

# **Early Childhood Interagency Protocol Instructions**

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

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

# Early Childhood Interagency Protocol

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

School District # _____	Infant Toddler Program, Region _____
Address _____ _____ _____	Address _____ _____ _____
Effective dates _____ to _____	

## **Part C and Part B Contact Information:**

### **District #**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

### **ITP**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

### **Other**

Name(s) \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

## **Child Find Local Screening Activities**

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

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

Separate

Joint

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

## **Notification to State Educational Agency (SEA) and Local Educational Agency (LEA)**

Notifications issued within 24 hours of an ITP eligible student turning age 2 years 6 months 34 CFR 303.209(b)(1)(i);

Notification issued within 24 hours of ITP eligibility being determined for students determined eligible after age 2 years 6 months through age 2 years 10.5 months 34 CFR 303.209 (b)(1)(ii);

### **Idaho Part C - Idaho Department of Health and Welfare - Infant-Toddler Program (ITP)**

- 1) Identify the appropriate LEA for each potentially eligible student based on home address.
- 2) Using an automated process, ITP will send a listing of potentially eligible students on a nightly basis to the IDE through a secure file transfer protocol (SFTP).

### **Idaho Part B - Idaho Department of Education (IDE)**

- 1) Using an automated process, IDE will import the list of potentially eligible students.
- 2) Each LEA with one or more potentially eligible students who are new or have data changes will receive a message indicating the addition/change through the ISDE Early Childhood Transition application.
  - a) Notifications will be issued at minimum to the LEA special education director/designee as indicated in the statewide longitudinal data system, the Idaho System for Educational Excellence (ISEE) Personnel File.
- 3) Once notifications are issued to the LEA through the Early Childhood Transition application, the LEA will be able to track and document progress to transition at the student level within the same system.

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

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

**ITP**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**District #**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

**District # Summer Contact**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_

# **Transitional Activities**

## **IFSP Transition Plan**

The IFSP team is responsible for developing a transition plan as part of the IFSP no fewer than 90 days, and at the discretion of all parties, not more than 9 months before the child's 3rd birthday. The transition plan outlines specific steps and services that support the transition of the child and family to the LEA or other appropriate services.

## **Transition Conference:**

Part C is responsible to conduct a transition conference no fewer than 90 days, and at the discretion of all parties, not more than 9 months before the child's 3rd birthday. The purpose of this conference is to introduce the child/family to program or service options the child may access after age 3. Unless the parent requests otherwise, the ITP is required to invite and LEA representative to the transition conference for those children that are "potentially eligible" for Part B services.

Part C regulation requires that the transition meeting be held no later than 90 days before the child's 3rd birthday. This regulatory timeline prohibits the delay of the transition conference. Infant Toddler and LEA personnel should work to have all members of the transition team in attending, understanding ITP will conduct said meeting, when necessary to meet timelines, if LEA is unable to attend.

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

## **Transitional Documentation:**

If the family is interested in Part B services or is unsure whether they are going to access Part B service, the following information will be provided by the Infant Toddler Program to the LEA to assist with transitional activities:

- Existing Evaluations/ Assessments
- Current IFSP
- signed Authorization to Release/Exchange Information
- CSR for the most recent 90-day review

## **Parent Declines Part B Consent:**

If the family has expressed that they are "not interested" in receiving Part B services, the LEA will provide the family "Written Notice" that they can apply for Part B services anytime in the future through the district's Child Find Screening Process.

## **Transition Contacts:**

***Please list the primary transition contact from each agency.***

If requirements/contacts are not the same throughout the district, please list information separately for each school that has unique requirements. Also, note any contacts/requirements by school for children who need only speech services or services during the summer.

**District #**

Name/Position \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Best Date & Time \_\_\_\_\_

**ITP**

Name/Position \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Best Date & Time \_\_\_\_\_

*Schools/Programs with different contacts for summer transitions should be listed below*

**District #**

Name/Position \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Best Date & Time \_\_\_\_\_

**ITP**

Name/Position \_\_\_\_\_

Email \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Best Date & Time \_\_\_\_\_

**Other information:**

**Late Entries to Part C**

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

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

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

ITP and the LEA will jointly evaluate/assess the child (joint evaluation means shared responsibility, not being in the same room at the same time.)

ITP and LEA will each conduct separate evaluations/assessments.

ITP will evaluate/assess the child and share results with the LEA.

LEA will evaluate/assess the child and share results with the ITP.

Party responsible to complete Evaluation/assessment will be determined on a child-by-child basis.

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

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

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

**Summer Birthdays**

The LEA is responsible for developing an Individualized Education Plan (IEP) for all children who received services under Part C and have been determined eligible under Part B prior to the child's 3rd birthday. Timing around transition planning for children who turn three during the summer months must be adjusted to assure the transition conference is held prior to age 2.9 and an IEP is in place by age three.

Services for students who have a summer birthday will start the first day of the next school year. State rules specify that school districts are not required to provide services when school is not in session for greater than 5 days.

Please choose one of the options below as to how children with a transition conference or an LEA notification issued in March, April, or May (students turning 2 years 9 months to 3 years during the summer) will be scheduled for Part B evaluation and IEP development:

ITP will schedule the transition conference before the end of the school year for all children with Notification issued in March, April or May. {These children turn 2 years 9 months in June, July and August, respectively. This is within the LEA's summer break, to meet requirements, the transition conference must be held prior to the summer break).

Transition conferences for children with Notification issued in March, April or May (those turning 2 years 9 months during the summer) will be scheduled as follows:



IEP meetings for children served by the Infant Toddler Program and who turn three during the school's summer break will be scheduled as follows:

A large, empty rectangular box with rounded corners, outlined in black, occupying the majority of the page below the introductory text. This box is intended for the user to provide the specific scheduling details for the IEP meetings.

## **Part B Evaluation: Assessment and IEP Development**

Eligibility for Part B service is determined by the LEA prior to the child's 3rd birthday. The LEA is responsible for developing an Individualized Education Plan (IEP) for all children who received services under Part C and have been determined eligible under Part B by the child's 3rd birthday. The IEP team, including the parent, will develop an IEP or accept the IFSP, which includes the IEP components. The district must consider the FSP content, but are not required to use it as an IEP. If the district and parent agree to use an IFSP, the district shall provide the parent with a detailed explanation of the differences between the IFSP and an IEP and obtain written consent, if the IFSP will serve as the initial IEP, the additional IEP components that must be included are transportation, statewide testing, ESY, LRE, annual goals, special consideration, etc.

Consent for Placement must be signed in conjunction with either acceptance of the education-related requirements on the IFSP or the development of the IEP.

The LEA will arrange interpreters or accommodations for non-English speaking families if they are needed for the evaluation, eligibility determination meeting, and IEP or IFSP modification meeting.

## **Additional Content**

Please document other agreements that have been negotiated between the LEA and the Infant Toddler Program. Content should clearly describe the agreement, who is responsible for implementation, and the agreed upon timeline. All additions must be consistent with policies and regulations for IDEA Part C and Part B.

## Sharing Resources

The LEA and Infant Toddler Program will make efforts to coordinate activities and collaborate with other community agencies and programs. Examples of resource sharing include: parenting classes, facilities, joint training of staff and parents, and professional development training opportunities.

Please describe joint activities or resource sharing that is planned between the ITP and the LEA:

## **Dispute Resolution**

If there are concerns regarding compliance with this agreement, please address the issue directly with the individuals involved and if necessary, that individual's supervisor. If this does not satisfactorily resolve the concern, please alert the signers of this document to the concern.

All participating agencies agree to follow the dispute resolution process outlined in the State Early Childhood Interagency Agreement or in the State Complaint Procedures for Part B and the Individual Child Complaint Procedures or Administrative Complaints Procedures for Part C in the Child and Family Safeguards notice.

## **General Provision**

This protocol becomes effective on the date signed by all parties and will be considered current through the date listed below (no longer than two years from signature date.)

This protocol will be kept current by all participating agencies. Contact names and information can be updated without a formal review by all parties, but updated information must be shared with all those listed in the Protocol document. The agreed upon provisions may be modified or changed upon a written amendment signed by all parties.

This protocol shall be jointly reviewed by all parties at least annually. Any party may initiate a review and propose revisions; however, the LEA has the responsibility to initiate the review of this protocol annually. An Assurance for Early Childhood Interagency Protocol shall be submitted with the District's IDEA Part B Preschool application for funding in the fall of each year.

# Signature Section

Agreement Effective Dates: \_\_\_\_\_, to \_\_\_\_\_  
(Agreement must be jointly reviewed annually and updated as needed.)

School District Signature	Date	Infant-Toddler Program Signature	Date
School District Address		Infant-Toddler Program Address	
_____		_____	
_____		_____	
_____		_____	
School District Phone		Infant-Toddler Program Phone	
_____		_____	
School District Email		Infant-Toddler Program Email	
_____		_____	

# Documentation of Annual Review

This Protocol Document was jointly reviewed on \_\_\_\_\_  
No changes are needed at this time  
The contact names/information have been updated.  
Protocol document was renegotiated and revised.

School District Signature	Date	Infant-Toddler Program Signature	Date
School District Address		Infant-Toddler Program Address	
_____		_____	
_____		_____	
_____		_____	
School District Phone		Infant-Toddler Program Phone	
_____		_____	
School District Email		Infant-Toddler Program Email	
_____		_____	

Please Note: When updated, copies of this protocol shall be distributed to the following:

- Part C and Part B Administrators
- Hub Leaders and/or Supervisors
- District Preschool Teachers