

Joint Agreement Between

Cincinnati-Hamilton County Community Action Agency Head Start

and

Hamilton County Educational Service Center Head Start

and

Hamilton County Early Intervention System

and

Hamilton County Developmental Disabilities Services

and

Local Education Agencies in Hamilton County

**Regarding Provision of Services for
Children with Disabilities**



Introduction

This joint agreement is written to provide a framework for collaboration between Hamilton County public school programs, Head Start programs, and Part C Early Intervention providers. The purpose of this agreement is to promote cooperation in the development and maintenance of a coordinated, interagency system of services for all children receiving services and supports from early childhood participating parties from birth through age 5 and their families.

Interagency Agreement Committee Structure:

A sub-committee of the Hamilton County Transition Committee will serve as the Hamilton County Interagency Agreement (IA) committee. Members include, at minimum, one representative from each of the IA programs listed above. Other members may include but are not limited to, representatives from 4C Resource and Referral, State Support Team 13, home visiting programs, and CASA. Meetings of the Transition Committee are scheduled a minimum of twice per year. In addition, meetings of the IA committee are scheduled at least annually to review and revise the IA. Members representing IA programs are expected to actively participate in the work of the transition committee, in addition to the IA committee meetings which are convened annually to review the document.

Goals of the Interagency Agreement and Committee:

1. Foster communication and information sharing among agencies, personnel, and families regarding the services and responsibilities of each agency participating in this agreement to better serve young children and families.
2. Foster collaboration among early childhood programs to facilitate smooth transition for children, families, and staff.
3. Foster the coordination of collaborative child find efforts to identify young children eligible for services provided by participating agencies.
4. Provide a format for joint planning of training resources and promote resource sharing.
5. Identify monitoring, self-assessment and/or evaluation procedures for participating agencies to ensure implementation and regulatory compliance with the goals of this agreement.

This agreement is a “Work in Progress,” recognized by all parties. The agreement has been written in accordance with the Joint Agreement between the Federal Region V and Subchapter B of 45 CFR chapter XIII – The Administration for Children and Families, Head Start Program, the Ohio Department of Education, and the regarding Provision of Services for Children with Disabilities, birth through age five, enrolled in Head Start programs. This interagency agreement will be in effect when all participants’ signatures are secured and will remain in effect until a new agreement is signed. The Interagency agreement will be available on HCESC web site at: www.HCESC.org. This agreement will be reviewed at least annually and reauthorized in accordance with state and federal guidelines. Renegotiations of any portion of this agreement may occur at any time for good cause upon written request to the Hamilton County Transition Committee by any one of the participants, as part of our evaluation of effectiveness.

The information contained herein describes the coordination of activities between the Cincinnati-Hamilton County Community Action Agency Head Start, Cincinnati Public Schools, Hamilton County Educational Service Center Head Start, the Hamilton County Early Intervention, the Hamilton County Developmental Disabilities Services, and the school districts in Hamilton County named below and referred to as Local Education Agencies:

1. Cincinnati City Schools	13. Norwood City Schools
2. Deer Park City Schools	14. Oak Hills Local Schools
3. Finneytown Local Schools	15. Princeton City Schools
4. Forest Hills Local	16. Reading City Schools
5. Indian Hill Exempted Village Schools	17. Southwest Local Schools
6. Lockland City Schools	18. St. Bernard – Elmwood Place
7. Loveland City Schools	19. Sycamore Schools
8. Madeira City Schools	20. Three Rivers Local
9. Mariemont City Schools	21. Winton Woods City Schools
10. Mt. Healthy City Schools	22. Wyoming City Schools
11. North College Hill City Schools	
12. Northwest Local Schools	

CONTENTS

Introduction	2
Districts	3
Contents	4
Abbreviations & Acronyms	5
Agency Description and Responsibilities	6
Child Find	7 & 8
Family & Staff Orientation and Training	9
Sharing Resources	10
Referral Process and Screening	11, 12, 13
Evaluation / Eligibility Determination	14,15, 16
Development and Service Delivery of Plans (IFSP/IEP/CSP)	17 & 18
Transition	19 & 20
Dispute Resolution	21
Signatures	22 & 23

The following abbreviations /acronyms are used throughout this document:

ACYF- Administration of Children Youth and Families

CFR – Congressional Federal Record

EDE- Evaluation to Determine Part C Eligibility

EHS – Early Head Start

EIDS-Early Intervention Data System

EISC- Early Intervention Service Coordinator

ETR - Evaluation Team Report

FERPA- Family Educational Rights and Privacy Act

HCCG – Hamilton County Collaborative Group

HCDDS- Hamilton County Developmental Disabilities Services

HCEI – Hamilton County Early Intervention

HIPAA – Health Insurance Portability and Accountability Act

HS – Head Start

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program

IFSP – Individualized Family Service Plan

LEA – Local Education Agency

OAC – Ohio Administrative Code

ODE – Ohio Department of Education

ODH – Ohio Department of Health

ODODD- Ohio Department of Developmental Disabilities

ORC – Ohio Revised Code

SST - State Support Team Region 13

SPA – Service Planning Assessment

AGENCY DESCRIPTION & RESPONSIBILITIES

Early Head Start (EHS)

Early Head Start is a comprehensive educational program funded through the Federal government, which serves pregnant women, infants and toddlers, ages birth through 3 years of age from families with low-income. The Cincinnati-Hamilton County Community Action Agency and Hamilton County Educational Service Center operate the Early Head Start program in Hamilton County. Both CAA and Hamilton County Educational Service Center directly operate an Early Head Start program and contract with delegate agencies. Early Head Start is mandated to enroll at least 10% of children with disabilities as identified under IDEA Part C. Head Start will provide financial support for children with disabilities as the payer of last resort.

Hamilton County Developmental Disabilities Services (HCDDS)

Since its beginning in 1967, the Hamilton County Developmental Disabilities Services (DDS) has provided a full range of educational, vocational, and residential services to meet the specialized needs of individuals with disabilities. The agency's mission is to support people with disabilities and their families to achieve what is important to them. An organizational structure that promotes the vision of person-centered, individualized services supports this mission. Self-determination, the philosophy that individuals have the right to choose their services and their service providers is the guiding force behind every decision and service implemented. Residents of Hamilton County provide the financial backing through the Hamilton County DDS Services Levy. The levy supplies approximately 79% of the agency's operating funds, annually assisting more than 7,800. The Integrated Services Department meets the developmental needs of children under the age of three years and the educational needs of children with disabilities from ages six to age 22. The goal of the department is to support children to develop the skills they need to be fully participating members of their communities. Children in Early Intervention are referred to the agency through Statewide Help Me Grow Central Intake.

Head Start (HS)

Head Start is a comprehensive educational program funded through the Federal government, which serves children 3 through 5 years of age from low-income families. The Cincinnati – Hamilton County Community Action Agency and Hamilton County Educational Service Center operate the Head Start program in Hamilton County. Both CAA and Hamilton County Educational Service Center directly operate a Head Start program and contract with delegate agencies. Head Start is mandated to enroll at least 10% of children with disabilities as identified under IDEA Part B. The Head Start Disabilities Coordinator manages the services for children with disabilities described in **Head Start Program Performance Standards (HSPPS) –Subpart F 1302.60 – 1302.63** Head Start will provide financial support for children with disabilities as the payer of last resort.

Hamilton County Early Intervention (HCEI)

Early Intervention is a statewide service delivery system in the State of Ohio that coordinates early intervention services for parents of children with qualifying developmental delays or disabilities, from birth until age three. Early Intervention is implemented at the State level by the Ohio Department of Developmental Disabilities. Early Intervention is administered locally by Hamilton County Developmental Disabilities Services.

Local Education Agency (LEA)

A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools. (34CFR 300.18) The child's school

district of residence is responsible, in all instances, for ensuring that the requirements for making a free appropriate public education (FAPE) available are met for every eligible child in its jurisdiction, regardless of whether services are provided by another school district or other entity.

Reference: IDEA 04, Part C, Section 303.1, IDEA 04, Part B, OAC Chapter 3301-51-03, 3301-51-11 45 CFR, Head Start Program Performance Standards (HSPPS) 1302.12, 1302.13, 1302.14

Child Find

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>Ohio Help Me Grow Central Intake establishes and maintains a Statewide coordinated and comprehensive child find system for children birth to three that includes public awareness and outreach activities.</p> <p>Hamilton County DDS, through an interagency memorandum of understanding, acts as the administrative agent for Early Intervention System in Hamilton County and ensures the following:</p> <ol style="list-style-type: none"> 1. Development and implementation of written procedures for transitioning infants and toddlers with suspected or identified developmental delay or disabilities from the hospital setting to community services. 2. Development and implementation of a written protocol for follow-up to a referral source for ongoing Early Intervention services within 60 days of the initial referral if the referral source is from a professional source. A referral follow-up form shall be used. All follow-up correspondence will include information regarding the status of the referral. 3. HCEI will: <ol style="list-style-type: none"> a) Implement public awareness initiatives that make primary referral sources aware of the Early Intervention Services. Primary referral sources may include parents, hospitals, physicians, childcare programs, schools, local health 	<p>Hamilton County Early Head Start and Head Start Grantees maintain a comprehensive child find system for children from birth to 5 years of age.</p> <ol style="list-style-type: none"> 1. Distribute materials during recruitment and public awareness campaigns. Participate in joint child find activities. Increase efforts of recruiting the homeless, migrant and military families in service areas. 2. Disseminate EHS /Head Start procedural guidelines and regulations upon request in writing and/or conference / in-service presentations. 3. Build relationships with community agencies for child find; build relationships with libraries, metropolitan housing, hospitals, clinics, physicians, support groups, advocacy agencies, and community agencies for recruitment. 4. Provide electronic mailings to community agencies or service providers-to include EHS/Head Start, HMGCI, HCDDS, and LEA information in these mailings as information is provided. 5. Distribute flyers regarding seminars, training, informational meetings or provide newsletters/ information 	<ol style="list-style-type: none"> 1. The LEAs will ensure all children below 22 years of age, residing within the district and who need special education and related services are identified, located and evaluated. 2. Disseminate procedural guidelines and regulations upon request. 3. Participate in Child Find activities with Head Start/HMGCI and HCDDS. 4. Build relationships with community agencies for child find: library, metropolitan housing, hospitals, clinics, physicians, support groups, advocacy agencies, and community agencies for awareness campaign. 5. Share a list of community mailings – include HMGCI Services, HCDDS, Early Head Start, Head Start information on these mailings as information provided. 6. Share flyers for special education meetings with HMGCI, HCDDS, Early Head Start, and Head Start as appropriate. 7. The LEA shall consult with the County Board of Developmental Disabilities Services, the County Boards of Mental Health, other educational agencies, and other agencies having information 	<ol style="list-style-type: none"> 1. Participate in Child Find activities with HMGCI. Maintain a variety of community resources, support groups, advocacy agencies and community agencies. 2. HCDDS shall conduct with the LEAs and other agencies having information concerning the identification of children with disabilities.

departments, social services agencies and health care providers.	received from HMGCI, HCDDS, and LEA.	concerning the identification of children with disabilities.	
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Reference: IDEA 04, Part C, Section 303.1, IDEA 04, Part B, OAC Chapter 3301-51-03, 45 CFR, Head Start Program Performance Standards (HSPPS) 1302.12, 1302.13 ,1302.14

Child Find

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<ul style="list-style-type: none"> b) Participate in joint in-services with HS, HCDDS and others. c) Share list of community mailings and electronically distribute flyers for other community agencies. d) Build relationships with community agencies for child find and recruitment. e) Organize, implement and evaluate with HCDDS, Head Start, and other interested agencies ongoing outreach and public awareness activities (e.g. newspaper articles, booths at community events, presentation to local groups, etc. <p>5. Provide a quarterly report to the LEAs with the names, addresses, and birth dates of children with developmental delays or disabilities eligible for Part C services, who have a current IFSP, and will be turning three within the next 12 months.</p>			

Reference: IDEA 04 Part C Section 303.1 (c), IDEA 04 Part B, OAC 3301-51-09(D)(3)(d), 3301-51-11, Head Start Program Performance Standards (HSPPS) 1302.62, 1302.63, 1302.92,

Family & Staff Orientation, Training and Shared Resources

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>1. Coordinate planning and other activities with HCDDS, Head Start, LEAs, to address the training needs of staff and family members as needed.</p>	<p>1. Coordinate planning and other activities with HCDDS, Head Start, LEAs, to address the training needs of staff and family members as needed.</p> <p>2. Key staff members will be trained in the rules and regulations governing LEA and Early Intervention programs. Community members may be invited to attend these trainings.</p> <p>3. Participate in planning / activity with LEA and HCEI, HCDDS Staff to meet the needs of staff and family members. Parents of children in EHS & Head Start will be provided opportunities to be trained in the identification of and referral process for children with suspected disabilities.</p>	<p>1. The LEA will provide Early Head Start, Head Start, HMGCI HCDDS.</p> <ul style="list-style-type: none"> ● IDEA Procedural Guidelines ● Sample Forms ● Legal timelines ● Expectations / roles of staff in IEP/evaluation process ● Information regarding transition to public schools ● District Profile <p>2. Participate in planning and other activities with Head Start and HMGCI HCDDS to meet the needs of staff and family members.</p> <p>3. Facilitate parent connections across LEAs, HMGCI HCDDS, Head Start and other countywide parent support groups.</p>	<p>1. HMGCI, Service Coordinators and HCDDS EI staff members will make available and attend appropriate trainings provided by ODODD.</p>

Reference: IDEA 04 Part C, Section 303.23, 45 CFR 1304.41 (a)(1-2), 1308.4(1)(L)(5), IDEA 04 Part B, OAC 3301.51-09(B)(2), 3301-51-11, Head Start Program Performance Standards (HSPPS) 1302.61,1302.63

Sharing Resources

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<ol style="list-style-type: none"> 1. Dissemination of information on available resources and training through STATE SUPPORT TEAM REGION 13 2. Share information for staff and parents regarding community-training opportunities 3. Maintaining the HCEI collaborative inter-agency list for dissemination of information upon request 4. EI Teams communicate with other service delivery providers for the child including Head Start and LEAs. 5. HCEI will maintain EHS/HS, LEA and HCDDS information and share with families. 	<ol style="list-style-type: none"> 1. Dissemination of information on available resources and training through STATE SUPPORT TEAM REGION 13 2. Post and distribute information for staff and parents regarding community-training opportunities: electronically, verbally and printed information. <p>Early Head Start</p> <ol style="list-style-type: none"> 1. EHS Staff will communicate with other service delivery providers for the child, including EI. 2. In accordance with the IFSP, services may be provided in coordination and collaboration with Head Start agencies, HCEI providers, and may represent a combination of models for service delivery, including but not limited to, itinerant/home based, and center based. <p>Head Start:</p> <ol style="list-style-type: none"> 1. In accordance with IEP, services may be provided in coordination and collaboration with Head Start agencies and may represent a combination of models for service delivery, including but not limited to, itinerant/home based, and center-based. 	<ol style="list-style-type: none"> 1. Dissemination of information on available resources and training through STATE SUPPORT TEAM REGION 13. 2. Share information for staff and parents regarding community-training opportunities. 3. In accordance with IFSP / IEPs, services may be provided in coordination and collaboration with Head Start agencies, HMGCI/HCDDS providers and may represent a combination of models for service delivery, including but not limited to, itinerant/home based, center based and/or community-based services. 	<ol style="list-style-type: none"> 1. Dissemination of information on available resources and training through STATE SUPPORT TEAM REGION 13. 2. Share information for staff and parents regarding community opportunities. 3. EI teams will communicate with other service delivery providers for the child including Head Start, LEAs.

Reference: IDEA 04 Part C Section 303.12, IDEA '04 Part B, OAC 3301-51-06, 3301-51-11, Head Start Program Performance Standards (HSPPS) 1302.33, 1302.61, 1302.62, 1302.63 1308.6(e)(1)(iii)(v), Ohio Interagency Agreement on Transition from Part C

Referral Process and Screening

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>HCEI ensures the following:</p> <ol style="list-style-type: none"> 1. Referral outcome information will be shared with the referral source within 60 days of program referral receipt, if referral is from a professional source. 2. HCEI maintains the EIDS data system that includes information about children zero to three and their families currently being served by Early Intervention. All referral information received will be entered into the ODODD EIDS data system. 3. HCEI will refer interested families to EHS/HS Central Intake, Disability Coordinator or LEA transition contact with parental permission. 4. HCEI will assist families through the transition process to public preschool, Head Start or other locations on or before the date that the child is 27 months old. 5. HCEI will maintain EHS/HS, LEA and HCDDS information and share with families. 	<p>Early Head Start referral to HMGCI</p> <ol style="list-style-type: none"> 1. Initial contact with parents enrolling children: explain reason for referral and referral process in general while discussing the screenings done by Early Head Start. 2. When a child previously received services, birth through age 2 in the community, the most recent records will be requested from the parent. 3. Staff will make referral to HMGCI with parent consent for infants and toddlers. <p>Head Start referral to LEA:</p> <ol style="list-style-type: none"> 1. Initial contact with parents enrolling children: explain reason for referral and referral process in general while discussing the screenings done by Head Start. 2. If a child's screening and initial assessment results indicate concerns, an intervention plan may be provided. The effectiveness of the interventions will be determined and consultation scheduled to move forward with further assessments/interventions as needed. 3. Consultation will include a review of completed teacher observation reports, including classroom observations and other written records regarding the child's present performance in the Head Start setting. <p>Key Staff will assist parents in making a referral to the LEA.</p>	<ol style="list-style-type: none"> 1. LEA will accept referrals as requested from: <ul style="list-style-type: none"> ● Parents / Guardians / Surrogate ● HS Team after Consultation and / or Intervention ● Service Coordinators; early intervention ● May accept an agency referral packet ● Homeless liaison for school district 2. LEA may attend the transition planning conference for a child currently receiving Part C services through an active IFSP upon request of a parent. As agreed to or requested by the parent, LEAs may provide parents with a PR-01 stating that the evaluation will occur closer to the child's third birthday. The purpose is to ensure that current data is collected and valid assessment is completed using standardized norms for a 3-year old child. These data are considered by the ETR team as part of their eligibility determination. 3. At the request of Head Start or DDS, the LEA Staff may, with parent permission, observe children in the Head Start / EI natural setting. 4. LEA will provide information regarding community based programs including Head Start to parents of preschool children who are not eligible or not suspected of having a disability. 	<ol style="list-style-type: none"> 1. HCDDS will accept referrals for EI services from Service Coordination Providers.

Reference: IDEA 04 Part C Section 303.12, IDEA '04 Part B, OAC 3301-51-06, 3301-51-11, Head Start Program Performance Standards (HSPPS) 1302.33, 1302.61, 1302.62, 1302.63, Ohio Interagency Agreement on Transition from Part C

Referral Process and Screening

HCEI	Early Head Start/ Head Start	Local Education Agency	HCDDS
<p>7. HCEI will follow the following protocol for children who are 45 days or less from their 3rd birthday when they are referred to HCEI:</p> <ul style="list-style-type: none"> ● No service coordinator is assigned. ● No EDE assessment is conducted. ● No IFSP is written. <p>8. HCEI will follow the following protocol for children who are 46 -90 days from their 3rd birthday when they are referred to HCEI:</p> <ul style="list-style-type: none"> ● Statewide Central Coordination assigns an Early Intervention Service Provider. ● Service Coordination Provider Agency Supervisor will assign a Service Coordinator. ● SC will attempt to contact the family within 2 business days of receiving the EI referral assignment. If contact is made with the caregiver, the SC will prioritize scheduling a visit to obtain written consent for the LEA. If contact is not made the SC will follow the Creative Outreach Process. ● Upon receiving written consent, the SC will notify the LEA via email that there is a new EI referral for a child in their district that is in the 46-90 day timeframe of turning three years old. ● LEA confirms the child's residency in the district. ● Service coordinator schedules the evaluation date in the EI TD Meeting. SC sends written notification of the Transition Planning Conference/IFSP to the LEA via the HEA 8039. The SC will also notify the LEA of the EI evaluation date. ● The EI team completes evaluation/assessment for Early 	<p>5. Head Start staff will participate in the district Differentiated Referral Process by providing parents with documentation of screening and consultation information as a basis for indication of the need for requesting an evaluation from the LEA including classroom observations, teacher reports, screening and/or assessment results and medicals.</p> <p>6. The Head Start multi-disciplinary team will review and determine candidates for LEA referrals based upon team recommendations, using data that may include; screening results, intervention outcomes and consultation. Head Start will make formal requests for LEA referrals through <u>Head Start Disability Coordinators</u>.</p> <p>7. Makes contact with parents referred by LEA regarding Head Start enrollment/placements for those not eligible for Special Education Services through the LEA.</p>		

<p>Intervention eligibility. The Service Coordinator facilitates the IFSP meeting if the child is found eligible and in need of services.</p> <ul style="list-style-type: none"> ● A district representative may use the evaluation to screen <i>for suspected disability</i> under Part B. ● District participation at the assessment/evaluation may include: <ul style="list-style-type: none"> ○ Observation of the assessment and determination of suspected disability. ○ Provide information on the evaluation process and early childhood services. ○ At the evaluation meeting, LEA may obtain parent referral for Evaluation and consent for Evaluation only if the child is <i>suspected of having a disability</i> under Part B. ○ Answer any questions. ● SC will notify the LEA if the child is not found eligible for EI Services and will close the referral. 			
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Evaluation / Eligibility Determination

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>Early Intervention Services- Eligibility Criteria:</p> <ol style="list-style-type: none"> Infants and toddlers birth to three years who: <ol style="list-style-type: none"> demonstrate a developmental delay of 1.5 standard deviations from the norm or greater in one or more areas of development (e.g. cognitive, physical-including vision, hearing and nutrition, communication, social-emotional and adaptive development) as measured by the Battelle Developmental Inventory-2 and informed clinical opinion; or have a qualifying diagnosed physical or mental condition that has a high probability of resulting in a developmental delay. Determination of eligibility shall be provided at no cost to the family. If the family disagrees with the eligibility determination finding, their rights will be explained, and with their consent, referred to other services in the community. 	<p>Early Head Start:</p> <ol style="list-style-type: none"> Early Head Start staff will screen infants and toddlers for those potentially eligible for early intervention services. EHS Staff will notify the Disabilities Coordinator of potential eligibility. EHS Staff will make a referral to early intervention with the caregiver present. Head Start Disabilities Coordinators will assist with placement for children exiting early intervention not already enrolled in Head Start. <p>Head Start:</p> <ol style="list-style-type: none"> Head Start Staff will be available for consultation meetings/ interviews as necessary. For child(ren) who were found ineligible under IDEA guidelines, Head Start may develop and implement supports and strategies in areas of need. Head Start Team will follow up with parents, i.e., to remind parents about scheduled conferences and notify LEA if parent /guardian is not coming. <p>Note: Each child enrolled in a federal Head Start program must be allowed to remain in a Head Start program until kindergarten is available for the child in the child's community, except that Head Start may choose not to enroll a child when there are compelling reasons and data for the child not to remain in Head Start.</p> <p>A child with an IEP can remain in Head Start with permission from the Head Start Director and clear documentation as to why this is necessary and the benefits for the child. This process would need to take place during</p>	<ol style="list-style-type: none"> Provide information to the parents upon receipt of the referral; <ul style="list-style-type: none"> A Guide to Parent Rights in Special Education, State of Ohio Parent Notice of Procedural Safeguards Information Release / Outside Agencies Student registration information LEA has the option to screen a child to determine whether the LEA suspects a disability. Screening may be completed before determining that an evaluation is warranted. The screening may include: <ul style="list-style-type: none"> Review of records Observation of child Using a screening instrument Interview with parents LEA will conduct a full and individual evaluation (ETR) before the initial provision of special education and related services. Sufficient information shall be obtained using a variety of information sources to confirm that a disability exists. No single source of information shall be used to determine if a preschool child is eligible or not eligible for special education and related services as a preschool child shall be determined on the basis of multiple sources of information, including, but not limited to: <ol style="list-style-type: none"> Information from Part C for children transitioning from early intervention services; Structured observations in more than one setting and multiple activities; Information provided by the parent or caregiver; and Criterion-Referenced/ Curriculum-Based Assessment (Developmentally Based) and norm-referenced evaluations. 	<ol style="list-style-type: none"> HCDDS EI Transdisciplinary Team will conduct evaluations to determine Part C eligibility for infants and toddlers. HCDDS EI Transdisciplinary Team will conduct an assessment to determine children's Early Intervention needs. HCDDS Early Intervention (0 – 3) services follows all applicable DODD EI Rules.

	<p>transition planning prior to this child exiting the program.</p> <p>If the Head Start program does not believe that the provisions of a proposed IEP, including resources to be provided by the LEA and other community resources, will enable their program to serve as an appropriate placement for the child, the IEP team cannot compel the program to accept the placement.</p>	<p>4. The following developmental areas must be assessed with at least one source of information listed in 3a, 3b, 3c, 3d.</p> <ul style="list-style-type: none"> ● Adaptive behavior ● Cognition ● Communication ● Hearing ● Vision ● Sensory- motor function ● Social and emotional development ● Behavioral functioning <p>5. A school district will insure that sufficient resources are available to conduct evaluations during the summer months.</p> <p>6. A preschool child with a disability is a child who has one of the following disabilities, based upon the evidence and who, by reason thereof, needs special education and related services:</p> <p>(a) Autism</p> <p>(b) Intellectual Disability</p> <p>(c) Deaf Blindness</p> <p>(d) Emotional Disturbance</p> <p>(e) Deaf or Hearing Impairment</p> <p>(f) Multiple Disabilities</p> <p>(g) Orthopedic Impairment</p> <p>(h) Other Health Impairment</p> <p>(i) Specific Learning Disability</p> <p>(j) Speech or Language Impairment</p> <p>(k) Traumatic Brain Injury</p> <p>(l) Visual Impairment</p> <p style="text-align: center;">or</p> <p>(m) Developmental Delay</p> <p>“Developmental delay” means a child of three to five years who is experiencing a delay as determined by an evaluation team, IEP team and other qualified</p>	
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		<p>professional in one or more of the following areas of development:</p> <ul style="list-style-type: none"> (i) Physical development (ii) Cognitive development (iii) Communication development (iv) Social or emotional development or (v) Adaptive development. <p>The term “developmental delay” may be used in place of the following disabilities categories:</p> <ul style="list-style-type: none"> (i) Intellectual Disability (ii) Emotional disturbance (iii) Speech or language impairment. <p>7. Invitations for the ETR/IEP meeting will include parent/guardian and community service agency currently serving the child (i.e. Head Start, early intervention) with parent consent.</p> <p>8. LEA will notify parent/guardian by mail, telephone or personal contact.</p>	
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Reference: IDEA 04 Part C Section 303.23, IDEA '04 Part B, OAC 3301-51-02, 3301-51-09, 3301-51-11 (F) (G) Head Start Program Performance Standards (HSPPS) 1302.33, 1302.60, 1302.61

Development and Service Delivery of Plans (Individualized Family Service Plan / Individualized Education Program)

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>HCEI ensures that every family that is eligible and provides consent for ongoing early intervention services will receive services guided by the Individualized Family Service Plan (IFSP).</p> <ol style="list-style-type: none"> Each family determined eligible for ongoing early intervention services shall have one service coordinator to assist them in the development and access of services on their IFSP. The IFSP will be developed and implemented in accordance with DODD/EI rules. The early intervention Service Coordinator can participate in the development of the initial IEP if it is completed before the child's third birthday and if requested by the parent. Every child enrolled in early intervention must have their need for early intervention services re-determined before their annual IFSP review and update may occur, unless re-determination is due less than 90 days from the child's third birthday. Early Intervention services are provided at no cost to families include: <ul style="list-style-type: none"> Child Find Developmental Screening Developmental evaluation and family assessment Development, review and evaluation of IFSPs for eligible children and their families Provision of service coordination Transition services Provision of procedural safeguards and due process procedure for Part C eligible children and their families <p>Services that a child is entitled to receive cannot be delayed or denied due to disputes between agencies regarding financial or other responsibilities.</p> 	<p>Early Head Start:</p> <ol style="list-style-type: none"> Staff may participate in IFSP development and review in collaboration with Early Intervention service providers. Staff will maintain ongoing communication with Service Providers and early intervention Staff. Center Based Programs will provide a developmentally appropriate curriculum, providing the framework for appropriate intervention. Home-Based Educators will encourage and support families to provide developmentally appropriate activities to support the goals in the IFSP. Staff will participate in the transition process to ensure appropriate services are available. <p>Head Start:</p> <ol style="list-style-type: none"> If a child is eligible for LEA services, Head Start Staff may participate in a team meeting to develop an IEP with parent/guardian, and LEA representatives. Head Start Staff may participate in annual IEP reviews /re-evaluations with parent/guardian and LEA representatives. Staff will maintain ongoing communication with LEA Staff. Head Start Staff will collaborate and support LEA service providers delivering IEP services to children in HS classroom. Staff will ensure that children will successfully access, participate in and demonstrate progress in the general curriculum. This is to occur to the maximum extent possible by making appropriate adaptations through individualization in lesson plans. Programs will recognize and support an integrated service delivery model. 	<ol style="list-style-type: none"> If a child is eligible for Early Childhood Special Education Services, an IEP is developed at a team meeting addressing goals and objectives, services and least restrictive environment with parent/guardian and others when invited by the parent. Following the IEP meeting, LEA will provide copies of special education documents to the Parent/Guardian and other agency staff (i.e. Head Start) as appropriate, with parent permission. LEA staff will arrange annual IEP reviews and re-evaluations, inviting others as needed. LEA will contact the Head Start Disability Coordinator for children attending Head Start with parent permission. The school district is responsible for assuring a free, appropriate public education (FAPE) at no expense to the family. The school district, however, is not responsible for providing all the comprehensive services as defined by the Head Start Performance Standards. The school district must provide a continuum of service delivery options in accordance with 3301-51-09(B) 3301-51-11 (F), including center-based programming and itinerant services. Head Start services provided by the Head Start agency may be included on the LEA-administered IEP. If the IEP team determines that a child's needs are best met in Head Start, a representative from Head Start will be present in the determination of the least restrictive environment. The 	<ol style="list-style-type: none"> DDS will provide EI Services which may include: <ul style="list-style-type: none"> Evaluation/assessment Assisting families develop IFSP outcomes. Specialized instruction

<p>6. HCEI will develop IFSPs in collaboration with HCDDDS, Early Head Start and other agencies as appropriate. Notifications of IFSP will be sent to Head Start Disability Coordinators when parent permission is given for invitation of Head Start staff.</p>	<p>7. Program will implement a developmentally appropriate curriculum, providing the framework for appropriate intervention.</p> <p>8. Staff will share with LEA; attendance entry and withdrawal dates, anecdotal records of progress and behavior with parent/guardian permission.</p> <p>9. Staff may participate in the transition process to ensure appropriate services are available.</p> <p>10. Teachers should be in consultation with LEA's service provider at least two times annually to discuss the progress of children.</p>	<p>responsibilities for all providers will be recorded on the IEP.</p> <p>9. In cases where the child receives LEA services in the Head Start setting:</p> <ul style="list-style-type: none"> a. Each Provider will ensure ongoing communication with families and other providers. b. Each Provider will make every attempt to ensure the coordination and integration of therapies and services. c. Given parent permission, each provider will share progress reports and other information as specified on the IEP. d. LEA support staff serving the child is responsible for assessing/reporting progress for IEP goals. <p>10. Given parent permission, Intervention Specialists and related services staff should participate in ongoing consultation with Head Start teaching staff to discuss the progress of the children they are jointly serving.</p>	
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Reference: IDEA 04 Part C 303.148, IDEA ‘04 Part B OAC 3301.51-07 (D)(5), Head Start Program Performance Standards (HSPPS) Subpart G 1302.70, 1302.71, 1302.72

Transition

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>HCEI will work collaboratively with the LEAs, Head Start and DDS to provide smooth transitions for children and families exiting early intervention services.</p> <ol style="list-style-type: none"> Every child exiting the early intervention system will have a written transition plan as part of the IFSP. The IFSP will include the steps to be taken to support the transition of the children including (1) discussions with, and training of, parents regarding future placements and other matters related to the child’s transition, and (2) procedures to prepare the child for changes in service delivery, including steps to help the child function in a new setting. This plan will include at least one outcome which will be reviewed, revised, and changed as needed at the Transition Planning Conference. The preparation for transition planning shall occur at a regularly scheduled IFSP review meeting. The service coordinator and parent will identify who is to be invited to the Transition Planning Conference, and timely notice will be sent to identified participants. The service coordinator will obtain written permission for the release of specific information related to the child’s disability to the LEA or other identified program. If a parent refuses to consent to invite the LEA to the transition conference, then the conference will be held without the LEA being invited. Refusal of consent to invite the LEA is entered into EIDS. If a parent later requests transition to the LEA, a referral to the LEA will be made and considered a parent referral, not an early 	<p>Programs will work collaboratively with HCEI and the LEAs to provide transition plans and support to families.</p> <p>Program staff will carry out the following tasks:</p> <ul style="list-style-type: none"> Support parents / guardians of children with disabilities entering EHS/Head Start programs. Will follow procedures according to the current State Transition Policy developed by DODD, ODE and Region 5 ACYF. Support parents / guardians of children with disabilities leaving from Early Head Start/ Head Start programs. 	<p>Transitioning Part C to Part B:</p> <ol style="list-style-type: none"> As determined by current interagency agreements, agencies will collaborate on a case by case basis to best meet the individual needs of each child. Program provides age-appropriate activities for children to prepare them for the transition to a new classroom or educational setting. Program transfers any child’s records to the new setting at the family’s request and with the family’s written consent. Program meets with families to develop an individualized transition plan that supports a child’s transition to another classroom or educational setting within or outside of the program. Programs may have written transition policies and procedures that include strategies for supporting transitions into, within, and out of the program for both children and families. A child transitioning from early intervention Part C services to Part B services will have their IEP signed on or before their third birthday. Review per 45-day decision. LEAs will provide Early Childhood Services in the least restrictive environment in accordance to the goals and objectives developed through the IEP process. Participate in other transition activities, as described in Head Start, Part C activities, 	<p>Will provide transition support to families according to DODD and ODE rules.</p>

<p>intervention referral since consent was initially denied. Timelines for an IEP on or before the child's third birthday will not be in effect.</p> <p>3. The Transition Planning Conference will be held at least 90 calendar days, but not more than 9 months prior to the child's 3rd birthday for all children in early intervention. Each invited participant will receive written notification of the conference. For a child receiving Part C services in early intervention, an LEA representative must be invited to the Transition Planning Conference, with consent from the parent. The IFSP will be reviewed at the Transition Planning Conference. If the LEA does not attend the conference, having been invited/given notice of the meeting to determine eligibility as required by ODE Operating Standards, the conference will be held in their absence. Documentation/copy of the invitation/notice to the LEA shall be kept in the child's record and noted in the appropriate data field in EIDS.</p> <p>4. Early Intervention will provide quarterly reports to the LEAs with the names, addresses, and birth dates of children with developmental delays or disabilities eligible for Part C services, who have a current IFSP, and will be turning three-years-old within the next 12 months.</p>		<p>and Part B of IDEA, to ensure appropriate services are available.</p> <p>Transition to School Age Services:</p> <ol style="list-style-type: none"> 1. A re-evaluation is completed for children transitioning from preschool to Kindergarten services when: the child is due for his/her three-year re-evaluation, when the child is identified under the preschool disability category "Developmental Delay" or at the request of parent(s) or other ETR team member. 2. Joint transition planning meetings and activities may be conducted with Head Start and LEA school personnel for kindergarten registration and enrollment. 	
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Reference:

Dispute Resolution- Agency Local Level

HCEI	Early Head Start / Head Start	Local Education Agency	HCDDS
<p>DODD will resolve interagency disputes with the procedures outlined in the <i>Interdepartmental Agreement between the Ohio Department of Education and the Ohio Department of Developmental Disabilities for coordination of Part C Services/Early Intervention for Children Birth to Three Years of age.</i></p>	<p>Head Start Programs will resolve interagency disputes in accordance with The Head Start Performance Standards, IDEA and State Regulations.</p>	<p>Procedures outlined in the Ohio Operating Standards for the Education of Children with Disabilities will be followed regarding a dispute with any agency providing services under IDEA and State regulations. This process may be initiated by Head Start, the school district of residence of the child, the parent, or the school district or other agency or other educational agency providing the special education and related services. It includes mediation, administrative review due process hearings, records, hearings and Litigation.</p>	<p>DDS will follow the Administrative Rule as outlined in the Interdepartmental Agreement between the Ohio Department of Education and the Ohio Department of Disabilities for coordination of Part C Services with Early Intervention for Children Birth to Three years of age.</p>

SIGNATURE PAGES

NAME	TITLE	AFFILIATION	SIGNATURE	DATE
Laura Mitchell	Superintendent	Cincinnati City Schools	<u>Laura Mitchell</u> <small>Laura Mitchell (Apr 29, 2021 11:52 EDT)</small>	04/29/2021
Jay Phillips	Superintendent	Deer Park	<u>Jay Phillips</u>	04/22/2021
Theresa Noe	Superintendent	Finneytown	<u>Terri Noe</u> <small>Terri Noe (Apr 22, 2021 13:47 EDT)</small>	04/22/2021
Scot Prebles	Superintendent	Forest Hills Local	<u>Scot T. Prebles</u> <small>Scot T. Prebles (May 12, 2021 13:08 EDT)</small>	05/12/2021
Kirk Koennecke	Superintendent	Indian Hill Exempted Village	<u>Kirk Koennecke</u> <small>Kirk Koennecke (May 3, 2021 10:23 EDT)</small>	05/03/2021
Bob Longworth	Superintendent	Lockland City	<u>Bob Longworth</u> <small>Bob Longworth (Apr 22, 2021 13:07 EDT)</small>	04/22/2021
Bradley Neavin	Superintendent	Loveland City	<u>Bradley C. Neavin</u> <small>Bradley C. Neavin (Apr 23, 2021 12:13 EDT)</small>	04/23/2021
Kenji Matsudo	Superintendent	Madeira City	<u>Kenji Matsudo</u> <small>Kenji Matsudo (Apr 22, 2021 11:59 EDT)</small>	04/22/2021
Steven Estep	Superintendent	Mariemont City	<u>Steve Estep</u> <small>Steve Estep (Apr 22, 2021 15:05 EDT)</small>	04/22/2021
Dr. Valerie Hawkins	Superintendent	Mt. Healthy	<u>Valerie Hawkins</u> <small>Valerie Hawkins (May 3, 2021 23:51 EDT)</small>	05/03/2021
Eugene Blalock	Superintendent	North College Hill City	<u>Eugene Blalock Jr.</u> <small>Eugene Blalock Jr. (Apr 27, 2021 12:00 EDT)</small>	04/27/2021
Todd Bowling	Superintendent	Northwest Local	<u>Todd Bowling</u> <small>Todd Bowling (Apr 22, 2021 11:57 EDT)</small>	04/22/2021
Mary Ronan	Superintendent	Norwood City	<u>Shannon Eskman</u>	04/27/2021

SIGNATURE PAGES

NAME	TITLE	AFFILIATION	SIGNATURE	DATE
Jeff Brandt	Superintendent	Oak Hills Local	 Jeff Brandt (Apr 22, 2021 12:09 EDT)	04/22/2021
Tom Burton	Superintendent	Princeton	 Thomas D. Burton (Apr 28, 2021 10:50 EDT)	04/28/2021
Jason Enix	Superintendent	Reading City	 Jason W. Enix (Apr 27, 2021 12:46 EDT)	04/27/2021
Dr. Mimi Webb	Superintendent	St. Bernard-Elmwood Place City	 Mimi R. Webb (Apr 23, 2021 14:21 EDT)	04/23/2021
John Hamstra	Superintendent	Southwest Local	 John C. Hamstra (May 3, 2021 08:42 EDT)	05/03/2021
Frank Forsthoefel	Superintendent	Sycamore Community City	 Frank A. Forsthoefel (Apr 27, 2021 12:01 EDT)	04/27/2021
Mark Ault	Superintendent	Three Rivers Local	 Mark C. Ault (Apr 22, 2021 13:28 EDT)	04/22/2021
Anthony Smith	Superintendent	Winton Wood City	 Anthony G. Smith (May 17, 2021 15:16 EDT)	05/17/2021
Tim Weber	Superintendent	Wyoming City	 Tim Weber (Apr 22, 2021 15:54 EDT)	04/22/2021
Leia Snyder	Superintendent	Hamilton County DDS		08/10/2021
Chad Hilliker	Superintendent	Hamilton County Educational Service Center	 Chad Hilliker (Apr 27, 2021 12:43 EDT)	04/27/2021
Mark B Lawson	President/CEO	Cincinnati-Hamilton County Community Action Agency		08/30/2021

