

First Steps Cluster J

Memorandums of Understanding

Head Start Agencies

July 1, 2024 - June 30, 2026

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SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
and
servicing

DEFINITION OF TERMS

IFSP: Part C Individualized Family Service Plan, the written plan for services and supports for each child.

IEP: Individualized Education Program, the written plan for goals and Part B services

Case Conference: Meetings between Part B personnel and parents who may be receiving Part B services to discuss a child’s educational program

Service Coordinator: First Steps staff member who works with individual families to help ensure the coordination of services and smooth transitions between services.

DESCRIPTION OF PARTNERS

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By signatures on the **Signature Page**, the parties agree to follow the timelines established in the **Terms of Local Agreement Transition from Early Intervention (Part C) to Preschool Special Education and/or Head Start** pages (pages 2 and 3).

Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #0000000000000000000021429 executed August 3, 2017.

Parties agree to honor the following requirements of the participating partners:

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SIGNATURES/DATES AND DURATION OF AGREEMENT

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SIGNATURES

Part B (Preschool Special Education Services) Representative Signature

Date

Please Print Name

Part B Representative Title

Part B Representative School System

First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

Date

MEMORANDUM OF UNDERSTANDING

TRANSITION FROM EARLY INTERVENTION (Part C) TO PRESCHOOL SPECIAL EDUCATION (Part B) and/or HEAD START Local Transition Working Procedures, Timelines and Responsibilities

Process	Time Line	Person(s) Responsible	Procedures
Intake Notification	Upon Enrollment	First Steps Service Coordinator	<ul style="list-style-type: none"> ○ Begin to discuss transition procedures and timelines with family.
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> ○ Continue discussion on transition procedures and timelines with family.
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> ○ Transmit electronically, upon receipt, state generated 30-month child find information (child's name and date of birth, with referral and IFSP dates) to the Special Education Contact Person of the public school of record.
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> ○ Discuss parent rights and confidentiality. ○ Continue to discuss transition options, procedures, and timelines with families and provide families with detailed information about available resources and training opportunities to help with transition. ○ Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner. ○ Complete with required information (with consent) <i>First Steps 30 Month Notice to LEA</i> and send copy with copy of release to Preschool Coordinator. ○ Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.
Transition Conference	270-90 days prior to third birthday (To accommodate school staffing schedules in the summer, children with birthdays through October may need to have transition meeting scheduled closer to the 270 days in order to allow school staff to be present at meeting)	First Steps Service Coordinator ----- LEA Coordinator ----- Head Start Representative	<ul style="list-style-type: none"> ○ Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location. ○ Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent). ○ Include invitation at parent's discretion to service providers and others. ○ Forward (with consent) any new information regarding the IFSP, current assessment and progress reports, including the transition plan, and other information helpful to evaluation to the Preschool Coordinator and/or to Head Start Representative, when appropriate. ○ Send written prior notice for meeting to formally announce meeting to all participants. ----- ○ Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible. ○ Begin to determine evaluation needs. ○ Obtain signatures for release of information (if needed) and arrange on-site visit to program if transition meeting is not to be held at the classroom site. ----- ○ Discuss the Head Start program and eligibility for Head Start services.

Evaluation	33-36 months (Due to school calendar, this may need to be scheduled earlier)	First Steps Service Coordinator ----- LEA Coordinator	<ul style="list-style-type: none"> ○ Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child. <hr/> <ul style="list-style-type: none"> ○ Schedule and perform developmental or speech assessment with family, when appropriate. ○ Invite Service Coordinator, when appropriate. ○ Invite others at parent's discretion. ○ Inform Service Coordinator of status of child.
Case Conference	Prior to child's 3 rd birthday	LEA Coordinator	<ul style="list-style-type: none"> ○ Schedule a case conference with family to discuss educational evaluation, eligibility, educational needs, to develop goals/objectives, and to determine appropriate program based on rules in Indiana Article 7. ○ Invite Service Coordinator and/or Head Start Representative. ○ Invite First Steps providers at parent's discretion. ○ Inform Service Coordinator of status of child.

By a signature on the **Signature Page**, the parties agree to follow the timelines established in this local agreement.

IMPLEMENTATION, MONITORING/TRACKING, AND EVALUATION OF AGREEMENT

The agreement will undergo ongoing monitoring by the Transition Partners and the LPCC. Formal evaluation of the agreement will take place annually by May of each year, using the criteria set forth by the Indiana Transition Team.

Partners will be provided with copies of the agreement, ensure distribution to appropriate staff members, and provide initial staff training.

Ongoing monitoring between the partners will determine when to offer additional trainings or meetings to address concerns. Special education will track and monitor the statistics required by the State DOE. First Steps performs quarterly reviews of records to determine if the 90 day transition conference was held on time and the LEA representative was present. The information from reviews of records, surveys, interviews, and DOE statistics is reviewed annually to see if the transition process needs to be modified.

First Steps staff is responsible for setting up local roundtable discussions with individual partners. These individual meetings are scheduled whenever concerns are identified and at a minimum on a biannual basis.

INTERAGENCY DISPUTE PROCESS

Procedures to resolve local conflict outlined in the **Indiana Interagency Memorandum of Agreement (Section VII, Local Level)** will be followed:

A discussion will be initiated at the local level between all the involved agencies. If resolution is not achieved at the local level, a written complaint will be initiated by the aggrieved agency within 5 working days of the date of the local level meeting to staff of the aggrieved agency's state level agency with a copy to the other involved agency(s). The written communication should include the conflict, proposed action, and a summary of factual, legal and policy grounds.

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
And
COMMUNITY CARE

DEFINITION OF TERMS

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Parties will follow the guidelines set in the **MEMORANDUM OF UNDERSTANDING** Contract #000000000000000000021429 executed August 3, 2017.

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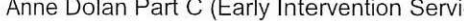
SIGNATURES

 _____ Date 5-29-24

Please Print Name _____

 _____

Head Start Representative Title _____

 _____ Date 6/11/24

First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

SIGNATURE PAGE
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TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
And
HOOSIER UPLANDS HEAD START

DEFINITION OF TERMS

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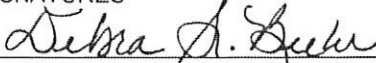
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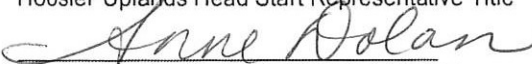
Hoosier Uplands Head Start Representative Signature

Date May 10, 2024

Debra S. Beeler
Please Print Name

Director of Children's Services
Hoosier Uplands Head Start Representative Title

Hoosier Uplands
Representative Agency



First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/4/24
Date

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
and
HUMAN SERVICES HEAD START

servicing Bartholomew, Brown, Decatur, Jackson, Shelby Counties

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SIGNATURES

Jennifer Arnett
Head Start Representative Signature

5-31-24
Date

Jennifer Arnett
Please Print Name

Early Intervention Specialist
Head Start Representative Title

Human Services, Inc. - Head start / Early Head start
Head Start Program

Anne Dolan

6/11/24
Date

Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator

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Maryellen Brausa _____ 6/11/24
Head Start Representative Signature Date

Mary Ellen Brausa
Please Print Name

Director of Children's Services _____
Head Start Representative Title

Anne Dolan _____ 6/25/24
First Steps—South Lead LPCC Coordinator Date
Anne Dolan Part C (Early Intervention Service-First Steps)

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FIRST STEPS – SOUTH EAST
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Amela Smelcer
Part B (Preschool Special Education Services) Representative Signature

5/30/24
Date

Amanda Snowden
Please Print Name

Mental Health Special Needs Coordinator OVO Head Start
Part B Representative Title Part B Representative School System

6/11/24
Date

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

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TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS – SOUTH EAST
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SCCAP HEAD START

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Stacey Edwards
Part B (Preschool Special Education Services) Representative Signature

May 21, 2024
Date

Stacey Edwards
Please Print Name

HS EHS Director
Part B Representative Title

Part B Representative School System

Anne Dolan
First Steps—South Lead LPCC Coordinator
Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24
Date

SIGNATURE PAGE
MEMORANDUM OF UNDERSTANDING
TRANSITION FROM EARLY INTERVENTION (Part C)
between
FIRST STEPS SOUTH EAST
and
SOUTHERN INDIANA ECONOMIC OPPORTUNITY CORPORATION HEAD START

servicing Dearborn, Franklin, Ohio, Ripley and Switzerland Counties

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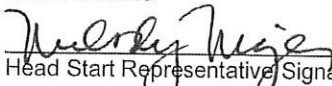
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Head Start Representative Signature

5-15-24
Date

MELODY MINGER

Please Print Name

HEAD START DIRECTOR

Head Start Representative Title

SIEOC

Head Start Program

6/4/24
Date

Part C (Early Intervention Service-First Steps)
Anne Dolan
First Steps South East LPCC Coordinator