

First Steps Cluster H

Memorandums of Understanding

Head Start Agencies

July 1, 2024 - June 30, 2026

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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

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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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Other Community Partners: Generally local preschools or child care representatives who will work with transition partners to ensure ongoing services and supports.

The **PURPOSE** of the agreement is to ensure that the above entities work cooperatively to provide coordinated services to young children and their families who are transitioning from Early Intervention Services (Part C) to Preschool Special Education Services (Part B), if eligible, and/or to Head Start. It also ensures the above entities implement federal, state and local regulations in an appropriate and timely manner.

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
CAECI HEADSTART

DEFINITION OF TERMS

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SIGNATURES



 Head Start Representative Signature Date 6/26/24

Please Print Name

Director

 Head Start Representative Title


 First Steps—South Lead LPCC Coordinator Date 7/1/24
 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
CAREY SERVICES

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SIGNATURES

 6/17/24

Early Head Start Representative Signature Date

Robyn Duffy

Please Print Name

Head Start Representative Title
 6/25/24

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

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between
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Head Start Representative Signature

6.25.24
Date


Holly Leisure

Please Print Name

Early Childhood Education Disabilities Coordinator East Coast Migrant Head Start Project

Head Start Representative Title Head Start Program

6/25/24
Date



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

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SIGNATURES

Gail Surles

Head Start Representative Signature

Date

6/24/24

Gail Surles

Please Print Name

CDI Site Manager

Head Start Representative Title

Anne Dolan

First Steps—South Lead LPCC Coordinator

Anne Dolan Part C (Early Intervention Service-First Steps)

6/25/24
Date

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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)

SIGNATURE PAGE
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FIRST STEPS – SOUTH EAST
And
TRANSITION RESOURCES -TRC

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SIGNATURES

Jama Donovan
Digitally signed by Jama Donovan
DN: cn=Jama Donovan, o=TRC Head Start,
ou=TRC Head Start Director,
email=jadonovan@transitionresources.org, c=US
Date: 2024.06.25 13:25:11 -0400

6/25/24

Head Start Representative Signature
Jama Donovan

Date

Please Print Name
Head Start Director

Head Start Representative Title

Anne Dolan

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

6/25/24
Date