

OPERATING PROCEDURES
Revised as of 06/09/2015

Region 4 Interagency Early Intervention Committee (IEIC)

Glossary of terms:

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

Regional IEIC – Region 4 IEIC

Purpose of the Committee

The purpose of the Region 4 IEIC is to develop and assure the implementation of interagency policies and procedures, in a way that is consistent with other regions throughout the State, so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.

Requirements of the Committee

Statutory Requirements:

Purpose of Interagency Early Intervention Committee: M.S. 125A.30

(a) A group of school districts or special education cooperatives, in cooperation with the health and human service agencies located in the county or counties in which the districts or cooperatives are located, must establish an Interagency Early Intervention Committee for children with disabilities under age five and their families under this section, and for children with disabilities ages three to 22 consistent with the requirements under sections 125A.023 and 125A.027. Committees must include representatives of local health, education, and county human service agencies, early childhood family education programs, Head Start, parents of young children with disabilities under age 12, child care resource and referral agencies, school readiness programs, current service providers, and may also include representatives from other private or public agencies and school nurses. The Committee must elect a chair from among its members and must meet at least quarterly.

(b) The Committee must develop and implement interagency policies and procedures concerning the following ongoing duties:

(1) develop public awareness systems designed to inform potential recipient families, especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, of available programs and services;

(2) to reduce families' need for future services, and especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, implement interagency child find systems designed to actively seek out, identify, and refer infants and young children with, or at risk of, disabilities, including a child under the age of three who: (i) is involved in a substantiated case of abuse or neglect or (ii) is identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

(3) implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs;

(4) identify the current services and funding being provided within the community for children

with disabilities under age five and their families; and

(5) develop a plan for the allocation and expenditure of additional state and federal early intervention funds under United States Code, title 20, section 1471 et seq. (Part C, Public Law 108-446) and United States Code, title 20, section 631, et seq. (Chapter I, Public Law 89-313).

(c) The local Committee shall also:

(1) participate in needs assessments and program planning activities conducted by local social service, health and education agencies for young children with disabilities and their families; and

(2) review and comment on the early intervention section of the total special education system (TSES) for the district, the county social service plan, the section or sections of the community health services plan that address needs of and service activities targeted to children with special health care needs, the section on children with special needs in the county child care fund plan, sections in Head Start plans on coordinated planning and services for children with special needs, any relevant portions of early childhood education plans, such as early childhood family education or school readiness, or other applicable coordinated school and community plans for early childhood programs and services, and the section of the maternal and child health special project grants that address needs of and service activities targeted to children with chronic illness and disabilities.

Relationships/ Alignment / Priorities

This section serves to clarify the required roles of the state, regional and local entities within the statewide early intervention system. Roles and responsibilities have either changed from how things have been done in the past or they have been clarified to comply with state statute. Clarifying the roles will help to ensure that communication occurs within and between the three entities.

- **Lead Agency and State Partners:** Minnesota Department of Education is the lead agency for Part C Early Intervention services, with Minnesota Department of Health and Department of Human Services participating as state partners, in delivering a comprehensive and coordinated interagency system. State agency staff may attend and participate in the Region 4 IEIC as ex officio members. Minnesota Department of Education will determine a way to establish this across the state (i.e., state staff could be a liaison with each region for attendance at meetings, etc.).
- **Governor's Interagency Coordinating Council (ICC):** The Region 4 IEIC designee will attend the ICC meetings and report the business of the Regional IEIC to the ICC in the role of a guest.
- **Special Education Administrative Units (SEAU):** The Region 4 IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU.
- **Other local agencies:** Linkages to local entities (community-based service providers) should be maintained. SEAUs and local agencies will collaborate to maintain established relationships.
- **Centers of Excellence for Young Children with Disabilities Project (COE):** The Region 4 IEIC will collaborate with the COE to ensure that ongoing training needs are met. The COE will participate in assessing district/local agency needs for training. Districts are strongly encouraged to align training with the COE to avoid duplication of training efforts.

Operational Considerations

Fiscal Host:

The fiscal host for the Region 4 IEIC is: Lakes Country Service Cooperative
The agency designated as the fiscal host must be an eligible recipient of federal special education funds and agrees to expend these federal funds consistent with the approved budget and in accordance with the "Statement of Assurances" as signed by the district special education director and superintendent.

Local Primary Agency (LPA):

The local primary agency for the Region 4 IEIC is: Lakes Country Service Cooperative
The LPA will perform duties consistent with Minnesota Statutes, section 125A.31 including: providing oversight of funds received through the annual fund request and providing oversight for data collection efforts.

Maintain documents: Local Primary Agency will maintain IEIC documents. Examples of documents include Operating Procedures, Work Plan, meeting minutes, fiscal host data, membership rosters, meeting sign-in sheets, and other documents as identified.

Website posting: The Region 4 IEIC meeting minutes and agendas will be posted on the Lakes Country Service Cooperative website.

Process to change Operating Procedures: Region 4 IEIC will review and update the Operating Procedures at least one time yearly to align with the fiscal year.

Demographics

Geographic area served:

School Districts: Alexandria, Ashby, Barnesville, Battle Lake, Brandon-Evansville, Breckenridge, Browns Valley, Campbell-Tintah, Chokio-Alberta, Clinton-Graceville-Beardsley, Detroit Lakes, Dilworth-Glyndon-Felton, Fergus Falls, Frazee-Vergas, Glacial Hills, Hancock, Hawley, Herman-Norcross, Lake Park-Audubon, Lakes Area Charter School, Minnewaska, Moorhead, Morris, Osakis, Parkers Prairie, Pelican Rapids, Rothsay, Ulen-Hitterdal, Underwood, West Central Area, Wheaton

Counties: Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Traverse, Wilkin

Head Start: Lakes and Prairies, Mahube-Otwa Community Action Partnership, West Central Minnesota Communities Action

Membership

Membership requirement: (according to statute)

Voting Members will be responsible to keep other agency members informed about the Region 4 IEIC. The goal is to have a balanced membership to represent agencies and counties across the geographic area served.

Representation:

The board will consist of representatives from health, education, county human services, early childhood family education programs, head start, parents of children with disabilities under the age of 12, child

care aware, school readiness programs, current service providers, early childhood initiatives, homelessness programs and the fiscal host.

Additional Members: May include representation from Private, Public, and/or School nurses. Additional members will be identified by the Region 4 IEIC committee members.

Recruitment/ selection of members: To be determined by the Region 4 IEIC membership.

Assurance of area representation: The Region 4 IEIC membership will work together to identify and invite representation from each geographic area. The representative will bring information to and share information from those constituents.

Removal/replacement: If a member of the Region 4 IEIC is not able to continue on the committee, the vacancy must be filled by another member from the same representative category. Each local area of Region 4 IEIC must have representation.

In the event that a Region 4 IEIC committee member shall miss two of the scheduled committee meetings in a twelve-month period without notifying the IEIC Co-Chair(s), the Co-Chair(s) of the Regional IEIC Committee shall have the right to remove the absent member, and the Region 4 IEIC committee shall fill the vacancy thereby created.

Conflict of interest: Any individual working for an agency that may benefit from a decision that is made would need to disclose that potential conflict of interest. No member of the Committee may cast a vote on any matter that would provide direct financial or other perceived benefit to that member or otherwise give the appearance of a conflict of interest.

Terms of membership:

Terms of membership will be determined by the Region 4 IEIC membership. Staggered membership is recommended as to not have all members from one geographical area replaced during the same year. Health, Education, Human Services and Head Start will consist of three representatives with three year commitment. All other groups will consist of two representatives with a 2 year commitment.

Each group will be responsible for recruiting another representative to fill the open spot as it is rotated out.

Meetings

Meetings of members:

Meeting cycle:

Meetings will be quarterly, However meeting times and dates will be determined annually at the June meeting.

1st Q: Summer

2nd Q: Fall

3rd Q: Winter

4th Q: Spring

Meeting notification: Notices, agendas, and supporting documents will be sent out electronically (unless requested otherwise) 2 weeks prior to meetings.

Meetings: All Region 4 IEIC meetings are public. Anyone is welcome to attend and may request to be on the agenda.

Meeting Facilitator: Region 4 IEIC will utilize a Chair and/or Co-Chair model for meeting facilitation.

Meeting Notetaker: Cami Uhrich, Lakes Country Service Cooperative

Ground rules:

- Decision making by majority vote.
- Share all relevant information.
- Explain the reasons behind your statements, questions, and actions.
- Publicly test assumptions and inferences.
- Make statements, then invite questions. Stay focused.
- Discuss the topic thoroughly so everyone has a common understanding.
- Focus on interests, not positions.
- Be specific. Use examples to illustrate key ideas.
- All members are expected to identify and solve problems.
- Challenge opinions you don't agree with without attacking the individual who expresses them.
- Together, design ways of testing disagreements and solutions.
- Maintain a sense of humor.

Distribution of meeting minutes to other stakeholders, interested parties: There are communication mechanisms (e.g., website postings) in place to ensure that decisions and regional committee work are available to all interested parties. Region 4 IEIC has developed an extensive listserv of participating members who receive the IEIC meeting minutes and updates.

Standing agenda format: The Region 4 IEIC will use a standing agenda format.

Quorum: A quorum shall be those members attending the meeting.

Voting: Decisions will be made by majority vote.

Conflict: When a decision cannot be reached, an outside facilitator could be brought in to assist, if needed.

Reimbursement policies: The Region 4 IEIC will determine if any members or positions shall receive reimbursement for participation and duties on the IEIC. If a Regional IEIC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Regional IEIC committee.

Standing Sub-Committees: (optional)

The committee structure shall be determined by the Region 4 IEIC membership. Other workgroups and task forces shall be designated in order to conduct the business of the Region 4 IEIC.

Chair of Sub Committee: The Chair(s) of the Sub Committees will be determined by the specific committee membership, or appointed by the Region IEIC Co-Chair(s).

Membership: Active membership is attained when members are elected, or community representatives approved by the committee, attend their first meeting. Membership becomes inactive when a member is absent or resigns.

Year IEIC established: 2011
Approval Signatures (Initial Co-Chairs): _____/_____/_____
Changes to operating procedures: (Chair/Vice Chair): _____/_____/_____
Changes to operating procedures: (Chair/Vice Chair): _____/_____/_____
Changes to operating procedures: (Chair/Vice Chair): _____/_____/_____