

Regional Part C Interagency Agreement

**Between the
Children's Integrated Services/Early Intervention**

**And the
Local Education Agency**

**Pursuant to:
Part C of the Individuals with Disabilities Education Act 2004
VT Special Education Rules 2013
VT Part C Interagency Agreement 2014**

In accordance with federal and state special education rules and the state Part C Interagency Agreement (IAA), this regional IAA will define the roles and responsibilities of the regional Children's Integrated Services/Early Intervention (CIS/EI) program, Local Education Agency (LEA), and other key partners to ensure that a comprehensive child find system and a smooth and effective transition for children with disabilities and their families who transition from CIS/EI services to Part B services at age three is coordinated and implemented within all regions of the state with the purpose of identifying, locating, and evaluating all infants and toddlers with disabilities birth to age three as early as possible.

Vermont's Part C Comprehensive Child Find System:

- Ensures that the system is coordinated with all other major efforts to locate and identify young children by other state agencies and programs including MCH Home Visiting Programs, EPSDT, health, Children's Health Insurance Program (CHIP), Early Hearing Detection and Intervention (EDHI), education, Early Head Start, child protection and child welfare programs including foster care and CAPTA, programs that provide services under the Family Violence Prevention and Services Act, and child care programs.
- Addresses the definition of eligibility (CFR §[303.21](#)) for appropriately identifying infants and toddlers with disabilities.
- Includes the **public awareness activities** (CFR §[303.301](#)), **pre-referral screening procedures**, central directory (CFR §[303.117](#)); **referral procedures**, timelines and participation by the primary referral sources (CFR §[303.303](#)), and **post-referral procedures** including screenings, evaluations, assessments and timelines.
- Targets primary referral sources including: hospitals, prenatal and postnatal care facilities, physicians, parents, child care programs and early learning programs, local education agencies and schools, public health facilities, social service agencies and other clinic and health care providers, public agencies and staff in the child welfare system, including child protective services and foster care, homeless family shelters and domestic violence shelters and agencies.

GUIDING PRINCIPLES

Improving outcomes for infants and toddlers with developmental delays has been the shared responsibility of the Agency of Education and the Agency of Human Services, Children's Integrated Services/Early Intervention, the Local Education Agencies and other local service providers since 1991. The following principles guide the provision of early intervention services to infants, toddlers and their families.

1. The best way to meet the needs of individual children is to address the needs of the family.
2. Family-centered services are both a goal and a process by which families are supported in being active partners in planning outcomes and services that they and/or their children need and want.
3. Family-centered practices and intervention is most beneficial when provided as early as possible and at the appropriate level of intensity to address need.
4. A family-centered process and services improve outcomes for children.
5. Individualized, well-thought out intervention services address the child's needs and strengths in the context of the family's concerns and priorities.
6. Smooth and seamless transitions from CIS/EI to Early Childhood Special Education and other early childhood and family support services are essential for improving developmental outcomes.
7. Collaboration between agencies to ensure that families are informed of their rights, including the consent provisions of 34 CFR §303.420, the confidentiality and consent provisions of 34 CFR §303.401-417, and the opportunity to inspect and review records under 34 CFR §303.405-409 and that families and children receive available services for which they are eligible in a timely and coordinated manner improves program effectiveness.
8. Collaboration between agencies strengthens statewide implementation of CIS/EI services to improve outcomes for children and families.

This regional interagency agreement is intended to ensure the provision of a Part C Comprehensive Child Find System and to ensure a smooth and effective transition for children with disabilities and their families who transition from CIS/EI services to Part B services at age three. The role and responsibilities of the regional CIS/EI program and LEAs shall be detailed and maintained through this agreement. At a minimum, each regional IAA must be agreed upon and signed by CIS/EI director and LEA designee within the region and copied to the CIS/EI Part C Administrator and the Agency of Education Early Childhood Special Education Coordinator. The state administrator and coordinator will review the agreements and together provide technical assistance as requested or as needed to both regional CIS/EI Programs and LEAs.

Each regional IAA team shall develop, implement and maintain a regional IAA that is consistent with federal and state special education rules and the state Part C Interagency Agreement. Additional responsibilities of the regional team are to develop and periodically review the regional IAA; to accept and attempt to resolve complaints from children and families One Plan teams, whose composition is in state rule in more detail; and to meet at least annually, or as otherwise described in this regional IAA (section 8), in order to review and advise on issues related to Part C Child Find and transition activities in the region. The regional IAA team shall include designated representatives from the regional CIS/EI program and LEAs located within currently established CIS/EI regions.

This regional IAA must ensure and describe provisions for a comprehensive Child Find and transition system which includes the following:

1. Birth to 3 Child Count information
2. Public Awareness and Child Find *
 - a. Pre-referral Screening
 - b. Referral to CIS/EI (with screening results)
 - c. Referral to CIS/EI (without screening results)
3. Potentially Eligible
4. LEA/SEA Notification
5. Late Referral Procedures
6. Transition planning to Part B Early Childhood Special Education or other early childhood services

7. Record Transfer

And, the effective and sunset dates of this regional IAA.

*** Delineation of responsibilities for public awareness and child find activities including pre-referral screening to identify children and their families who may be in need of early intervention services.**

- a. Regional CIS/EI programs shall prepare, describe and disseminate resources, materials and information for families on the availability of early intervention services to all primary referral sources. Primary referral sources include but are not limited to hospitals, physicians, families, childcare providers, local education agencies, public health facilities, social service agencies, public agencies and staff in child welfare system including child protection agencies and foster care services/providers, homeless family shelters and domestic violence shelters and agencies.
- b. LEAs shall act as a primary referral source to identify, locate, conduct pre-referral screening and refer children to CIS/EI who may be in need of early intervention services.
- c. Develop and implement comprehensive referral procedures to ensure all children who may be eligible for early intervention services are referred by primary referral sources to regional CIS/EI as soon as possible, but in no case more than 7 days after the child has been identified as in need of a referral.
- d. Develop and implement comprehensive developmental screening procedures to ensure all children under the age of three suspected of having a developmental delay or disability that may be in need of early intervention services undergo developmental screening.

As of July 1, 2014
Children's Integrated Services/Early Intervention and Local Education Agency
Part C Regional Agreement

Contact Information CIS/EI/Part C

To type in your response, please place your cursor in the blank box to the right of each item. If you require more room within a text box place your cursor on the bottom line of the box, click and drag downward. This will enlarge the text box.

CIS/EI Director			
CIS/EI Coordinator			
Organization/Agency			
Street Address			
City/Town		Zip code	
Primary contact name and phone		Cell	
E-Mail Address		Fax	

Contact Information for Local Education Agency

To type in your response, please place your cursor in the blank box to the right of each item.

Superintendent/ Director of Student Support Services			
EEE Coordinator/EEE Educator			
Supervisory Union	SU #		
Street Address			
City		Zip code	
Primary contact name and phone		Cell	
E-Mail Address		Fax	

Part C Regional Interagency Agreement and Signature Page

This regional inter agency agreement in its present form or as modified shall be effective as of the date of signing and may remain in effect for up to three years. The agreement shall be reviewed annually by the regional CIS/EI Director and LEA designee and may be extended by the mutual written agreement of each agency. Prior to the expiration of the agreement the agencies shall meet to negotiate and execute a successor agreement. In the event a successor agreement is not in place when this agreement is due to expire, this agreement will remain in effect until a successor agreement is concluded. It is recommended that once the agreement is in place, the agencies use it to guide their interactions on behalf of the CIS/EI services system. CIS/EI and the LEA shall develop this plan consistent with federal and state VT Special Education Rules and the final Vermont Interagency Agreement 2014. The regional IAA shall be signed and copied to the CIS/EI Part C Administrator and the AOE EEE State Coordinator. The state administrator and coordinator will review the agreements and together provide technical assistance as requested or as needed to both regional CIS/EI Program Host Agencies and partner LEA.

Effective Date: **Sunset Date:** **Annual Review Date:**

Part C Regional Interagency Agreement

CIS/EI Regional Agency Signature	LEA Designee Signature
Name:	Name:
Signature:	Signature:
Title:	Title:
Date:	Date:

Further considerations or special circumstances that may affect this agreement should be noted here:

To type in your response, please place your cursor in the blank box to the right of the question. If you require more room within a text box place your

For the purpose of this Part C regional IAA, "Child Find" means the methods and procedures used by Part C CIS/EI or LEA/school district personnel and other entities as defined in rule to locate children birth to age three who are in need of, or potentially in need of, early intervention services operated as part of the Individuals with Disabilities Education Act (IDEA). The term refers to the efforts and activities of regional Part C CIS/EI, LEAs school district personnel and other entities as defined in rule to locate, identify and refer to CIS/EI or LEAs. Child find activities include a variety of public awareness activities, outreach strategies, developmental screening, and CIS/EI and LEA joint and separate agency activities.

Activity	Regional CIS/EI	LEA	Funding Source
a) Based on most recent data what is your current number of children being referred to CIS?			
b) What is your current number of children being referred to CIS/EI for possible intervention services?			
c) Based on most recent year's Child Count data (as of 12/1), what is your current number of children being served in CIS/EI?			
d) Based on your current number of children receiving CIS/EI services, what is your current estimate of children who are within 9 months of their third birthday?			

2. Public Awareness and Child Find (CFR 303.300-303; 303.311) (VT Special Education Rule 2360.5.2)

Activity	Regional CIS/EI	LEA	Funding Source
a) CIS/EI serves as central point of referral for children birth up to age 3			
b) Describe process for preparing and disseminating public awareness materials and information to families on the availability of early intervention services to all primary referral sources, especially hospitals and physicians.			

2. Public Awareness and Child Find (CFR 300.111) (VT 2360.3 (4))			
Activity	Regional CIS/EI	LEA	Funding Source
c) Describe procedures that ensure annual public notification for Child Find birth through twenty-one.			
d) Describe your activities for any additional posting of child find notices in major newspapers, advertisements, websites, flyers in various locations such as physicians' offices, WIC clinic, radio, playgroups and other community outreach.			



Activity	Regional CIS/EI	LEA	Funding Source
Pre-referral Universal Developmental Screening			
Screening must include the administration of appropriate instruments by personnel trained to administer those instruments or appropriate documentation of a developmental concern. The state approved screening tool has been identified as <i>Ages and Stages-3 (ASQ-3)</i> .			
a) Describe your ASQ-3 Training needs and annual plans for PD			
b) Describe your screening process and timeline (include formal, informal and on-going)			

2a cont'd. Screening (CFR 303.320, 303.421, 303.420(a)(1)) (VT 2360.3.6, 2360.5.2 (a), 2360.5.3)

Activity	Regional CIS/EI	LEA	Funding Source
c) Describe the process for obtaining written parental consent to conduct screening <i>(See Sample in Attachment A)</i>			
d) Describe the process to inform parents of their child's screening results			

2b. Referring children to CIS/EI who have been identified through screening process (VT 2360.5.2(3)(v)(c),(4))

Activity	Regional CIS/EI	LEA	Funding Source
a) In order to share screening results with regional CIS/EI, please describe your process to obtain written consent from parent for 'release of information' (name, DOB, town of residence, screening results) between agencies. <i>(See Sample in Attachment A)</i>			
b) Describe process for utilizing state CIS Referral Form			
c) Describe process for sending/receiving referral to CIS/EI			

Activity	Regional CIS/EI	LEA	Funding Source
d) Identify individual to receive referral for CIS/EI <ul style="list-style-type: none"> o Name and role of individual o Contact Information to comply with process described above.(Phone, fax, secure email, regular mail service) 			
Once referral is received:			
e) Describe the process used to document receipt of referral that initiates 45 day timeline.			
f) Describe process for designating CIS/EI Service Coordinator			
g) Describe process for contacting family within 5 calendar days of referral			
h) Describe process to review individual screening results, and if warranted, process to move forward with conducting initial Part C evaluation and assessment			
i) Describe process to provide parent notice if screening results indicate child is suspected of having a disability			
j) Prior written notice (PWN) must be provided to the parent that includes all requirements of a Part C PWN and also explains the right of the parent to request an evaluation at any point during the screening process. Describe your process for PWN.			

2c. Referring children to CIS/EI without ASQ-3 screening (CFR 303.320, 303.421, 303.420(a)(1)) (VT 2360.5.3)

Activity	Regional CIS/EI	LEA	Funding Source
CIS/EI has a process in place for responding to referrals for children who did not undergo the screening process prior to referral. a) Describe process for utilizing state CIS Referral Form			
b) Describe process for sending/receiving referral to CIS/EI			
c) Identify individual to receive referral for CIS/EI <ul style="list-style-type: none"> o Name and role of individual o Contact Information to comply with process described above.(Phone, fax, secure email, regular mail service) 			
Once referral is received:			
d) Describe the process used to document receipt of referral that initiates 45 day timeline			
e) Describe process for designating CIS/EI Service Coordinator			
f) Describe process for contacting family within 5 calendar days of referral			

Activity	Regional CIS/EI	LEA	Funding Source
g) Describe process to review child concerns and option to conduct an ASQ-3 screening			
h) Describe process to obtain written consent from the parent before screening child			
i) Describe process to provide parent notice if screening results indicate child is suspected of having a disability			
j) Prior written notice (PWN) must be provided to the parent that includes all requirements of a Part C PWN and also explains the right of the parent to request an evaluation at any point during the screening process. Describe your process for PWN.			

Potentially Eligible, for the purposes of transition at age three, may be determined by the IFSP/One Plan team within six months of a child's third birthday. Evidence is based on on-going assessment measures and use of a State approved diagnostic instrument. A child shall be considered potentially eligible for Part B/EEE services if the child demonstrates at least a 25% delay in one or more of the five developmental domains.

3. Potentially Eligible for Part B/EEE services at age 3 (VT 2360.5.7(a)(1))

Activity	Regional CIS/EI	LEA	Funding Source
<p>CIS/EI has a process in place for determining children who may be 'potentially eligible' (as defined in rule) for Part B/EEE services within 6 months of the child's 3rd birthday.</p> <p>a) Describe process for determining potential eligibility and identify state approved diagnostic tool/s.</p>			

b) In preparation for the 90 day transition conference, what documentation/evidence is gathered, copied and provided to the LEA at the meeting?			
c) Given parental consent and release of information, describe your procedures to transfer documentation of child's potential eligibility and any further identifying information to the LEA prior to the 90 day transition conference.			

Between six months and ninety days before the child's third birthday, the regional CIS/EI program will provide written notification (child's name, date of birth, and parent name, address, and telephone number) to the LEA where the child resides that the child on his/her third birthday will reach the age of eligibility for services under IDEA Part B and the IFSP/One Plan team has determined the child is 'potentially eligible' for Part B/EEE service

4. LEA Notification (VT 2360.5.7(a)(b))			
Activity	Regional CIS/EI	LEA	Funding Source
a) Describe timeline and procedures to provide written notification to LEA where child resides that the child may be potential eligibility for Part B/EEE services at age 3. <i>(LEA Notification must include child's name, date of birth, parent name, address, contact information and statement that the child may be potentially eligible for EEE services at age 3.)</i>			
b) Identify LEA staff who will receive written notification <ul style="list-style-type: none"> • Name and role of individual • Contact Information to comply with process described above.(Phone, fax, secure email, regular mail service) 			
c) How will CIS/EI document sending of notification to LEA?			

5. Late Referral Procedures (VT 2360.5.8) See [‘Late Referral’ Guidance](#)

Activity	Regional CIS/EI	LEA	Funding Source
a) If the regional CIS/EI program determines that a child is eligible for early intervention services and may be potentially eligible to receive Part B services more than 45 days but fewer than 90 days before that child’s third birthday, the regional CIS/EI program must provide transition notification to the LEA where the child resides immediately. Describe procedures to <i>notify</i> LEA.			
b) Describe procedures to <i>involve</i> LEA in late referral process (e.g., meeting with family)			
c) If a child is referred to the regional CIS/EI fewer than 45 days before their third birthday , the regional CIS/EI program is not required to conduct an evaluation, assessment or initial IFSP/One Plan meeting. If a child may be potentially eligible for Part B services, the regional CIS/EI, with parental consent, must refer the child to the LEA where the child resides. Describe procedures for making direct referral to LEA.			

6. Transition Planning Conferences (CFR 303.209 (c)(d)) (VT 2360.5.9)

Activity	Regional CIS/EI	LEA	Funding Source
a) Describe the process that ensures regional CIS/EI and LEA representatives participate in transition planning conferences for those children who are considered potentially eligible for Part B EEE services at age three.			
b) If a child is not potentially eligible for Part B EEE services, describe the process for, with the family’s approval, how the CIS/EI program will make reasonable efforts to convene a conference with the family and community-based providers to discuss other appropriate services that the child may receive.			
c) Describe the process to develop a transition plan, as part of a child’s IFSP/One Plan, not fewer than ninety (90) days, but at the discretion of all parties up to nine months, prior to the third birthday for all children exiting Part C. Plans must include brief summary of child’s current developmental levels across domain areas.			

7. Records Transfer (VT 2360.5.10.1)

Activity	Regional CIS/EI	LEA	Funding Source
a) Within 90 days of the child’s third birthday and with parental consent, copies of the child’s records shall be sent to the LEA where the child resides. These records include: release of information; evaluation procedures used to determine potentially eligible for Part B; One Plan; updated assessment and on-going progress reports and any pertinent records that may assist the LEA in the development and implement an initial Individualized Education Plan (IEP) by the child’s third birthday.			
b) Identify staff who will send/receive records <ul style="list-style-type: none"> • Name and role of individual • Contact Information to comply with process described above (Phone, fax, secure email, regular mail service) 			

8. Regular Meetings (at least annually, or as otherwise described below, in order to review and advise on issues related to Part C Child Find and transition activities in the region).

Activity	Regional CIS/EI	LEA	Funding Source

9. Additional Agreements – as desired by the region

Activity	Regional CIS/EI	LEA	Funding Source