

# First Steps Cluster H

## Memorandums of Understanding

### Local Educational Agencies (LEA)

#### 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

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

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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"> <li>o Begin to discuss transition procedures and timelines with family.</li> </ul>
IFSP Reviews	Quarterly	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Continue discussion on transition procedures and timelines with family.</li> </ul>
30 Month Notification	Monthly	SPOE Director	<ul style="list-style-type: none"> <li>o 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.</li> </ul>
UPON RECEIPT	30 months (or upon enrollment if after 29 months)	First Steps Service Coordinator	<ul style="list-style-type: none"> <li>o Discuss parent rights and confidentiality.</li> <li>o 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.</li> <li>o Obtain signed <i>General Reciprocal Consent to Release and Share Information</i> for LEA, Head Start, and/or other appropriate transition partner.</li> <li>o 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.</li> <li>o Forward copies of the IFSP, current assessment and progress reports, and other information (with release) helpful to evaluation to the Preschool Coordinator.</li> </ul>
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"> <li>o Schedule a transition meeting with the family and Preschool Coordinator at a mutually convenient time and location.</li> <li>o Invite a representative from Head Start or representatives from other community options whenever other services could be a viable option (with consent).</li> <li>o Include invitation at parent's discretion to service providers and others.</li> <li>o 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.</li> <li>o Send written prior notice for meeting to formally announce meeting to all participants.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>o Discuss parent rights, eligibility requirements, evaluation processes, and available services if the student is determined eligible.</li> <li>o Begin to determine evaluation needs.</li> <li>o 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.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>o Discuss the Head Start program and eligibility for Head Start services.</li> </ul>

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"> <li>○ Forward to appropriate transition partner, including Head Start, any updated evaluations or information regarding actions taken related to this child.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ Schedule and perform developmental or speech assessment with family, when appropriate.</li> <li>○ Invite Service Coordinator, when appropriate.</li> <li>○ Invite others at parent's discretion.</li> <li>○ Inform Service Coordinator of status of child.</li> </ul>
Case Conference	Prior to child's 3 <sup>rd</sup> birthday	LEA Coordinator	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Invite Service Coordinator and/or Head Start Representative.</li> <li>○ Invite First Steps providers at parent's discretion.</li> <li>○ Inform Service Coordinator of status of child.</li> </ul>

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.*



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**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**ALEXANDRIA COMMUNITY SCHOOLS**

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Part B (Preschool Special Education Services) Representative Signature

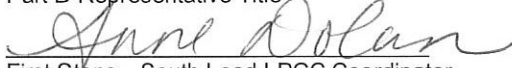
5/24/2024  
Date

Steve Wornhoff

Please Print Name

Interim Director of Special Education

Part B Representative Title

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

Alexandria Community Schools

Part B Representative School System

6/11/24  
Date

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**ANDRSON COMMUNITY SCHOOLS**

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**SIGNATURES**

Bethany Cmar  
 Part B (Preschool Special Education Services) Representative Signature

6/26/24  
 Date

Bethany Cmar  
 Please Print Name

Director, Special Svcs.  
 Part B Representative Title

Anderson Community Schools  
 Part B Representative School System

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

7/1/24  
 Date

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**Blackford County Schools**

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Shalee Myron  
Part B (Preschool Special Education Services) Representative Signature

4-1-24  
Date

Shalee Myron  
Please Print Name

Preschool Coordinator  
Part B Representative Title

Blackford County Schools  
Part B Representative School System

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

4/24/24  
Date

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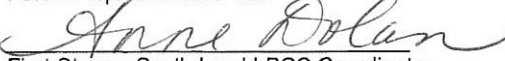
  
 \_\_\_\_\_  
 Part B (Preschool Special Education Services) Representative Signature

\_\_\_\_\_  
 05/23/2024  
 Date

\_\_\_\_\_  
 Beth King  
 Please Print Name

\_\_\_\_\_  
 Director of Student Services  
 Part B Representative Title

\_\_\_\_\_  
 Blue River Valley Schools  
 Part B Representative School System

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

\_\_\_\_\_  
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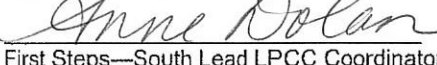
  
Part B (Preschool Special Education Services) Representative Signature

5-23-24  
Date

Jill A. Miller  
Please Print Name

School Psychologist / Spec Coordinator  
Part B Representative Title

Centerville - Abington Schools  
Part B Representative School System

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

6/4/24  
Date





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**EAST CENTRAL INDIANA SPECIAL SERVICES**  
*serving*  
**NORTHEASTERN WAYNE SCHOOLS**

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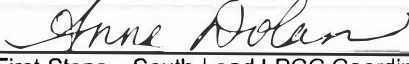
  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

4-17-24  
Date

Liza Bates  
Please Print Name

Director  
Part B Representative Title

Northeastern Wayne Schools  
Part B Representative School System

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

4/24/24  
Date

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**EAST CENTRAL INDIANA SPECIAL SERVICES**  
*servng*  
**WESTERN WAYNE SCHOOLS**

**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**

**Part C:** First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

**Part B:** LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

**Head Start:** Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

**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.

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

The extended agreement will begin July 1, 2024, and will remain in effect until June 30, 2026. This agreement reflects compliance with the current **Indiana Interagency Memorandum of understanding** between these agencies.

**SIGNATURES**


  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

4-17-24  
Date

Liza Bates  
Please Print Name

Director  
Part B Representative Title

Western Wayne Schools  
Part B Representative School System

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

4/24/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**HAMILTON-BOONE-MADISON SPECIAL SERVICES**

**DEFINITION OF TERMS**

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**SIGNATURES**



\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

\_\_\_\_\_  
5/1/24  
Date

Lindsay Gilbert

Please Print Name

\_\_\_\_\_  
Early Childhood Assessment Team Coordinator

\_\_\_\_\_  
Hamilton-Boone-Madison Special Services

Part B Representative Title

Part B Representative School System



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

\_\_\_\_\_  
5/7/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**JAY SCHOOLS CORPORTATION**

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**DESCRIPTION OF PARTNERS**

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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

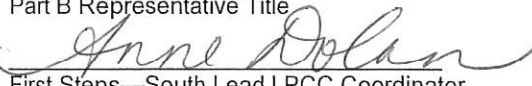
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SIGNATURES

  
\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5-2-24  
Date

Ann A. Van Horn  
Please Print Name

\_\_\_\_\_  
Part B Representative Title  
  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service-First Steps)

\_\_\_\_\_  
Part B Representative School System  
5/7/24  
Date

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

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**DESCRIPTION OF PARTNERS**

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**SIGNATURES**

*Lisa Waber*  
Part B (Preschool Special Education Services) Representative Signature

5-22-24  
Date

Lisa Waber  
Please Print Name

SP Ed Director  
Part B Representative Title

Liberty Perry School Corporation  
Part B Representative School System

Anne Dolan  
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*  
**MADISON-GRANT UNITED SCHOOL COOPERATIVE**

**DEFINITION OF TERMS**

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**SIGNATURES**

Kimly J. Whybrew  
Part B (Preschool Special Education Services) Representative Signature

5/23/2024  
Date

Kimberly Whybrew  
Please Print Name

Director of Special Services  
Part B Representative Title

madison-Grant USC  
Part B Representative School System

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

6/11/24  
Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**MONROE CENTRAL SCHOOL CORPORATION**

**DEFINITION OF TERMS**

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**SIGNATURES**

Carolyn Bates  
Part B (Preschool Special Education Services) Representative Signature

4/19/2024  
Date

Carolyn Bates  
Please Print Name

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

Part B Representative School System  
4/29/24  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*and*  
**NEW CASTLE AREA SPECIAL SERVICES**  
*serving the public school district(s) of Shenandoah Schools, New Castle*  
*Community Schools, South Henry Schools, C.A. Beard Memorial Schools and*  
*Nettle Creek Schools in Henry and Wayne Counties in Indiana*

**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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**SIGNATURES**

A.S. Blake  
 Part B (Preschool Special Education Services) Representative Signature

4.1.24  
 Date

Amy Blake  
 Please Print Name

Director of Special Education New Castle Area Special Services  
 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)

4/24/24  
 Date



**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS SOUTH EAST**  
*And*  
**RANDOLPH SOUTHERN ELEMENTARY SCHOOL**

*serving the public school district(s) of*

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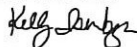
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**SIGNATURES/DATES AND DURATION OF AGREEMENT**

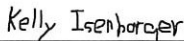
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**SIGNATURES**



\_\_\_\_\_  
Part B (Preschool Special Education Services) Representative Signature

5/30/2024  
Date



\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Part B Representative Title

\_\_\_\_\_  
Part B Representative School System



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

6/11/24  
Date



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

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**SIGNATURES**

Whitney Sherron / Elizabeth Markward  
Part B (Preschool Special Education Services) Representative Signature

4/22/2024  
Date

Whitney Sherron / Elizabeth Markward  
Please Print Name

PK Educ. Diag. / Chief of Exceptional Ed. Richmond Community Schools  
Part B Representative Title Part B Representative School System

Anne Dolan - 5/7/24  
First Steps—South Lead LPCC Coordinator  
Anne Dolan Part C (Early Intervention Service First Steps)

4/22/2024  
Date

**SIGNATURE PAGE**  
**MEMORANDUM OF UNDERSTANDING**  
**TRANSITION FROM EARLY INTERVENTION (Part C)**  
*between*  
**FIRST STEPS – SOUTH EAST**  
*And*  
**UNION-MODOC SCHOOL**

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Part C: First Steps—South East, early intervention for infants and toddlers (birth through 36 months) with developmental delays

Part B: LEA, the lead educational agency for children at 36 months for the Early Childhood Program in the Special Educational Planning District in which the child resides

Head Start: Preschool program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families

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 #000000000000000000021429 executed August 3, 2017.

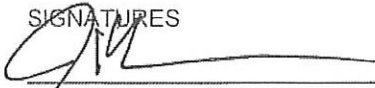
Parties agree to honor the following requirements of the participating partners:

- o The Department of Education requirements set forth under Special Education Rules Title 511, IAC 7-36-2 and 7-43-2, December 2014
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-3 (Local Planning and Coordinating Council Responsibilities)
- o First Steps requirements set forth under Title 470, Indiana Administrative Code 3.1-11-4 (Service Coordinator Responsibilities)
- o Head Start requirements set forth under Head Start Performance Standards on Community Partnerships and on Services for Children with Disabilities (45 CFR Parts 1304.41 and 1308)

**SIGNATURES/DATES AND DURATION OF AGREEMENT**

The extended agreement will begin July 1, 2024, and will remain in effect until June 30, 2026. This agreement reflects compliance with the current **Indiana Interagency Memorandum of understanding** between these agencies.

**SIGNATURES**



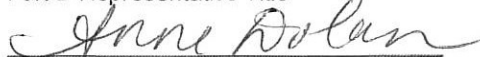
Part B (Preschool Special Education Services) Representative Signature

**JAMES WOMACK**

Please Print Name

**PRINCIPAL**

Part B Representative Title



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

**6/25/24**  
Date

Part B Representative School System

**7/9/24**  
Date