

MEMORANDUM OF AGREEMENT
Between
First Steps of Southern Indiana Coordinating Council (LPCC)
And
Southern Indiana Local Education Agencies (LEA)
(Early Childhood Special Education Services)

Clark County Special Education Cooperative (Clark)
Dubois-Spencer-Perry Exceptional Children's Coop (Dubois, Spencer, Perry)
Evansville Vanderburgh School Corporation Early Childhood Program (Vanderburgh)
Gibson-Pike-Warrick Special Education Coop (Gibson, Pike, Warrick)
Harrison County Exceptional Learners Cooperative (Harrison)
New Albany-Floyd County Consolidated Schools (Floyd)
Orange-Lawrence-Jackson-Martin-Greene Joint Services (Orange)
Posey County Special Education Services (Posey)
Scott County Special Services Unit (Scott)
South Central Area Special Ed Coop (Crawford, Orange, Washington)

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I. Purpose

1. Transitioning children from early intervention services (Part C) to early childhood special education services (Part B) within the fifteen counties (Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick, and Washington).
2. The parties participating in this agreement are working cooperatively to provide coordinated services to young children and their families, and to ensure implementation of federal, state and local regulations as it pertains to transition of children from First Steps to Local Educational Agencies.

3. The Transition Plan clarifies procedures and responsibilities of the Local Educational Agencies and First Steps of Southern Indiana Coordinating Council.

4. The Transition Policy and Procedures ensure a cluster-wide transition process that meets children's and families' needs. The plan will ensure that applicable standards are met, as well as, ensure a smooth transition from one service level to the next without service gaps.

II. Description of Agencies Involved

First Steps Early Intervention Services serves children birth through the age of two (until the day before the third birthday) who are eligible for services based on a level of delay and includes several categories of medical diagnosis. Income information is required to assess co-payment levels, if any. Access to private insurance, if any, is required.

Early Childhood Special Education Services offered through the public school system serves children ages three through five years of age who have characteristics of one or more of the 13 disability categories listed below and have been determined eligible and in need of special education services by a case conference committee.

Autism Spectrum Disorder
Blind or Low Vision
Cognitive Disability
Deaf or Hard of Hearing
Deaf-Blind
Developmental Delay
Emotional Disability

Language or Speech Impairment
Multiple Disabilities
Orthopedic Impairment
Other Health Impairment
Specific Learning Disability
Traumatic Brain Injury

III. Laws and Regulations Pertaining to Transition

Agencies will provide services that are within the federal and state laws governing Part B and Part C of the Individuals with Disabilities Education Improvement Act (IDEIA) and Title 511, Indiana State Board of Education, Article 7, Rules 32-47.

Agencies will abide by the laws of confidentiality and exchange of information as documented in the Family Educational Rights and Privacy Act (FERPA).

IV. Transition Policy and Procedures

Definition: Transition refers to the passage of the child and family from one service component or program to another. Transition consists of a plan, a goal of smooth movement from one program or provider to the next, and a process that includes preparation, implementation, and follow-up.

The Transition Policy and Procedures includes the following components:

- **Family involvement in the transition planning process. An IFSP containing steps to be taken to support the transition of the child.**

The LPCC will ensure that the First Steps Service Coordinator is responsible for the development and implementation of a transition plan, which must include the following:

Discussion with, training of, and instructions for parents regarding due process rights, future service options, and other matters related to the child's transition within or from the early intervention system.

Procedures that parents and participating agencies may utilize to prepare the child and family for changes in service delivery, including steps to help the child adjust to a new setting. These could include providing the family with a "Guide to the Education of Students with Disabilities; Transition to Early Childhood Special Education; an opportunity to view the "Steps to Success: Transition at Age 3 DVD; etc. These activities should be completed during the last IFSP meeting prior to the anticipated transition.

▪ **18 Month Child Find Notification to the Local Educational Agency.**

Every child in the First Step system who is 18 months or older will have their information automatically forwarded to their **Local Educational Agency** normally in the months of April and October. This information will include the child's and parents' name, address and phone number as well as the child's date of birth and the school district. This information is sent from the state First Steps to local SPOES who then forwards it to the appropriate school district. This information is provided by the First Steps state office to comply with OSEP (Office of Special Education Planning) policy which is the governing body for both Part B (early education services) and Part C (early intervention services).

▪ **30 Month Notification to the Local Educational Agency.**

With the consent of the parent, the First Steps Service Coordinator using the state forms will provide transmission of information about the child to the local education agency or to any service or program the family wants to explore. This is done to ensure continuity of services and includes evaluation and assessment information and copies of the IFSP.

A representative of the LEA will review each *First Steps 30 Month Notice to the Local Educational Agency* form, as well as, all other information provided by the First Steps Service Coordinator.

A representative of the LEA will receive and process all new referrals from First Steps of children 32.5 months of age or older who do not proceed within First Steps due to limited amount of time before turning three.

Children's names that have been sent to the LEA as a result of the 18 month child find information may leave First Steps, change school districts, etc before the 30 month notification. If this is the case and the parent authorizes, First Steps Service Coordinators will notify the LEA that the child should be taken from their list of children.

- A transition planning conference between the First Steps Service Coordinator, the family and a representative of the public school system at least 90 days prior to the child's third birthday (Transition Conference).

The First Steps Service Coordinator will convene a transition planning conference including the family, service providers, and any other referral source or program the family wishes to explore, including a representative from the local public schools' Special Education Program. If necessary, the school representative may participate by phone.

The Service Coordinator will work closely with the LEA and family to ensure a mutually agreed upon time is set before sending out the prior written notice. This meeting will occur at least 90 days but not more than 270 days before the child's third birthday. The following will be accomplished at this conference using required First Steps state forms:

1. Review the child's program options for the period from the third birthday through the remainder of the school year.
2. Establish a transition plan that includes the following:
 - Desired outcomes
 - Identified service providers
 - An outline regarding transfer of information
 - Timelines with dates of anticipated conclusion of early intervention services and commencement of subsequent activities
 - A statement of the family's priorities, concerns, and resources related to transitions expectations

Transition conferences for children whose **birthdays fall within the summer months of June, July, or August must be done in a timely manner to ensure that the case conference committee meets before the child's third birthday. The following is a suggested calendar offered as a reminder from the Transition Initiative of the urgent need to plan ahead for children with summer birthdays.

Range of Months for Transition Conference

<u>Child's Birth Month</u>	<u>270 days (9 months)</u>	<u>90 days (3 months)</u>
January	April	September
February	May	October
March	June	November
April	July	December
May	August	January
June	September	January
July	October	February
August	November	February
September	December	February
October	January	April
November	February	May
December	March	September

▪ Child Evaluation and Case Conference

With the parent's written permission, the LEA will lead the process of evaluation to determine eligibility for special education services. The LEA will conduct an evaluation and convene a case conference committee meeting prior to the child's third birthday to discuss the results of the evaluation and determine eligibility for special education and related services.

1. A representative of the LEA will notify the First Steps service coordinator of the case conference upon parent request.

2. Upon establishing eligibility, the case conference committee will develop an IEP. Eligibility for special education services is a case conference committee decision based on evaluation data, **disability** characteristics as required in Article 7, **and an adverse effect on the child's educational performance**. Case Conference

committee

participants include parents and local educational agency representatives. Upon parental request, the LEA shall extend an invitation to the First Steps Service Coordinator or other representative of the First Steps system.

3. The IEP will support all appropriate transition activities for the child **with special education programming for eligible students beginning on or before the child's third birthday**.

Modified Timelines

The timeline for implementation of Part B special education services may be modified (i.e., not start on or before the child's third birthday) in the event of:

1. **A parent repeatedly missing or rescheduling at least two (2) mutually agreed upon case conference committee meetings for any reason prior to the child's third birthday OR a parent repeatedly failing or refusing to produce the child for at least two (2) mutually agreed upon evaluation appointments .**
2. **A child moving into/out of the LEA after being referred from First Steps (Part C) to public schools (Part B).**
3. **The referral from First Steps (Part C) to LEA (Part B) being made less than or equal to ninety (90) calendar days prior to the child's third birthday.**

▪ Appropriate and timely referral to other settings when the child does not require early childhood special education services.

The First Steps Service Coordinators will ensure that families are aware of and referred to other early childhood services/settings as appropriate.

▪ Follow-up and parent evaluation of the transition process.

Each family will get a First Steps survey on a yearly basis. Parents will be asked to rate their experience with transition which will help us to determine the level of satisfaction with

the transition process as a whole. This will provide information about the quality of the process.

V. Implementation and Distribution

This agreement will be disseminated and reviewed with all interested parties no later than the end of the first quarter after the effective date (by September **2010**). This agreement will be emailed to all Service Coordinators and Intake Coordinators and posted on the www.fsosi.org website for anyone to view.

This document will be used as a guide at all transition training sessions within First Steps and the local educational agencies.

VI. Conflict Resolution for Transition

Transition disputes between individuals such as parents and service coordinators will be discussed at committee meetings and an agreement will be reached by following the LPCC's Conflict Resolution Policy (see attached).

Disputes between agencies will be offered training to ensure outcomes and procedures for each entity are understood. If no resolve is reached, the issue will be taken to the Transition Committee where a Transition Initiative Representative will be present to facilitate the meeting. If no resolve is reached at that point, the governing agencies will be contacted.

VII. Review and Effective Dates

This agreement will be in effect from 7-01-2010 through 6-30-2011.

This agreement will be reviewed no later than every six months by the Transition Committee, at First Steps service coordinator meetings, and by the LPCC Coordinator to assure accuracy of procedures.

This agreement will be evaluated by all interested parties at bi-annual transition committee meetings using survey results and the percentage of transition meetings that occur within the timeframe (270-90 days before the child's third birthday). Interested parties will include local educational agencies, service coordinators, intake coordinators, parents, Service Coordinator Supervisors, SPOE Supervisor, LPCC Coordinator and Associate LPCC Coordinator.

If the agreement is not working, meaning parents are not happy with the process or the percentage of transition meetings is not occurring within the required timeframe, the transition committee will amend the agreement based on what is needed to meet outcomes and achieve parent satisfaction.

If changes need to be made, the Transition Committee will be notified and proceedings will take place to amend the Plan.

FIRST STEPS OF SOUTHERN INDIANA
CONFLICT RESOLUTION POLICY

GENERAL POLICY:

Issues are to be resolved at the lowest possible level. Issues within First Steps must be factual concerns and not based on hearsay.

PROCEDURES:

These procedures are for the resolution of issues between individuals not agencies.

STEP 1:

Issues that are between the following individuals should first be discussed with the other individual involved. Issues should have occurred not more than 30 days prior.

Parent and Service Provider
Parent and Service Coordinator
Parent and System Point of Entry (SPOE)
Service Provider and Service Coordinator
Service Provider and SPOE

STEP 2:

If a consensus cannot be reached in Step 1, the issue should be submitted in writing to the Lead LPCC Coordinator within 15 days after Step 1 has been completed. The signed and dated written document should contain:

- 1) The date that the issue occurred.
- 2) Description of issue.
- 3) Individuals involved.

STEP 3:

LPCC Coordinator will gather facts related to the issue, review, and attempt to get the individuals involved to reach an agreement or consensus. If necessary, the Coordinator will present the issue to the Council Executive Committee for resolution. A written response will be provided to the requestor within 15 days. Issues will be taken to the First Steps Council only if a local policy or procedure is involved.

STEP 4:

If resolution cannot be obtained within the local First Steps Program, the State First Steps Quality Assurance Manager will be contacted for further guidance.

VIII. Signatures and Dates

Clark County Special Education Cooperative

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Joint Services (Orange County)

Date



Scott County Special Services Unit

5-3-2010

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

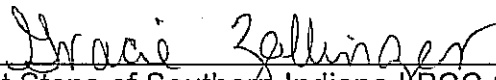
Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

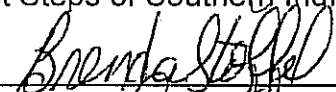
Date



First Steps of Southern Indiana LPCC Coordinator

5-13-10

Date

+ 

First Steps of Southern Indiana LPCC Chairperson

5-13-10

Date



First Steps of Southern Indiana Fiscal Agent

6/14/10

Date

VII. Signatures and Dates

Clark County Special Education Cooperative

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

6/7/10

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Joint Services (Orange County)

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

5-3-10

First Steps of Southern Indiana LPCC Coordinator

Date

5-5-10

First Steps of Southern Indiana LPCC Chairperson

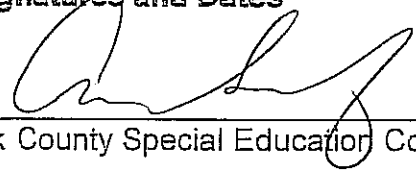
Date

5/10/10

First Steps of Southern Indiana Fiscal Agent

Date

VIII. Signatures and Dates



Clark County Special Education Cooperative

5-28-10

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Joint Services (Orange County)

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

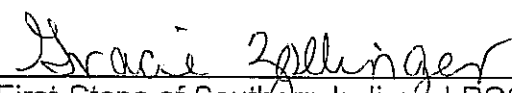
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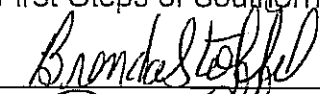
Posey County Special Education Services (Posey)

Date


First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date


First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date


First Steps of Southern Indiana Fiscal Agent

5/10/10

Date

VII. Signatures and Dates

Clark County Special Education Cooperative

Date

Melina Leventis Quarter

5/17/10

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Joint Services (Orange County)

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

Graci Zollinger

5-3-10

First Steps of Southern Indiana LPCC Coordinator

Date

Brenda Stoffel

5-5-10

First Steps of Southern Indiana LPCC Chairperson

Date

[Signature]

5/10/10

First Steps of Southern Indiana Fiscal Agent

Date

VIII. Signatures and Dates

Clark County Special Education Cooperative

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Dr. Beverly Harrison
Harrison County Exceptional Learners Cooperative

5-17-2010

Date

Joint Services (Orange County)

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

Gracie Zollinger
First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date

Bronda Stoffel
First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date

Debra Love
First Steps of Southern Indiana Fiscal Agent

5/10/10

Date

VIII. Signatures and Dates

Clark County Special Education Cooperative

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Phonda Sanders
Joint Services (Orange County)

5-17-10

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

Gracie Zellinger

First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date

Brenda Stoffel

First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date

[Signature]

First Steps of Southern Indiana Fiscal Agent

5/10/10

Date

VIII. Signatures and Dates

Clark County Special Education Cooperative
Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)
Date

New Albany-Floyd County Consolidated Schools
Date

Harrison County Exceptional Learners Cooperative
Date

Joint Services (Orange County)
Date

Scott County Special Services Unit
Date

John H. Wilson Ed.D.

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)
Date
5-19-10

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)
Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)
Date

Posey County Special Education Services (Posey)
Date

Gracie Zellinger

First Steps of Southern Indiana LPCC Coordinator
Date
5-3-10

Brenda Stoffel

First Steps of Southern Indiana LPCC Chairperson
Date
5-5-10

[Signature]

First Steps of Southern Indiana Fiscal Agent
Date
5/10/10

VIII. Signatures and Dates

Clark County Special Education Cooperative

Date

South Central Area Special Ed Cooperative
(Crawford, Orange, Washington)

Date

New Albany-Floyd County Consolidated Schools

Date

Harrison County Exceptional Learners Cooperative

Date

Joint Services (Orange County)

Date

Scott County Special Services Unit

Date

Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

Date

Sam Bell

5-18-10

Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

Grace Zollinger

First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date

Brenda L. Toffel

First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date

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First Steps of Southern Indiana Fiscal Agent

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VIII. Signatures and Dates

Clark County Special Education Cooperative

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South Central Area Special Ed Cooperative
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New Albany-Floyd County Consolidated Schools

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Harrison County Exceptional Learners Cooperative

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Scott County Special Services Unit

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Gibson-Pike-Warrick Special Education Coop
(Gibson, Pike, Warrick)

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Dubois-Spencer-Perry Exceptional Children's Coop
(Dubois, Perry, Spencer)

Date

5/19/10

Evansville Vanderburgh School Corporation
Early Childhood Program (Vanderburgh)

Date

Posey County Special Education Services (Posey)

Date

Gracie Zollinger
First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date

Brenda Stokell
First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date

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First Steps of Southern Indiana Fiscal Agent

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Posey

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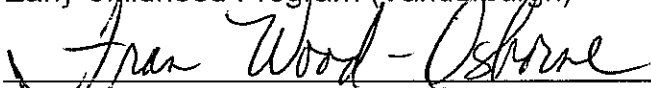
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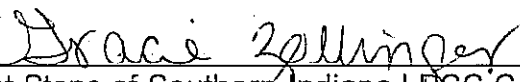
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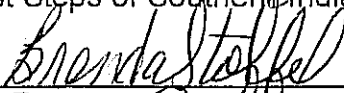
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Date


First Steps of Southern Indiana LPCC Coordinator

5-3-10

Date


First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date


First Steps of Southern Indiana Fiscal Agent

5/10/10

Date