-style-type: none"> Districts are required to provide a free, appropriate public education to children eligible for special education and/or related services. A child is <u>not to be removed</u> from the regular education environment unless the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 	<ul style="list-style-type: none"> LGCBDD Early Intervention (0-3) follows applicable HMG guidelines from this document regarding IFSP for enrolled children and families. LGCBDD maintains agreements with LEAs regarding the provision of services through the IEP process for preschool children with disabilities. LGCBDD participates in the IEP process for all enrolled children ages 3 through 5, including planning with families, delivering IEP service, assessing and monitoring progress, progress reporting, assuring the IEP review process with LEAs and families, and maintaining records. LGCBDD, families & LEA's participate in the transition process for children leaving early childhood services. LGCBDD works with families to foster coordination between the child's LGCBDD intervention services and other service providers. 	<ul style="list-style-type: none"> Outreach Coordinators will encourage early care and education staff to participate in the development of services delivery plans (e.g. IEPs, IFSPs).

Development & Service Delivery of Plans (IFSP/IEP)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
	<ul style="list-style-type: none"> • HS When invited by the LEA, the Head Start Special Services Coordinator (or designee) participates in the initial and annual IEP review with the LEA representatives, with parent permission. (MOU #1) • HS If a child is eligible for LEA services but the family declines to participate documentation of refusal must be obtained. HS will work with LEA to obtain parent consent to exchange this student information . HS will continue to provide services utilizing an intervention plan in accordance with the child’s needs. (MOU #7) • HS If a child is determined to not be eligible for LEA services but LGUHS staff still believes that additional resources are necessary for the child to progress, an intervention plan will be developed in accordance with the child’s needs. • EHS When invited by parent or LEA the EHS Home Visitor will participate in the initial IEP with parent permission. 	<ul style="list-style-type: none"> • In partnership with the Parent/Legal Guardian and other appropriate team members, the LEA will ensure that an IEP will be completed in its entirety including all goals, benchmarks or short-term objectives, and services prior to the initiation of special education and related services. The IEP will be in effect at the beginning of each school year as long as the child remains eligible. <p>The IEP conversation should begin with examining the child’s needs, the services which will address those needs and determining if the services(s) can be provided within the <u>current setting</u>.</p> <ul style="list-style-type: none"> • The IEP team will then determine the least restrictive environment/setting in which the services will be delivered. A continuum of service delivery options that includes the options of itinerant teacher or center-based teacher services shall be considered when determining the least restrictive environment. 		

Development & Service Delivery of Plans (IFSP/IEP)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<p>Itinerant teacher services can be delivered in a community preschool or early education and care setting (Head Start or private preschool/childcare), an early childhood education (ECE/public preschool) setting operated by a school district, or the child's home</p> <p>Center-based service options <u>must</u> include an early childhood setting where at least 50% of the enrollment is non-disabled peers. Some examples of this includes: 8 students with IEPs + 8 non-disabled peers (or 7 +7, or 6+6) or a setting where the classroom is co-taught by both a community early childhood or an ECE teacher and a preschool special education teacher. The center-based continuum may also include a class of up to 8 children with disabilities and 4 non-disabled peers. The district can ensure the service delivery options are truly options by working with another district, an education service center (ESC) and developmental disabilities program (DD), Head Start or other early learning programs within the community.</p> <p>The initial IEP conference must be held:</p>		

Development & Service Delivery of Plans (IFSP/IEP)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<ol style="list-style-type: none"> 1. Within 90 calendar days from receipt of informed parent consent for initial evaluation; or 2. Within 120 calendar days from the date of referral, which ever comes first; and 3. Within 30 calendar days of the initial determination that the child needs special education and related services. <ul style="list-style-type: none"> • A child who will turn age 3 by December 1 and is eligible for preschool special education may receive IEP services at the beginning of the school year if the parent, Individualized Education Plan (IEP) and Individualized Family Service Plan (IFSP) team members mutually agree. The LEA is responsible for the IEP development. This is the only time a child under age 3 may be enrolled. (as per State Transition Interagency Agreement between Ohio Department of Education and Ohio Department of Health.) <p>When the child is transitioning from Part C/ early intervention services to Part B/ preschool special education services, the LEA will ensure that the IEP is implemented by the child's third birthday.</p>		

Development & Service Delivery of Plans (IFSP/IEP)

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
		<p>If the child’s third birthday occurs during the summer, the school district must consider extended school year services as part of the IEP process for children transitioning from Part C services. Based upon data available from the Part C system, the IEP team and other qualified professionals shall determine if extended school year services are required. If IEP services are not required during the summer, the child IEP team shall determine the date when services will begin. However, IEP implementation shall occur no later than the beginning of the following school year.</p> <p>When Child is Determined <u>Not</u> Eligible as a Preschool Child with a Disability:</p> <p>In partnership with the Parent/ Legal Guardian, and other appropriate team members, the LEA will inform the family about other early childhood services for which the child may be eligible such as Head Start, early care and education, public or private preschool programs, and other community activities that may be available.</p>		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>OHIO POLICY STATEMENT: <i>“Every family with a child receiving ongoing HMG services will experience support and information specific to the transition of their child at age three (3) years.</i></p> <p style="text-align: center;">RESPONSIBILITIES/ TIMELINE</p> <p>1. PREPARATION MEETING</p> <ul style="list-style-type: none"> ▪ At 180 days (and can be up to 9 months) before the child’s 3rd birthday, the SC will hold the PREPARATION for Transition Planning Conference (TPC) meeting which can be a regularly scheduled IFSP meeting. 	<ul style="list-style-type: none"> • HS/ EHS HMG Service Coordinator will forward all referrals to the Health Services/ERSEA Coordinator / EHS Director or Designee • HS/ EHS The Health Services/ERSEA/ EHS Director reviews referrals, arranging HS/ EHS transition services for families and forwarding children with special needs to the Special Services Coordinator for contact. • HS Within 30 days of the TPC, Family Advocate making the family contact will make a follow-up contact. 	<p>ODE/OSEP Performance Measure: A child transitioning from Help Me Grow/Part C (Early Intervention) who is eligible for preschool special education will have an IEP in place by the child’s third birthday.</p> <p>IDEA 2004 requires that the LEA share responsibility with HMG for timely and effective transitions from Part C to Part B preschool.</p> <ol style="list-style-type: none"> 1. If invited by a representative of the Part C system, a school district representative shall attend a conference to discuss transition from early intervention services to preschool for a child suspended of having a disability. This conference may occur up to nine months before a child’s third birthday. The school district shall document participation in the conference. 2. The parent must give permission to the Part C representative to invite the school representative to the Transition Planning Conference. <p>120 days before the child’s third birthday, the LEA will:</p> <ul style="list-style-type: none"> • Attend the Transition Planning Conference (after receiving written notice of the conference date by the HMG SC) with the parent(s) and service coordinator. 	<ul style="list-style-type: none"> • When LGCBDD provides Early Intervention Services and Supports under an IFSP, but not Service Coordination, LGCBDD providers give input to the Service Coordinator that assists the transition process. • LGCBDD participates in the transition process for children leaving preschool child with disabilities programs, together with families and LEA. Supports include, but are not limited, to facilitating communication between families and LEA and providing child information that assists decision making. • Early Childhood Intervention Specialist (ECIS) is available to transition three year old children to their LEA. 	<ul style="list-style-type: none"> • Starting Point requires all early care and education settings participating in quality improvement initiatives throughout Geauga and Lake Counties to implement transition protocols and plans for all children. • Starting Point’s resource and referral system is available for children transitioning into early care and education settings.

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> ▪ The SC will obtain written consent from the family, for the LEA and/or other appropriate agencies, to share information, and participate in the Transition Planning Conference. (See appendix for consent to share information form) ▪ It is the parent’s choice who will be invited to participate in the TPC. ▪ The SC will schedule and coordinate the TPC, at a mutually agreed upon time with the family. At this time, the “Transition Planning Conference Meeting Notice” (see appendix) will be sent to the invited participants which can include HS, community child care center, LGCBDD, or other appropriate agency/ LEA/ school. ▪ A child may transition to “HOME”, in which case, the “Transition Planning Conference Meeting Notice (which has been filled out with date, time and place of the TPC) is given to the parent. 	<ul style="list-style-type: none"> • HS/ EHS The Special Services Coordinator or Family Advocate will track the progress of referrals and report successful contacts to the HMG Liaison Coordinator monthly. <p style="text-align: center;">PRESCHOOL TRANSITION</p> <ul style="list-style-type: none"> • EHS Home visitor provides education to all parents about their rights and responsibilities about transitioning. • EHS Following the training, additional transition assistance is available to each family upon request. <p style="text-align: center;">KINDERGARTEN TRANSITION</p> <ul style="list-style-type: none"> • HS The LGUHS Education Coordinator and Special Services Coordinator will provide training to all parents regarding their rights and responsibilities as their children transition to kindergarten. Training will be provided in the spring of each school year. • HS Following the training, additional transition assistance is available to each family upon request. 	<ul style="list-style-type: none"> • Review the child’s records with the parent and other team members. • Explain steps to be followed to determine if the preschool child has a suspected disability. • Document the date and participation in the Transition Planning Conference <p><u>If there IS NOT A SUSPECTED DISABILITY</u>, the LEA will:</p> <ol style="list-style-type: none"> 1. Document what information regarding the child was gathered and reviewed to determine that there is not a suspected disability. 2. Inform the parent about other early childhood services (i.e., Head Start, early care and education, private and public preschools) for which their child may be eligible. 3. Provide a copy of Procedural Safeguards and Prior Written Notice to Parent. <p><u>If there is A SUSPECTED DISABILITY</u>, The LEA will:</p> <ul style="list-style-type: none"> • Provide a copy of Prior Written Notice to Parent • Obtain written parental permission for initial evaluation and ensure that the parent has a copy of Special Education Procedural Safeguards Notice. Explain initial evaluation procedures to parent. 		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> ▪ The Transition Planning Conference Meeting Notice is documentation that the appropriate participants have been invited in a timely manner. Documentation/ copy of the invitation/ notice to the LEA shall be kept in the child’s record and noted in the appropriate data field in Early Track. <p>2. TRANSITION PLANNING CONFERENCE</p> <ul style="list-style-type: none"> ▪ 120 days (no later than 90 days, and not earlier than 9 months) prior to the child’s 3rd birthday the HMG Service Coordinator will hold the Transition Planning Conference (TPC), with invited participants. If the LEA does not attend the TPC, having been invited/given notice of the meeting to determine eligibility as required, the TPC is to be held in their absence. 		<ul style="list-style-type: none"> • Arrange schedule of the initial evaluation with parent. <p>Following the initial evaluation, the LEA will convene an evaluation team meeting, using the Parent Invitation to invite parents and other team members, in order to:</p> <ol style="list-style-type: none"> 1. Review results of the initial evaluation; and 2. Determine eligibility for preschool special education services. <p>If the child IS ELIGIBLE for preschool special education services under part B, the LEA must implement the IEP by the child’s third birthday.” Therefore:</p> <ol style="list-style-type: none"> 1. LEA will invite the parent to the IEP meeting using the Parent Invitation Form. <p>In the case of a child who was previously served under Part C, an invitation to the initial IEP meeting must, at the request of the parent, be sent to the Part C service coordinator or other representative of the Part C system to assist with the smooth transition of services.</p> <ol style="list-style-type: none"> 2. The IEP team will develop the IEP and ensure that it is implemented by the child’s third birthday. 3. The LEA will initiate services in accordance with the IEP. 		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>The outcome (from Section IX of the IFSP developed at the Preparation meeting will be reviewed, revised, and changed as needed at the TPC.</p> <p>3. Children referred to HMG 46– 90 days before their 3rd birthday.</p> <p>1. If the family has already contacted the LEA and the evaluation has been initiated or started:</p> <ul style="list-style-type: none"> ▪ The HMG service coordinator (SC) will encourage the family to continue their relationship with the LEA, and accept referrals from the HMG service coordinator, 		<p>HMG will work with the LEA to an evaluation for eligibility. HMG will also write an IFSP to reflect transition planning</p> <ul style="list-style-type: none"> • With parent consent, HMG and LEA will cooperatively determine eligibility for Part B services (preschool special education). • The parent may choose HMG Part C services or Part B preschool services if the child has been determined to be eligible for both. • If the parent chooses Part C, an IFSP meeting will be held and will serve as the Transition Conference. • If the parent chooses Part B, and the evaluation team agrees, an IEP may be written at this IFSP/ Transition Conference and the child will be enrolled in Part B. • If the child does not enter Part B with an IEP (though eligible), the child remains in HMG with an IFSP until the 3rd birthday. The LEA will ensure that an IEP will be implemented by the child’s third birthday. 		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>but not enrolling in HMG. The HMG SC will exit the family within the 45 day period.</p> <ul style="list-style-type: none"> ▪ The SC will remind parents that they have the right to a HMG evaluation, but our concern would be to avoid duplication with the LEA's evaluation. <p>2. If the family has not already contacted the LEA:</p> <ul style="list-style-type: none"> ▪ The SC will discuss the possible transition services with the family. ▪ If the child is a preschooler with a suspected disability for Part B services, then the SC would discuss the following options <p>A. The family does not want their child referred to the LEA, at this time. The SC should document this and would schedule an evaluation and determine eligibility for Part C services.</p>		<p>Any child referred to HMG 45 days or less before his/her 3rd birthday will be referred directly to the LEA or other community programs as appropriate.</p> <ul style="list-style-type: none"> • For a child referred to HMG with a suspected disability, a referral will be made directly to the LEA. • The referral to the LEA is considered a new referral, not a transition from Part C to Part B. Therefore, the LEA may follow its procedures used when a child is first suspected of having a disability. <p>This child is not transitioning from Early Intervention to Preschool Special Education and does not require an IEP by his/her 3rd birthday.</p> <p>Please refer to the following resources/sample forms in the appendix:</p> <ul style="list-style-type: none"> • Parental Consent for Release of Information • Transition Planning Conference Invitation notice (sent by HMG service coordinator) • Prior Written Notice to Parents • Parent Invitation • Documentation of Dates and Activities of transition 		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • During the same period, they would discuss transition options. • They would hold the initial IFSP meeting as soon as possible which will be considered the Transition Planning Conference. • A follow-up meeting may be required, with the agency or school, where the family is seeking services for the child. <p>B. In the meantime, if the family becomes interested in the LEA services,</p> <ol style="list-style-type: none"> 1. The SC should share the evaluation results and information from the Transition Planning Conference with the LEA. 2. The change-in-mind should be documented. 3. If the family is interested in an evaluation from their local school district to identify if their child is eligible for Part B services. 		<ul style="list-style-type: none"> • State Support Team Region 4 (SST 4) document called “LEA & Agency Contact List” website (www.sst4.org) <p>If the child IS NOT ELIGIBLE as a “Preschool Child with a Disability” for preschool services under Part B, the LEA will:</p> <ol style="list-style-type: none"> 1. Document what information regarding the child was gathered and reviewed and that the child is not eligible for Part B Services. 2. Inform the parent about other early childhood programs (i.e., Head Start, child care, private and public preschools) for which their child may be eligible. 3. Provide parent with Prior Written Notice. 		

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> ▪ The SC (or EIS in Geauga Co.) would have the parent sign a release of information ▪ SC should refer family to LEA, and inform the LEA that this is a new child to HMG, and has not yet been determined eligible for HMG, and does not yet have an IFSP ▪ Encourage the parent to link with the LEA and initiate the LEA’s evaluation process. ▪ Discuss with parent that they have the right to a HMG evaluation but our concern would be to avoid duplication with the LEA’s evaluation. <p>3. If the family is not interested in enrolling in HMG. The SC would make appropriate referrals for the family and would exit the family within the 45 day period.</p>				

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<ul style="list-style-type: none"> • They would not complete a separate evaluation, not start the IFSP, nor would they hold a Transition Planning Conference. • Some families may still wish to enroll in HMG even though it might mean two evaluations and starting paperwork for two systems. <p>If so, the SC would schedule a HMG evaluation as soon as possible and assist the family in accessing HMG services.</p> <p>4. Children referred to HMG 45 days or less, before their 3rd birthday</p> <p>Children referred to HMG 45 days or less before their 3rd birthday will be referred to the LEA or other appropriate community agency, i.e., Head Start, community child care, Starting Point,</p>				

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p>private and public preschools. A service coordinator will not be assigned.</p> <p>5. Summer Transition Planning Conference Dates (Part C):</p> <ul style="list-style-type: none"> ▪ For children whose birthday falls in Sept. or Oct., the SC will call the LEA, for a Transition Planning Conference date before school is out for the summer. ▪ For late referrals, HMG will contact LEA for guidance regarding TPC. <p>State Transition Interagency Agreement between ODE and ODH states that “A child who will turn age 3 by December 1 and is eligible for preschool special education may begin in a district’s preschool special education program at the beginning of the school year if the family, IEP and IFSP team members mutually agree.”</p>				

Transition

Help Me Grow	Head Start/ Early Head Start	Local Education Agency	Lake/Geauga County Board of DD	Starting Point
<p style="text-align: center;">TRANSMITTING INFORMATION</p> <p>1. HMG will provide a report to each LEA in Lake/Geauga County on a quarterly basis with the names, address, and birth dates of children with developmental delays or disabilities eligible for Part C services, who have current IFSP, and will be turning three (3) years within the next 12 months.</p> <ul style="list-style-type: none"> ▪ Parents must provide written consent prior to any identifying info being released. ▪ The release of this information assists the LEA with the Child Find responsibilities and planning for future enrollments or service needs. 				

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- Teresa Brown, State Support Team 4
- Sandra Coffee, Head Start
- Linda DeRosa, Lake County Board of Developmental Disabilities
- Krista Dickens, State Support Team 4
- Janis Gallagher, Mentor School District
- Betsy Griffin, Starting Point
- Patti Null, Early Head Start
- Jennifer Tallion, Help Me Grow