

INTER-AGENCY COOPERATIVE AGREEMENT AMONG:

Chatham School District,
Tlingit & Haida Head Start, and
Center for Community – Infant Learning Program

PURPOSE

The intent of this agreement is to provide comprehensive, coordinated services to meet the special development and educational needs of children from birth through age 5 and their families. Through inter-agency planning, we hope to eliminate duplication of services, promote the most efficient use of resources, and clarify agency roles and responsibilities, thereby assuring continuous, well-coordinated services for young children and their families.

GENERAL RESPONSIBILITIES

1. All involved parties agree to in-service all staff on this agreement to encourage cooperation and understanding at all levels and assumes responsibility to insure that this agreement is followed.
2. It is further agreed that all staff need to be aware of what their responsibilities are, and that both administrative and local site levels need to work cooperatively for the benefit of the children and families we are to serve.
3. Together we will ensure that confidentiality and respect is maintained for all referred and enrolled children and their families and we will acquire parental consent for exchange of information.
4. Together we will ensure that families are encouraged to share their concerns and priorities through all steps of service delivery including: screening, assessment, eligibility determination, service planning and service implementation.
5. All parties will abide by State and Federal regulations with regard to program requirements and timelines for services.

EXCHANGE OF INFORMATION

All parties under this agreement will obtain written release of information signed by the family/guardian for exchange of all referral, screening, assessment, service plan and family information. No information may be exchanged without a current written release of information.

CHILD FIND/SCREENING

ILP will:

- Offer developmental, vision, and hearing screening year round to all children age birth to 36 months.

HS will:

- Conduct developmental, vision, and hearing screening screenings bi-annually for all Head Start enrolled children 3-72 months.

CSD will:

- Offer and provide developmental screening bi-annually in conjunction with ELP for children 0-3 years of age and with Head Start for children ages 36 to 72 months of age. Screening will include a vision and hearing check.

NOTIFICATION OF TRANSITION

ILP will:

- ILP will send written notification to the CSD for any ELP enrolled child 24 months of age who may be eligible for CSD special education services
- School notification may be delayed in the event that the child is not identified as eligible for transition services until older than 24 months of age. ILP will notify CSD of the reason for not meeting the 24 month notification timeline for individual children.
- This first notification information provided to SSD will be limited to “non-identifiable” information unless parents have given consent to share personally-identifiable information)including month and year of birth, ILP eligibility status, types and frequency of early intervention services, developmental levels, medical status, and type of disability/diagnosis.

TRANSITION PLANNING

- The ILP Family Service Coordinator will have discussion with, training of, and instructions for parent(s) regarding Child and Family Rights, future service options, and other matters related to the child’s transition from the ILP to other programs within the community.
- ILP Family Service Coordinator will inform all parents of ILP enrolled children who experience a developmental delay of the availability of special education services offered through CSD.

REFERRAL

ILP will:

- With the written consent of the parent(s), ILP Family Service Coordinator may initiate a formal referral to CSD special education department for enrolled children at 30-32 months of age.
- Assist parents in completing Tlingit Haida Head Start application forms for ILP enrolled children ages birth to 36 months. A formal referral letter will be sent directly to Angoon Head Start (send application and referral by May of the preceding school year).
- If a CSD referral occurs after a child has turned 30 months of age, the ILP Family Service Coordinator will provide documentation of the reason for the delay in the referral cover letter.

HS will:

- Complete school district referral forms when referring Head Start enrolled children ages 36 to 72 months who may be eligible for special education services.
- Contact ILP by phone to refer all Head Start enrolled children ages birth to 36 months for early intervention services.

TRANSITION MEETING

ILP will:

- Coordinate and schedule a transition meeting with the parent(s) at least 90 days, and up to 6 months at the discretion of all parties, before the child's third birthday to discuss any services they may receive or determine further evaluations required for eligibility. ILP will invite CSD and HS staff and other individuals as appropriate and with parental consent to the transition meeting.

HS will:

- Attend transition meetings and come prepared to answer parent questions regarding the HS program.

CSD will:

- Attend transition meetings and come prepared to answer parent questions regarding the CSD program as well as to discuss plans for assessment and follow-up eligibility meeting for the referred child.
- If there is a new ILP referral of a child between 33 and 36 months of age:
 - a. ILP will complete a screening of child's current level of performance
 - b. If 50% or more delay is documented, the child will be referred to CSD special education department.

ELIGIBILITY DETERMINATION MEETING & INDIVIDUALIZED EDUCATIONAL PLAN (IEP) MEETING

- These two meetings may occur as one meeting or two, depending on the needs of the child and the family
- These meetings must take place at least 30 days before the child's third birthday or at the discretion of all parties up to 6 months before a child is 3 years old.
- Persons invited to these meetings include those who have participated in the evaluation of the referred child, including at a minimum:
 1. Parent(s)
 2. ILP Staff Member
 3. CDS Staff Member
 4. LEA Representative
 5. Any individual that the parent(s) choose to accompany them to the meeting
- The purpose of the Eligibility Determination Meeting is to:
 - Share evaluation results
 - Determine eligibility for special education services with CSD
 - Provide recommendations for IEP goals and objectives if the child qualifies for special education services

- Parental consent for initial placement in Part B special education program and prior written notice of the proposed placement are required.
- The purpose of the IEP is to:
 - Develop appropriate goals and objectives to monitor child's progress in special education program
 - Determine service options
 - Determine supplemental aides and service requirements of the child
 - Determine least restrictive environment
- Timelines will be determined with dates of anticipated conclusion of early intervention services and commencement of the CSD Special Education services. IEP's must be in place by the child's 3rd birthday—those students whose birthdays fall in the months of July – September will have a Transition Meeting completed by the end of the regular school year.

ILP will:

- Attend school eligibility meetings and come prepared to discuss the referred child's current skills, strengths and needs.

HS will:

- Attend school eligibility meetings and come prepared to discuss the referred child's current skills, strengths and needs.

SERVICE PLANNING:

Individual Family Service Plan (IFSP) -- Individualized Education Plan (IEP)

ILP will:

- Coordinate and schedule IFSP meetings within 45 days of the time of referral of children to ILP. ILP staff will review the IFSP every six months and renew the IFSP annually.
- Invite the parent and at the parent's request HS staff (if jointly enrolled in ILP and HS) to IFSP meeting. ILP will assist parents in inviting any individual to this meeting.
- Provide copies of child's IFSP to the parent and other IFSP meeting attendees with family/guardian consent.
- Attend IEP meetings for students determined eligible for CSD special education services, if appropriate.

HS will:

- Attend IFSP meetings of children jointly enrolled in ILP and HS and come prepared to discuss the child and family's strengths and needs.
- Attend IEP meetings of children determined eligible for special education services, if appropriate.

CSD will:

- Coordinate and schedule IEP meetings by the time of the child's 3rd birthday.
- Invite the parent, referring person and other individuals as appropriate to the IEP meeting. Parents may invite any individual to this meeting.
- Incorporate IFSP goals, where appropriate, into current IEP to insure a smooth transition, as appropriate.
- Provide copies of child's IEP to the parent and IEP meeting participants with family/guardian consent

SERVICES

ILP will:

- Offer services in accordance with IFSP goals to ILP enrolled families.
- Provide follow-up service coordination for families or transitioned children up until the time the child turns 42 months of age.

HS will:

- Provide center based services to children ages 36 to 72 months.
- Assist CSD by carrying out developmental activities in the HS classroom for children jointly enrolled in CSD and HS.

CSD will:

- Provide HS with information about educational activities for children jointly enrolled with HS and CSD.
- Provide inclusive special education services to children who have an IEP on site at the HS classroom whenever possible.
- Provide inclusive special education services to children who have an IEP on site at the HS classroom using special education assistants.
- Provide training to special education assistants specific to carrying out the activities and goals identified in the IEP.

PROGRAM COLLABORATION

ILP will:

- Visit or contact the HS and CSD programs on the quarterly basis to foster community relations and share information about referred children, observe former children, and discuss the transition process.
- Offer consultation services to HS staff on early intervention/child development topics for the purpose of continuing education.

HS will:

- Welcome ILP and CSD staff into the classroom and encourage program visitation.

CSD will:

- Provide special education consultation services by the Special Education Instructor to all HS staff.

GENERAL AGREEMENT

- Share information about training events on early childhood issues.
- Participate collaboratively in one planned annual child/family community activity along with HS, CSD, PHN and AHC.

This agreement is in effect throughout fiscal years 2007-2012 and is subject to yearly review by all parties.

School District Representative – Vance Cortez-Rucker – Superintendent

Date

Center for Community Representative

Date

Head Start Representative

Date