

MEMORANDUM OF AGREEMENT
Between
First Steps of Southern Indiana Coordinating Council (LPCC)
And
Agencies providing Head Start and Early Head Start Program

Community Action Program-Evansville (Early Head Start: Posey, Vanderburgh;
Head Start: Gibson, Posey, Vanderburgh);
CASI Early Head Start and Head Start (Clark);
Floyd County Head Start (Floyd);
Hoosier Uplands EDC (Early Head Start and Head Start-Orange and Washington);
Lincoln Hills Development Corporation (Early Head Start and Head Start-Crawford, Harrison,
Perry, Spencer);
Ohio Valley Opportunities (Scott);
TRI-CAP (Dubois, Pike, Warrick)

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I. Purpose

1. Transitioning children from early intervention services (Part C) to Head Start Services, including Early Head Start 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 Early Head Start or Head Start.
3. The Transition Plan clarifies procedures and responsibilities of the area Early Head Start, Head Start and First Steps of Southern Indiana Coordinating Council.
4. The Transition Policy and Procedures ensure a cluster-wide transition process that meets children 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 age two (until the day before the third birthday) who are eligible for services based on 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.

Head Start Agencies operate based on the same protocol set forth by their governing body. Head Start is a program-serving children age three years through five years of age designed to give children an advantage when entering kindergarten. Children qualify for Head Start through a priority system that includes the child's age, income guidelines, and identified special needs or the child and/or family.

Early Head Start (Clark, Crawford, Harrison, Orange, Perry, Spencer, Vanderburgh and Washington counties) serves families that are pregnant and/or have children birth through three years of age. It is Early Head Start's mission to promote healthy prenatal outcomes, to enhance the development of very young children, and to promote healthy family functions by providing an array of services. Families qualify for Early Head Start based on the same guidelines as stated above for Head Start.

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 Act (IDEA) and Title 511, Indiana State Board of Education, Article 7, Rules 17-31 and 42 USC 9831, Head Start Program, 45 CFR Parts 1304, 1305.

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," 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.

▪ **30 - 33 Month Notification of the area Head Start.**

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 Early Head Start or Head Start 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.

Early Head Start and Head Start will review each First Steps referral, as well as, all other information provided by the First Steps Service Coordinator.

Early Head Start and Head Start will work directly with the Service Coordinators to ensure the transition process is completed.

Head Start will determine eligibility between 30-33 months of age based on a priority system that included the child's age (3-5 years), federal income guidelines, and identified special needs of the child and/or family.

▪ **A transition planning conference between the First Steps Service Coordinator, the family and a representative of the Early Head Start (Orange, Vanderburgh and Washington counties) and representative of Head Start 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. School representative may participate by phone if necessary.

The Service Coordinator will work closely with the Early Head Start (Orange, Vanderburgh and Washington counties) and/or Head Start 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

- **Appropriate and timely referral to other settings when the child requires additional services to meet his/her needs.**

The Early Head Start and Head Start will work directly with the Service Coordinators to ensure the transition process is completed.

- **Follow-up and parent evaluation of the transition process (exit interviews).**

Each family will get a First Steps survey on a yearly basis. Parents are 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

The 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 2008). 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, Early Head Start, and Head Start.

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 % of 30 to 33 transition meetings that occur within the timeframe. Interested parties will include Head Start 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 % 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

Community Action Program - Evansville (CAPE)

Date

Connie Barnard
CASI Head Start

4/19/10
Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Gracie Zollinger
First Steps of Southern Indiana LPCC Coordinator

5-13-10
Date

Brenda Stoff
First Steps of Southern Indiana LPCC Chairperson

5-13-10
Date

[Signature]
First Steps of Southern Indiana Fiscal Agent

6/14/10
Date

VIII. Signatures and Dates

Alfred Feather Epps
Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Gracie Zollinger
First Steps of Southern Indiana LPCC Coordinator

4-28-10
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

non

VIII. Signatures and Dates

Community Action Program - Evansville (CAPE)

Date



5/19/10

CASI Head Start

Date

Early

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation


Date

Ohio Valley Opportunities

Date

TRI-CAP

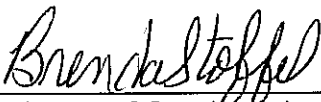
Date



First Steps of Southern Indiana LPCC Coordinator

4-27-10

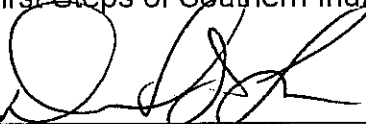
Date



First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date



First Steps of Southern Indiana Fiscal Agent

5/10/10

Date

VIII. Signatures and Dates

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Judith L. French

Floyd County Head Start

5-17-2010

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Gracie Zollinger

First Steps of Southern Indiana LPCC Coordinator

4-27-10

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

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Jan Sprinkle

Lincoln Hills Development Corporation

*Early
Head Start*

5/17/10

Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Grace Zollinger

First Steps of Southern Indiana LPCC Coordinator

4-27-10

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

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Martina Susette Zellers
Lincoln Hills Development Corporation

5/20/10
Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Gracie Zollinger
First Steps of Southern Indiana LPCC Coordinator

4-27-10
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

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

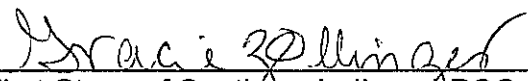
Ohio Valley Opportunities

Date


TRI-CAP

5/18/2010

Date


First Steps of Southern Indiana LPCC Coordinator

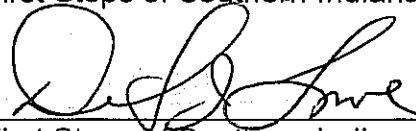
4-27-10

Date


First Steps of Southern Indiana LPCC Chairperson

5-5-10

Date


First Steps of Southern Indiana Fiscal Agent

5/10/10

Date

VIII. Signatures and Dates

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

Sendra Johnson

5-26-10

Ohio Valley Opportunities

Date

TRI-CAP

Date

Grace Zolnier

First Steps of Southern Indiana LPCC Coordinator

4-27-10

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

Community Action Program - Evansville (CAPE)

Date

CASI Head Start

Date

Floyd County Head Start

Date

Alma S. Becker

5/20/10

Hoosier Uplands EDC

Date

Lincoln Hills Development Corporation

Date

Ohio Valley Opportunities

Date

TRI-CAP

Date

Gracie Zellinger

4-27-10

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