WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

SPECIAL MEETING
MONDAY, NOVEMBER 27, 2017, 5:30 p.m.
CHARLES R. PARSONS ADMINISTRATION BUILDING, 524 BROAD STREET

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

a) Sarah McIlvaine, Teacher, retirement eff. 6/1/2018
b) Brian Rice, Maintenance & Grounds Manager, resignation eff. 11/27/2017

2. Employments

a) Paula Trenta, Asst. Principal Substitute, eff. 11/27/2017
b) Claudia Berke, Certified Substitute, eff. 11/20/2017
c) Julie Russell, Classified Substitute

B. ACTION ITEM

1. Recommendation to approve the Medina County Interagency Agreement

V. Adjournment

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

Medina County Interagency Agreement

I. RATIONALE

This joint agreement is written to provide a framework for the agencies listed below to develop specific collaborative and cooperative agreements to serve infants, toddlers, and preschoolers of families who are eligible for services under Public Law 108-446 (Individuals with Disabilities Education Improvement Act of 2004 - Parts B and C), Ohio Revised Code Chapter 3323 and 5126.05, Administrative Code Sec. 3301-51, and Amended Substitute House Bill 248, Executive Order 94-13V, as enacted by The Education of The Handicapped Act Amendments of 1986, 100 STAT.1145 (1986), 20 USC 1471 et seq. as amended (Part "H"), as well as 45 CFR Parts 1304, 1305, 1306, and 1308.

II. PARTIES INVOLVED

This agreement is among the Community Action Wayne Medina Head Start programs, Medina County Board of Developmental Disabilities, the Medina County Help Me Grow Program, and the following city and local school districts in Medina County:

Black River Local Schools
Brunswick City Schools
Buckeye Local Schools
Cloverleaf Local Schools
Educational Service Center of Medina County
Highland Local Schools
Medina City Schools
Wadsworth City Schools

Signatures showing support are contained on the final page. Hereafter these parties are referred to as Board of Developmental Disabilities, Head Start, Help Me Grow Home Visiting, Part C Early Intervention services and Local Education Agency (LEA). This agreement also has support from the State Support Team for Region 8, Ohio Department of Education, Office of Early Learning and School Readiness, The Ohio Department of Developmental Disabilities, Ohio Department of Health, United States Department of Health and Human Services and the Ohio Head Start Association, Inc.

Medina County Interagency Agreement

III. PURPOSE OF INTERAGENCY AGREEMENT

The purpose of this agreement is to assist the LEAs, HMG-Home Visiting, Part C Early Intervention and Head Start in meeting the challenges of working collaboratively when faced with different interpretations of criteria establishing eligibility for disability services to children, ages birth to age 5, in Medina County. The dilemma is not and should not be which set of criteria is correct but how best to establish a framework that supports a unified system and promotes collaboration in providing services to children and families.

This agreement establishes who has the responsibility for specific services, as has been defined in Ohio's Joint Agreement Between Federal Regions V and XII Administration for Children and Families (Head Start), The Ohio Department of Education and the Ohio Department of Health. Whenever appropriate, this information has been formatted into three columns to clearly delineate agency roles. The agreement also provides guidance for the economical use of funds by discouraging the duplication of services and by promoting communication and collaboration. It allows Head Start to continue to provide quality services in a timely manner for children who are ineligible for special education services under Ohio regulations and who might not otherwise receive services.

Collaboration among the LEAs, Head Start ,County Board of DD and the - Part C provides services to young children with disabilities, ages birth through age 5, and their families while making the best use of available resources and avoiding duplication of effort. The purposes of this agreement are to outline roles and responsibilities, and to provide guidance for collaboration between the LEA, HMG-Home Visiting, Part C-Early Intervention, and Head Start in order to:

1.) Guarantee that all eligible children have access to the full range of services under the agreed-upon definition of eligibility contained herein.

2.) Assure the involvement of parents and families in all services provided to children, including procedural safeguards.

3.) Enhance the array of services and options available to children and families.

4.) Facilitate the smooth transition of young children between Help Me Grow, Part C Early Intervention, Head Start and the LEAs.

5.) Maximize services through the joint utilization of resources.

6.) Assure placement of eligible children in the least restrictive environment with the provision of appropriate services.

7.) Assure the sharing of information for the benefit of the child and family as a strategy for avoidance of duplication of effort.

Medina County Interagency Agreement

A. ROLES & RESPONSIBILITIES OF LEA, HEAD START, AND HMG

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
LEAs are required by the child identification process provisions of P.L. 108-446 (IDEA Reauthorization 2004) to locate, identify and evaluate all children (birth through age 21) residing within their boundaries who may be eligible for special education services. LEAs are required to identify children with disabilities birth through age 21 and provide services to children with disabilities age three through five years who are determined eligible and in need of special education and related services.	Head Start is required to serve a minimum of 10% of its funded enrollment for children with identified disabilities. Said children are expected to participate in the full range of Head Start activities in an integrated setting with their typically developing peers, and to receive needed special education and related services. [45 CFR 1302.60 of Head Start Performance Standards] To support individualization for children with disabilities in their programs, Head Start must assure that services for enrolled infants and toddlers with disabilities and their families support the attainment of the expected outcomes contained in the Individualized Family Services Plan (IFSP).	Help Me Grow Home Visiting is the state's parenting education program for expectant, first-time and other parents at highest risk for poor childhood outcomes. The program has four goals which are to increase healthy pregnancies, improve parenting confidence and competence, improve child health, development and readiness, and increase family connectedness to community and social support. Catholic Charities Community Services of Medina County is the provider of HMG Home Visiting Services in Medina County.	Ohio's Early Intervention Program serves children ages Birth to Three Years and their families. The Medina Co. Board of DD, through collaboration with Catholic Charities of Medina County provides Service Coordination for early intervention. The MCBDD provides Service Delivery for early intervention through the use of the Evidence Based Early Intervention model that is recommended by the State of Ohio Department of Developmental Disabilities. Services are available on a year round basis for a minimum of 240 days per year based on the County Board's plans, priorities and availability of funds. The Medina County Family and Children's First Council is responsible for fiscal oversight

Medina County Interagency Agreement

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		By electing to participate in a local home visiting program, families receive help from health, social service, and child development professionals. Through regular, planned home visits, parents learn how to improve their family's health and provide better opportunities for their children. Home visits may include: • Supporting preventive health and prenatal practices, • Assisting mothers on how best to breastfeed and care for their babies, • Helping parents understand child development milestones and behaviors, • Promoting parents' use of praise and other positive parenting techniques, and	of the EI Service Coordination grant and the use of state and federal funds to support EI services in accordance with the United States Department of Education, Office of Special Education Programs (OSEP). Early Intervention services will be provided in accordance with Part C of the Individuals with Disabilities Education Act. 20 U.S.C. 1431 through 1445 and rules promulgated by the Ohio Department of Developmental Disabilities. The Service Coordinator assigned to each family is responsible for assuring that the family receives the services and rights afforded under IDEA. Families have the right to seek due process through the process established at the Medina County Board of DD. The Medina County Board of DD also is a provider for preschool services for children who are placed by their district through the IEP team process. Windfall School/preschool is

Medina County Interagency Agreement

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		Working with parents to set goals for the future, continue their education, and find employment and childcare solutions.	considered a separate facility and provides 20 hours per week of intervention for preschoolers. Peers are included in most preschool settings, but at a less than 50:50 ratio.
LEA -ages birth through 21 1. To assure that parents are equal partners in the process and can exercise parental rights with regard to identification, evaluation; and 2. To assure provision of services for children ages 3 through 21; and 3. To assure an exchange of information; 4. To provide differentiated referral for children birth through age 21; 5.To conduct evaluations for diagnoses or eligibility for services for children birth through age 21 6. To develop Individualized Education Plans (IEP) for ages 3 through 21.	Head Start, birth through age 5, in conjunction with the LEA and Part C-Early Intervention 1. To provide screening services within the timelines as established in the Head Start Performance Standards. 2. To assure that necessary evaluations and determination of eligibility for services occurs; 3. To assure the development of an IEP and/or IFSP; 4. To collaborate with other community resources to assure service delivery.		Ages birth to three years 1. To provide screenings and/or multi-disciplinary evaluation as appropriate to determine eligibility for Part C Early Intervention services. 2. To provide service coordination and IFSP development/periodic review, establishing and respecting family priorities and outcomes, need for specialized services, and the family's need to access services outside of the DD Board when the Board is unable to meet the child/family's needs. 3. To provide service coordination with medical

Medina County Interagency Agreement

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			providers and to coordinate child's transition to other programs and services as needed. 4. Service coordination to provide parents with parental rights and knowledge of dispute resolution process. 5. To provide service coordination to assist families in utilizing State of Ohio System of Payment, when determined eligible, for up to 55 annual units of EI services. 6. To provide family focused/Evidence Based Early intervention services to families in the child's natural environment in accordance with the child's Individual Family Service Plan (IFSP) for children determined eligible. 7. To collaborate with school districts or other programs at transition to provide information regarding child

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			progress, performance, and continuing needs, with parent permission.

Assurance of Maintenance of Effort

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
The LEAs are responsible for assuring a free appropriate public education (FAPE) for eligible preschool children at no expense to the family.	Head Start is committed to maintain efforts and fiscal support for provision of services to children with disabilities.	HMG HV has four goals which are to increase healthy pregnancies, improve parenting confidence and competence, improve child health, development and readiness, and increase family connectedness to community and social support	MCBDD is committed to providing EI services to eligible children ages birth-3 and their families. MCBDD is committed to working collaboratively with the LEAs to build successful transitions from EI to preschool for eligible children.

Medina County Interagency Agreement

CONCEPTUAL AGREEMENT

The following conceptual framework has been mutually agreed upon by the LEAs, Head Start, County Board of DD and HMG. *This framework is the foundation for development of this local agreement among the LEAs, Head Start, County Board of DD and* HMG.

The primary focus of this agreement is to outline the collaborative efforts among Head Start, the LEAs, County Board of DD and HMG. *Consistently coordinated efforts among agencies and programs are encouraged to meet the individual needs of the children and families in providing required services.*

A. CHILD FIND AND IDENTIFICATION OF CHILDREN WITH DISABILITIES

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Agency Responsibility	The LEAs are the lead agencies for Part B, ages three through 21, and the Ohio Dept. of Health is the lead agency for Part C, birth through age two. In conjunction with the local HMG service system, the LEAs retain responsibility for the location and identification of all children with disabilities from birth through age 21	Head Start will develop local agreements addressing the responsibilities of collaborating agencies where the targeted enrollment includes infants, toddlers and/or preschoolers. Head Start will participate in the child find plan. Evidence of that participation is the completion of the child find form due to LEAs annually.	Home Visitors utilize the standardized child developmental screening tool Ages and Stages Questionnaire (ASQ) for all target children. If the child is receiving developmental assessment through early intervention services staff is not required to complete ASQ for other developmental area. Staff should coordinate services and obtain updates from early intervention (with signed	The MCBDD will assist districts and Central Coordination in Child Find activities as appropriate

			parental consent for the particular area of delay) The ASQ is administered at the appropriate age based on the enrollment date and the date of birth of the baby and then at least every 6 months thereafter, or sooner if a need is identified by the parent or the home visitor. The ASQ is used during the home visit and is administered in accordance with tool instructions to ensure accuracy, including adjusting for prematurity when needed and allowing no more than a 30 day window on either side of the administration due date. All administration dates are entered in the Early Track System to monitor completion. Findings from the ASQ are documented on the home visit record. This includes any follow up services, plans for	

			rescreening, resources and or referrals related to the ASQ. All staff who administer the ASQ will complete training on the use of the tool prior to using it. Training on the ASQ tool is part of the credentialing process and is completed prior to any home visits.	
Identification	Child Find is the joint responsibility of the LEAs and Part C-Early Intervention as the lead agencies under IDEA, Parts B & C. LEAs are obligated to provide services to identified children at age three.	Coordinated efforts of early childhood services providers, Part C service providers and the LEAs will benefit both families and the communities. Head Start participates in the annual child find plan.	If HMG HV staff suspect that a child has a disability, with parental consent, a referral is made to EI.	The MCBDD will participate in Child Find through internal referral to Central Coordination for children/families ages Birth to Three years or to LEAs when parents, doctors, or Children's Services workers contact the DD Board prior to accessing the appropriate system. The DD Board staff will provide contact info to the referral source and explain why they need to make that contact to access services.
Local Requirements	The school district where the parent resides has the responsibility for preschool	If Head Start suspects that a child has a disability as described in Ohio		The MCBDD will work collaboratively with LEAs to insure that the district

	special education services. LEAs participate in the transition planning process prior to the child's third birthday.	Administrative Code Chapter 3301-51 of Head Start Disability Regulations, with parental consent, a referral is made to the district of residence.		of residence is informed of children in the EI transition planning process, with parent release. If parents do not consent to release info to the district, they will be given the district's contact info and advised to call the district in the future if they have concerns regarding their child's development.

B. ELIGIBILITY

The LEAs, Head Start, County Board of DD and are committed to a system of service for young children and their families that is equitable and family centered, where parents are participants in the system. In order to prevent a fractured system whereby some services are available to some children and their families from one service provider but not from another service provider, criteria for early intervention, special education and related services will be determined according to state requirements.

In this manner, all children identified with disabilities and their families are afforded:

* *a free appropriate public education for ages 3-5*
* *an IEP or IFSP*
* *due process*
* *protection in evaluation services*
* *confidentiality, and*
* *child find and identification*

Medina County Interagency Agreement

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Eligibility Criteria & Processes	Eligibility criteria for special education and related services will be determined according to state requirements described in Head Start, Operating Standards for Ohio's Schools Serving Children with Disabilities. The process of identification, referral and evaluation protected under procedural safeguards begins as soon as a child is referred for a suspected disability. This may occur after the screening process is conducted. Once LEA has determined a suspected disability, the LEA will initiate the evaluation. Parents have the right to consent or refuse the evaluation, assessment and special education services.	Children, who exhibit developmental delays but are not eligible for special education as defined by the Ohio Administrative Code 3301-51, do not generate funds under federal or state provisions. These children may require additional support for successful participation in the early childhood program and as such meet the criteria of "at risk". The Head Start mandate is to provide a comprehensive developmental program accessing resources to meet the needs of all children enrolled. (1302.61) Individual needs will be met through the standards set by the Head Start Performance Standards for individualizing and additional resources as necessary. Parents have the right to consent or to refuse	Families are determined eligible for home visiting in accordance with the following: At least 85% of the contractor's capacity shall be used to serve families consisting of first time mothers and their child when the infant is not yet six months of age at the time of system referral with a family income not in excess of two hundred per cent of federal poverty level; or families consisting of expectant, first-time mothers with a family income not in excess of two hundred percent of federal poverty level and the infant upon live birth. Up to 15% of the contractors capacity may be used to serve families that meet any one of the following characteristics and or circumstances at the time of system referral:	Children ages birth to 3 years are determined eligible for EI services when: 1. The evaluation team establishes that the child has at least one delay or a diagnosis of a physical or mental condition that has a high likelihood of resulting in a developmental delay, by a delay of at least 1.5 S.D. below the mean in one of the 5 domains on the Battelle AND the team determines that there is a need for service. 2. Based on risk factors, parent concerns/family needs, and diagnosis AND an established need for service, the team uses informed clinical opinion. 3. The child's diagnosed condition meets DODD

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		evaluation, assessment and early intervention services.	1. Families consisting of an expectant first time mother. 2. Families consisting of a first time mother with an infant or toddler under three years of age 3. Families consisting of a first time father with an infant or toddler under three years of age 4. Families consisting of an infant under six months old at the time of system referral and a birth or biological mother, biological or adoptive father, or an individual acting in place of a birth, biological or adoptive parent, such as a grandparent, step parent, or other relative with whom the child lives 5. Families consisting of an expectant mother or parent with an infant or toddler under three years of age who provide documentation of a family	requirements or that condition is documented by the child's health care provider AND the team determines there is a need for service 4. The child moves into Ohio with an IFSP from another U.S. state or territory. The need for EI services must be re-determined annually.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			income not in excess of 200% of federal poverty level or 6. Families consisting of an expectant mother or a birth, biological or adoptive parent who is in the U.S. military and their infant or toddler under three years of age.	
Child Count	Preschoolers, ages 3 through 5, who do not meet the eligibility criteria for special education as defined by the Ohio Administrative Code 3301-51 will not be counted as children with disabilities nor provided a formal IEP developed with the school district	Head Start is committed to provide the number of children receiving services under IEPs to the school district by November 15th for the December 1 Child Count annually. Children with an LEA-administered IEP, enrolled in a Head Start setting will be counted towards the 10% enrollment for children with disabilities. Preschool children with disabilities enrolled in Head Start will therefore have a plan developed and administered by the LEA.		Parents of all children receiving EI services shall be informed prior to their child turning 18 months of age that their contact info will be shared with the LA unless the parent chooses to opt out. EI service coordination contractor shall send the LEAs a report by the first of every February, May, August, and November of data run from the statewide data system. This report to districts will contain child's name, DOB, parent's name,

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
				address, phone number, and the child's service coordinator's name and phone number. Parents who have chosen to opt out will not have their child/family's info released to the LEA. Preschoolers placed in the MCBDD/Windfall School Preschool who are placed through their districts with IEP services will be counted and reported as required by the Ohio Department of Education. Preschoolers, ages 3-5 years, who do not meet eligibility criteria for special education as defined by the Ohio Administrative Code 3301-51 will not be counted as children with disabilities nor provided a formal IEP developed with the school district.

C. CHILDREN ENTERING OHIO/MEDINA COUNTY WITH EXISTING IEPs/IFSPs

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
The LEAs will follow the procedures specified in P.L. 108-446 (IDEA 2004) and in the education procedures for the state of Ohio.	If a child enters Head Start on an IFSP/IEP, the Inclusion Coordinator will, with parental consent, contact the HMG/LEA to receive a current IFSP/ IEP. If family has moved from one district to another, the Head Start staff will assist the family in contacting the new district to have the IFSP/IEP updated. If the IFSP/IEP is from another state, Head Start will assist parents in contacting HMG/ LEA to update existing IFSP/ IEP.		The MCBDD collaborates with the LEAs for children entering Medina County with an existing IEP, following the procedures specified by LEAS.

D. TIMELINES

When Head Start notifies the LEAs or of a child suspected of having a disability, procedures will be followed and responsibilities assigned according to the provisions of this agreement. There may be shared responsibility in obtaining parental permission, identification, evaluation and parent involvement. There should be ongoing dialogue regarding procedures for individual children with regard to the referral processes.

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
LEAs will adhere to the timelines specified in P.L. 108-446 (IDEA 2004), in Chapter 3301-51-Timelines may not exceed the federal/state timelines. In the case of the initial evaluation, evaluations must be completed with an eligibility decision made within 60 days of parent consent. If a determination is made that a child has a disability and needs special education and related services, an IEP must be developed within 30 days of this determination, and within ninety days of receiving parent consent for evaluation, or within 120 days of referral.	Head Start is mandated to provide screening within 30-90 days after program services begin (medical - 30 days, dental - 90 days, developmental - 45 days) and it is strongly recommended that all available agency data be recognized as part of the referral process with parental consent.	If HMG HV staff suspect that a child has a disability, with parental consent, a referral is made to EI.	Within the first 45 days from referral, upon parent consent, the family assessment, child-focused multi-disciplinary evaluation, functional assessment, and the IFSP must be completed. These identify family needs and priorities, child strengths and needs, and supports/services necessary to meet those needs. All eligible children must have this process completed. The first date of EI service must be completed and documented within 30 days of the IFSP. Parents may choose to refuse EI services. If they do so, the case will be closed.

E. REFERRAL PROCESS

All agencies have timelines established with regard to the child identification process. It is recommended that this agreement include a description of how each agency is involved with regard to children suspected of having a disability or identified as having a disability.

When Head Start notifies the LEA or of a child suspected of having a disability, procedures will be followed and responsibilities assigned according to the provisions of this agreement. There may be shared responsibility in obtaining parental

permission, identification, evaluation and parent involvement. There should be ongoing dialogue regarding procedures for individual children with regard to the referral processes.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Identification Process	Screening process shall be implemented to determine if the child has a suspected disability. If, during the screening process, a child is suspected of having a disability, a referral for an evaluation is made.	Head Start will collaborate with LEAs in alignment with Head Start's Disability Plan with regard to procedures for making referrals for evaluation and determining whether there is a need for special education or related services. As part of the screening process, Head Start will make LEAs aware of possible referrals. Within 2 weeks of our contact the LEA may contact the Head Start center to set up an observation time. At this time the LEA will observe the child to determine if enough information/data exists to pursue a referral. If not, information/data will continue to be compiled. If information substantiates the necessity for a referral, the	Help Me Grow Home Visiting referrals are made through the Central Coordination process. Central Coordination is a program of the Ohio Department of Health and must follow the rules established by that agency.	EI referrals are made through the Central Coordination process. Central Coordination is a program of the Ohio Department of Health and must follow the rules established by that agency. The ODH and DODD work collaboratively so that referrals are sent to each county board. Families declining services will result in the referral being exited. A screening process may be used if the family is referring and feels unsure if the child has a need for EI services. Families interested in services are assigned a service coordinator to begin the evaluation process when the family member or professional

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		LEA will contact the parent and continue with the process. Documentation of interventions will be included in the information provided to the LEA. With parental consent a Head Start referral packet is sent to the LEA. The following should accompany the Head Start referral: vision, hearing, and developmental screening results, dentals and physicals, social /emotional screening and mental health observations when available. Once a child 0-3 years of age has failed an ASQ-3 and ASQ-SE, a Head Start referral will be filled out and faxed within 2 weeks to state central coordination and local early intervention program. Head Start will follow-up in a timely manner on each referral made by Head Start until an IFSP/IEP is written		making the referral suspects a delay or disability.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		or the child is considered not disabled.		
Using existing Information	The LEA's screening, the HMG evaluation and assessment and/or information from appropriate sources such as Head Start and Board of DD should be used as part of the screening process to determine if there is a need for further evaluation, provided the information is current within the past 12 months.	Interventions that occur prior to the evaluation process will be documented and shared with the LEA or Part C providers.	If HMG HV staff suspect that a child has a disability, with parental consent, a referral is made to EI. With parental consent, screening information is shared with EI staff.	The MCBDD will provide assessment/evaluation info to districts when requested to determine if there is a need for further evaluation or to provide information for the evaluation

F. EVALUATIONS

It is recommended that the LEAs, Board of DD, and Head Start determine shared responsibilities. The goal of this process is to prevent duplication of efforts. When parties have a basic agreement as to responsibilities and processes, it would seem practical that all available data be incorporated into the assessment process.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Timelines	If, after all information has been reviewed, and an	Head Start will address evaluations for preschool	If HMG HV staff suspect that a child has a	For EI referrals, parental consents, screenings,

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	evaluation is deemed necessary, procedural safeguard information will be provided to the parent, paperwork specified in required forms, and the evaluation will be completed within the timelines mandated by P.L. 108-446 (IDEA 2004) and Chapter 3301-51.	children in accordance with established guidelines. As soon as a child is suspected of being a possible referral, in accordance with Chapter 3301-51, the LEA will be notified of this concern.	disability, with parental consent, a referral is made to EI. With parental consent, screening information is shared with EI staff.	evaluations, assessments, need for services, and IFSPs must be completed within 45 days of referral, according to rule. For preschool referrals the MCBDD will provide assessment and evaluation information to LEAs, when requested, for preschool children in accordance with established guidelines
Personnel Qualifications	Personnel conducting evaluations in accordance with Rule 3301-51-11 to determine eligibility for preschool special education and related services will meet the requirements set forth within published test administration requirements. Evaluations must be conducted in accordance with Chapter 3301-51 to determine a documented deficit.	Testing and evaluation procedures in Head Start Performance Standards [1302.91(d) (1)] will be administered by state certified or licensed personnel.		EI evaluations to determine eligibility must be completed by two professionals, each holding a different license/certificate in: one or more areas of special education, early childhood education, counseling, speech language pathology, occupational therapy, physical therapy, medicine, nursing, psychiatry, psychology, or social work.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
				MCBDD professional staff providing evaluation information to LEAs will meet the requirements set forth within published test administration requirements.

G. INDIVIDUALIZED PLANS FOR SERVICE DELIVERY

IDEA stresses the role of multiple agencies and assumes that the efforts of other agencies will be maintained.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Individual Plan	If a child is determined to be a preschool child with a disability, an IEP will be developed in accordance with Chapter 3301-51-11 and Operating Standards For the Education of Children with Disabilities. Head Start must be invited to be present during development of a district IEP if Head Start initiated	If a referral is initiated by Head Start services will be provided there, the Inclusion Coordinator will be invited to the IFSP/IEP meeting. Each child will have an individual weekly plan written by Head Start staff that will include goals from the IFSP/IEP. The Head Start teachers will receive consultation from the LEA or the Part C service coordinator to insure the	Home visitors and families work together to develop a Family Goal Plan (FGP). 1. The home visitor utilizes a collaborative and strengths based approach to creating the FGP within the first 60 days of service. This	DD Board staff assigned to be the primary service provider will participate in the IFSP development, preferably through attendance at the meeting but if unable to attend will participate through talking with the parent(s) and service coordinator and providing input regarding outcomes and services on the IFSP. Staff shall also

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	the referral or if an IEP team is to consider Head Start as the least restrictive placement. IEPs developed by the LEA will be supervised by the LEA. If a child is going to receive services through the Board of DD, they must also be invited to the meeting.	child is receiving services as spelled out in the IFSP/IEP. Head Start will submit a PR04 Referral for Evaluation form to the LEA. The day the LEA receives the PR04 form begins the 30 day timeframe to follow up on the request. A school district of residence will, within thirty days of receipt of a request for an evaluation from either a parent of a child or a public agency, either obtain parental consent for an initial evaluation or provide to the parents prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation. (3301-50-06; B-3)	requires active participation from the family and may include information gathered during the assessment process. We also use Adult Adolescent Parent Inventory (AAPI), Parent Stress Index (PSI), Interpersonal Support Evaluation List (ISEL), Ages and Stages Questionnaire, Relationship Assessment Tool, Safe Sleep Screening, Safety Checklist, Edinburg Depression Screening, and Home Observation Measurement Environment (HOME) to collaborate with families in the development and assessment of goals.	participate in IFSP reviews. The initial IFSP, for a child determined eligible under Part C of IDEA and found to have an established need for service, must be developed within 45 days of the referral. Services will be determined by the team in the development of the IFSP process to support the attainment of expected outcomes. An IEP will be developed in collaboration with the LEA and in accordance with Ohio Operating Standards for preschool children placed in the MCBDD preschool program.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			2. In addition to family goals, the FGP includes detailed action steps for achieving the goals as well as realistic timelines. The family and home visitor work together to identify ways to achieve goals and identify and build upon strengths. 3. The FGP is used to help determine the home visit activities and identification of resources. 4. The FGP is a living document and is reviewed with the family and during supervision on an ongoing basis. This includes progress on goals, identification of strengths and barriers, addressing any family concerns and celebrating successes. A formal	

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			review is also completed every 3 months or sooner if goals are met. The home visitor works with the family to modify goals as needed, to retire goals that the family is no longer interested in pursuing and to update the FGP with new goals as goals are accomplished. Families should always have an active goal they are working on and that the home visitor is supporting.	
Provision of Services	The LEA will assure the identification, evaluation and provision of a free appropriate public education (FAPE) for all children, including those enrolled in Head Start, found to be eligible for special education and related services. The LEA must assure that these services are provided	Head Start will support families with enrolled infants and toddlers identified under Part C of IDEA in the evaluation and IFSP development process and in supporting the attainment of the expected outcomes contained within the IFSP. In like manner, Head Start will support families of preschoolers identified under Part B of IDEA with IEP	Families are determined eligible for home visiting in accordance with the following: At least 85% of the contractor's capacity shall be used to serve families consisting of first time mothers and their child when the infant is not yet six months of age at the time of system referral with a family income not in excess of	Children ages birth to three who are provided services through an IFSP shall have their services provided in each child's natural environment by a DD staff member assigned as a Primary Service Provider, based on the child's/family's needs. Each child will be assigned a Service Coordinator who has the

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		development and the attainment of expected IEP outcomes. Preschool children with disabilities enrolled in Head Start programs will have an IEP developed and administered by the LEA. Children from 0-3 with disabilities enrolled in Head Start programs will have an IFSP developed and administered by the Part C Early Intervention. Head Start will not contract for supervision of special education services if the child is served in Head Start with an IEP or an IFSP.	two hundred per cent of federal poverty level; or families consisting of expectant, first-time mothers with a family income not in excess of two hundred percent of federal poverty level and the infant upon live birth. Up to 15% of the contractors capacity may be used to serve families that meet any one of the following characteristics and or circumstances at the time of system referral: 1. Families consisting of an expectant first time mother. 2. Families consisting of a first time mother with an infant or toddler under three years of age 3. Families consisting of a first time father with an infant or toddler under three years of age	responsibility to locate and coordinate services that are provided outside of DD services The MCBDD shall cooperate with the school district of residence to ensure that a child with a disability attending an MCBDD program and his/her parent/guardian shall be provided with safeguards, as required by law, throughout the identification, evaluation and placement process, and the provision of a free appropriate public education

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			4. Families consisting of an infant under six months old at the time of system referral and a birth or biological mother, biological or adoptive father, or an individual acting in place of a birth, biological or adoptive parent, such as a grandparent, step parent, or other relative with whom the child lives 5. Families consisting of an expectant mother or parent with an infant or toddler under three years of age who provide documentation of a family income not in excess of 200% of federal poverty level or 6. Families consisting of an expectant mother or a birth, biological or adoptive parent who is in the U.S. military and their infant or toddler under three years of age.	

Medina County Interagency Agreement

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Timelines	An IEP will be developed in a timely manner, and will not exceed the mandated timelines.	Head Start will complete screenings within 45 days, and will notify LEAs or central coordination and local Part C Early Intervention Program of possible referrals as soon as required documentation and parental consent is obtained.		IFSPs must be written within 45 calendar days of referral and services on the IFSP must begin with 30 calendar days of the signed and dated IFSP. IEPS, in collaboration with the LEAS, will be developed within mandated timelines
Individual Plan Review	IEPs will be reviewed at least once annually in accordance with federal and state requirements.			IFSPs must be reviewed every 180 calendar days or at the time of any change in services. IFSPs may also be reviewed at other times, at the request of the parent or other IFSP team members. MCBDD will participate with LEAs in annual IEP reviews for students placed at MCBDD (or more frequently when requested/needed) in accordance with federal and state requirements.

H. SERVICE DELIVERY

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Comprehensive Services	The LEA is responsible for assuring a free, appropriate public education (FAPE) at no expense to the family. If the IEP team determines that a child's needs are best met in the Head Start or Board of DD program, the LEAs and Head Start or Board of DD will determine ongoing responsibilities respectively. The LEA is to provide alternative service delivery options [3301-51-11] including center based programming and itinerant services. Placement is the culmination of the IEP process. ESY opportunities are reviewed at every IEP	The definition of comprehensive services for Head Start include education, health (medical, dental, mental health, nutrition), social services and parent involvement which under the Revised Performance Standards are categorized under the following headings: • Early Childhood Development and Health Services; • Family and Community Partnerships and; • Program Design and Management.		EI services are services which meet the federal requirement under IDEA, including the services that are: 1. Developed based on information obtained through the EI evaluation and assessment team process utilizing the Individualized Family Service Plan (IFSP) [34.C.F.R.303.344]; 2. Occurring in natural environments, or in locations where typically developing children are within everyday routines, activities, and with familiar people [34.C.F.R.303.26] 3.Provided by qualified personnel as determined by the Early Intervention lead agency and defined in [34.C.F.R.303.31]; and

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	meeting. ESY is determined on an individual basis. .			4. Provided in a manner that supports the research and evidence for how very young children learn best: within the contexts of their families and caregivers, daily routines and natural environments. MCBDD will be a provider of services for children ages birth to 3 when selected by the parent and determined an appropriate provider by the EI team. MCBDD will be a provider of preschool and specialized services for children ages 3 to 6 who are placed by their LEA through the IEP team process.

Medina County Interagency Agreement

I. TRANSITION

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Procedures will be followed according to the Medina County Interagency Transition Agreement. Includes: • Assurance of placement in the least restrictive environment • Plans for parental involvement • Adherence to requirements in Chapter 3301-51 Any specific plans already in place in Medina County for transitioning children into a program. LEAs will send an invitation to the IEP meeting to Part C-Early Intervention service	Procedures will be followed according to the Medina County Interagency Transition Agreement. Includes: • Compliance to Head Start • Performance Standard requirements [1302.61(c) (Includes parental involvement, services provided, and preparation of staff and parents for enrollment of children with severe disabilities) Commitment to comply with any specific plans already in place in Medina County for transitioning	Transition plans are developed when a family is ending services with a planned service closure (i.e. when a family is known to be graduating soon from the program or when the family shares they will be moving from the service area to another location. When the child is 2 ½ years old or the family has reached Level 3 or when the family indicates they are planning to move from the service area the home visitor will initiate formal transition planning by discussing with the parents their continuing goals for their child and the family as a whole. This is documented in the case notes. The home visitor and supervisor discuss the plan made by the home visitor and the family reviewing the plan	Each child receiving EI services will have a written transition plan as part of his/her IFSP. The Transition Planning Conference shall be held at least 90 days (and up to 9 months) prior to the child's third birthday. • EI referrals received 45 calendar days or less preceding a child's 3rd birthday will be referred directly to the LEA or other community programs. The referral will be recorded in EIDS as a referral only; no SC assigned, no EI eligibility determination made. • EI Referrals received 46-90 days prior to the child's 3rd birthday for a child suspected of having a delay or disability will be assigned a SC who will schedule an

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
coordinators and DD staff if family has provided consent for their participation. LEAs will ensure that Part C Early Intervention service coordinators has a copy of either a brochure or some other type of documentation that will help Service Coordinators discuss the continuum of service options available to children if they are found eligible for preschool special education services. At the transition planning conference, the LEA will be the agency responsible for discussing the continuum of service options available to children who quality and informing all partiers when decisions regarding service and placement will take place. If the LEA has not been able to receive a response	children into a program, across programs and out of programs. Head Start Performance standard 1302.42(b) (i) and (ii) states that HMG will share screening information with CAW/M with parents' consent. The following information represents steps that will be taken to address questions that families receiving services through Head Start as they begin working with the LEA as part of the transition into preschool special education. • If parents have questions regarding where their children will receive services in preschool, the Head Start staff member will indicate that this is a question that can be	and progress made during regular supervision. The home visitor assists the family in identifying other service providers near to where they are or will be living. This might include Head Start, childcare, or other community based early childhood education programs, or another HFA site (when moving) making referrals as needed. The home visitor and family collaboratively work together to identify any other needed or desired resources or services making referrals as needed. The home visitor and family update the Family Goal Plan to incorporate any additional family goals in relation to transitioning into other services. The home visitor and the family revisit the child's transition plan once the child turns three years old, or when the move to a new area becomes imminent, and make follow up contact with	initial meeting with the family. • The SC will offer the family two options: o They may continue with the EI evaluation/assessment process and consent to share info with LEA. LEA will be contact by email with child's name, date of birth, parent name and contact info. A brief overview of parent concerns will be shared. This email will serve as the official date of notification to the LEA. When completed, the Battelle and IFSP will also be sent to the LEA.

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
from the family after either Referral for Evaluation (PR04) or Consent for Evaluation (PR05) has been completed, the LEA will work with Head Start, HMG, and/or DD to communicate with the family. The LEA will document attempts to communicate with the family, using at least three different means of communication. If the LEA is still unsuccessful in obtaining a response from the family, a Prior Written Notice (PR01) will be sent to the family.	asked directly when meeting with the LEA. • LEAs should be prepared as they meet with the parent to discuss the concept of LRE and how decisions are made regarding where services are provided if a child should qualify. LEAs may want to provide families with a copy of the LRE brochure produced by ODE. • Head Start staff will inform the family of how placement options are considered. Families will be informed that before a discussion of placement with the	transition site to verify child's transition start date. Prior to closure, the home visitor follows up on all referrals made to determine availability of services, assist with successful transition, and monitor by pulling the "Referrals to Other Agencies" report.	o The family may choose to opt out of EI eligibility process and be referred directly to the LEA. If parent does not consent to share info with the LEA, the family will be provided LEA contact information and informed that they may still choose to contact the LEA at a later date. • The SC will schedule a transition meeting with the family choosing to participate with the LEA • The family and SC will determine what info is to be shared • The SC will contact the LEA to schedule the conference. LEA will be given the date by/before which the

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	LEA takes place, it will be determined if a child is suspected of having a disability. If there is a suspicion of a disability, a child will then be evaluated to determine if they are eligible to receive services. If a child is found eligible for special education services, all options for placement are discussed at the IEP meeting. • If a family has additional concerns that they share with Head Start staff, LEA contact information will be provided and Head Start will support the family in making connections with the appropriate		transition plan is due. If the LEA can't schedule a meeting within the 90 day requirement the SC will schedule the transition plan conference and send notice of meeting date to the LEA, family, and all service providers. • SC informs family that LEA needs custody verification, birth certificate, and proof of residency. • Info to be shared is forwarded to the LEA no later than 10 days before the scheduled transition planning conference. • Team holds the transition planning conference, SC updates the IFSP and documents all transition activities. • If the Transition planning team does not suspect a disability, SC informs family

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	individual so that their questions are addressed.		of other early childhood programs/options. • SC will be notified of ETR results and IEP process via the Medina County Transition Outcome Report. Given parent consent, SC will attend the IEP meeting at the invitation of the LEA and assist the parent in developing their initial relationship with the district. The PSP will participate in transition planning by supporting the parent in expressing their concerns and providing relevant info to the LEA regarding the child's EI services, the child's progress during EI services, and info regarding continuing needs of the child to assist the LEA in determining eligibility for preschool services. MCBDD preschool program can be considered to be an option on the continuum of services within Medina County for children that

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			qualify for special education services.

J. PERSONNEL

As part of Medina County's commitment to provide a system of service to young children and their families that is equitable, personnel responsible for early intervention, special education and related services will be qualified to do so under state criteria.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Direct Services	Personnel providing direct special education services to children with disabilities must hold the appropriate state certification and/or licensure. Preschool special education itinerant and center-based teachers must be qualified in accordance with Rules 3301-24 or 3301-51 of the Ohio Administrative Code as applicable.	Under Chapter 3301-51, a child identified as a preschool child with a disability may receive itinerant services within a community-based program that meets the requirements of Chapter 5104 and where a qualified staff member is assigned to the child. The lead teacher certification requirement for Head Start is a minimum of an Associate's Degree.	Home visitors meet the following requirements and Catholic Charities maintains documentation of compliance with each of the following, including a copy of approval, license or other qualification required to practice in Ohio: 1.Individual holds at least an associate's degree from a council on higher	EI Service Coordinators must hold at least an associate's degree from a council on higher education, accredited college or university in a field related to working with infants or toddlers or children with disabilities or families. They must also complete required training through DODD for their service coordination certificate and maintain that

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		A Head Start lead teacher will hold a minimum of an Associate Degree in early childhood education with 1 year experience. Therefore, itinerant services, if determined appropriate through the IEP, may be delivered in a Head Start classroom that is staffed by a teacher holding an Associate Degree. For itinerant services to be provided within a Head Start classroom by the LEA, the Head Start teacher must have a minimum of a CDA (Child Development Accreditation). Early Head Start teachers must have a minimum of a CDA and 2 years' experience working with children 0-4.	education accredited college or university in human services or fields related to working with prenatal women, infants, toddlers, and families; 2. Individual completes a personal profile with verification on the Ohio professional registry; 3. Individual completes the required, department provided training, including the HMG training institute, principles of HMG home visiting, the first sixty days: from theory to practice, home visiting with prenatal moms, smoking cessation, mandated reporting, "Early Track," and trainings made available by the department on tools used for screening and	credential without lapse. Credential must be renewed every 2 years with completion of 20 contact hours/job related training or attain a 5 year credential with additional training in the field. EI service providers (developmental specialists, OT, PT, and SLP) must hold a professional degree and state of Ohio certificate/license in their professional area through the DODD or ODE. MCBDD Preschool special education teachers must be qualified in accordance with Rule 3301-24 of the O.A.C. Personnel providing direct special education/therapy services to children with disabilities must hold an appropriate state

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			assessment in HMG home visiting; 4. Individual complete evidence-based home visiting model training as required by the evidence-based home visiting model implemented by program and research-informed parenting education curriculum training as required by the curriculum developers being implemented by program within six calendar months of hire. 5. Individual receives ongoing direct administrative, reflective, and clinical supervision by a credentialed home visiting supervisor in accordance with the standards of the evidence-based home visiting model implemented by	certification and/or licensure.

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
			Catholic Charities. 6. Individual maintains a HMG home visitor credential without lapse and shall renew the HMG home visitor credential every two calendar years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population of HMG home visiting, updating Ohio professional registry personal profile to include required training and obtaining verification by the Ohio professional registry.	
Related Services	Related services personnel must be qualified in accordance with Rule 3301-51 of the Ohio Administrative Code and/or hold state licensure if	Related services personnel must hold state licensure if contracted for through other community agencies.		Related services personnel for preschool must be qualified in accordance with Rule 3301-51 of the O.A.C. and/or hold state licensure

	LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	contracted through other community agencies.			if contracted through other community agencies.
Evaluation Services	Personnel conducting evaluations in accordance with Rule 3301-51-11 to determine eligibility for preschool special education and related services must meet the requirements set forth within published test	Personnel conducting evaluations in accordance with Rule 3301-51-06 to determine eligibility for preschool special education and related services must meet the requirements set forth within published test administrations requirements.		Personnel conducting EI evaluations or determining eligibility through evidence of diagnosis must do so in accordance with EI Rule 3701-8-07. MCBDD staff will collaborate with LEAs to provide requested evaluation information for preschool children by qualified staff.
Joint Trainings	LEAs will notify Part C-Early Intervention and HS about joint training opportunities	HS will notify Part C-Early Intervention and HMG about joint training opportunities.		MCBDD will notify LEAs and Head Start about joint training opportunities

K. PARENTS' RIGHTS AND PROCEDURAL SAFEGUARDS FOR CHILDREN ELIGIBLE UNDER IDEA

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To assure the involvement of parents and families in all services provided to children with disabilities and provide equity of services delivery systems, parents will be informed of their rights and a full explanation of procedural safeguards as delineated under Public Law 108-446 (IDEA 2004) and Ohio Administrative Code 3301-51-11.	When Head Start notifies the LEA or HMG of a child who may be a referral, procedures will be followed as determined by the parties involved. There may be shared responsibility in obtaining parental permission, identification, evaluation, and parent involvement. There will be ongoing dialogue regarding procedures for individual children with regard to the referral process.	1. Parents are to be informed, verbally and in writing, of the voluntary nature of participating in HFA services during the first home visit when families consent to participate in services. 2. The initial home visit is used as an opportunity for families to make an informed and voluntary choice about participation in home visiting services. 3. During the initial visit, the home visitor/assessment worker explains what Healthy Families and Help Me Grow are, what types of services are available, and the voluntary nature of services. 4. The assessment worker reviews the Parent's Rights in Help Me Grow Brochure, which also indicates the services are voluntary. 5. Each family choosing to participate in HFA services signs and receives a copy of the	EI Service Coordination is responsible for informing parents of their rights and procedural safeguards. Procedural safeguards are provided in writing and explained verbally. Parents may access their procedural due process through procedures established with the Ohio Department of Developmental Disabilities. Parental written consent must be obtained before conducting screenings, evaluations, or assessments prior to service beginning. Sharing of information requires written consent. Parents are informed that they can decline to participate in EI services or may revoke consents at any time. They may accept or decline services. They may choose to accept services at a later time (prior to 3rd birthday) if services have been previously declined. If they exit services prior to the 3rd

LEA	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
		Parent's Rights in Help Me Grow Brochure. 6. In the event that child welfare or the court system attempt to mandate services for a family, staff ensure that both the agency and the family know that services will be offered voluntarily and that the family is free to decide whether or not to participate.	birthday, but later (still prior to 3rd birthday) have a concern, they may re-enter the EI system. If a parent refuses consent to required evaluations, they will be informed that their child cannot not be eligible for services. Parents are informed that they have the right to share child information with the LEA or the right to opt out of personally identifiable info being provided to the LEA. The MCBDD will cooperate with the school district of residence to ensure families of preschool students are provided and familiar with their rights and procedural safeguards as delineated under P.L. 108-446 (IDEA 2004) and O.A.C. 3301-51-11
Strategies for parent involvement in referral, identification, evaluation and placement processes must be			

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in place to assure parent involvement in all aspects of the program. This includes the IEP process and can additionally include, but is not necessarily limited to, parent conferences, orientation meetings, classroom participation, etc.			

L. EVALUATION OF INTERAGENCY AGREEMENT

The agreement will be reviewed once a year at a minimum to assess effectiveness of the procedure outlined in the agreement for supporting interagency work. Changes will be made to the agreement as needed. All key stakeholders will have the opportunity to review changes prior to the agreement being finalized.

Medina County Interagency Agreement

	LEA and Board of DD	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
Annual Evaluation	A representative from the each Medina County LEA and will participate in interagency agreement evaluation/review activities on behalf of their school district. After edits are made to the current agreement, all agencies involved will have a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval. Once approval has obtained, the document will be presented to superintendents and agency directors for signatures. A copy of the interagency agreement will be sent to each program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list,	A representative from Head Start will participate in interagency agreement evaluation/review activities and will lead all changes and evaluation efforts in the interagency agreement on behalf of Head Start. After edits are made to the current agreement, all agencies involved will have a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval. Once approval has obtained, the document will be presented to superintendents and agency directors for signatures. A copy of the interagency agreement will be sent to each program's early	A representative from HMG HV will participate in interagency agreement evaluation/review activities and will lead all changes and evaluation efforts in the interagency agreement on behalf of HMG HV. After edits are made to the current agreement, all agencies involved will have a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval. Once approval has obtained, the document will be presented to superintendents and agency directors for signatures. A copy of the interagency agreement will be sent to each	A representative from Board of DD will participate in interagency agreement evaluation/review activities and will lead all changes and evaluation efforts in the interagency agreement on behalf of the Board of DD. After edits are made to the current agreement, all agencies involved will have a two week period in which to review the edits and suggest changes or initiate further conversation needed prior to approval. Once approval has obtained, the document will be presented to superintendents and agency directors for signatures.

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	LEA and Board of DD	*HEAD START*	*Medina Co. HMG/Home Visiting*	*Medina Co. Board of DD*
	and a letter confirming participation in the annual review process.	childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process.	program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process	A copy of the interagency agreement will be sent to each program's early childhood contact, district superintendent, or program director along with a copy of the meeting attendance list, and a letter confirming participation in the annual review process.
Procedures for Supporting Implementation of the Interagency Agreement	If a question or situation should arise during the course of time that the interagency agreement is in effect, the facilitating agency, State Support Team Region 8, will be contacted to arrange a county interagency agreement meeting to review policies and procedures outlined in the document to ensure continued support of collaboration and transition efforts.			