CHILD FIND/TRANSITION PROCEDURES
ECI~LEA ~ HEAD START

The purpose of this MOU is to define the roles and responsibilities of the ESC-Region 19 LEAs, ECI Programs, and ESC-Region 19 Head Start Program to ensure a smooth transition for children and their families receiving early intervention services under Part C of the Individuals with Disabilities Education Act (IDEA) to preschool special education services under Part B of IDEA.

Additionally this MOU will establish a region wide system of services to identify and serve children, birth to 36 months, with auditory impairments (D/HH) and visual impairments (VI) who are eligible to receive services under Part C of the IDEA and Texas Education Code (TEC), Chapters 29 and 30.

ESC-Region 19 Early Childhood Special Education Specialist will maintain a transition contact list and a LEA Transition Meeting Master Calendar for all LEAs as referenced in MOU.

Section 1 Transition		
ECI	**Independent School District**	**Region 19 ESC Head Start**
1. ECI will actively participate in Region 19 Special Education Directors' monthly meetings and scheduled Bi-monthly Transition Part C to Part B with DHH/VI Early Services meetings. The MOU will include the latest regulations pertaining to ECI transition with the goal of providing a seamless transition from ECI to the LEA.	1. LEA will actively participate in Region 19 Special Education Directors' monthly meetings and scheduled quarterly Transition Part C to Part B with DHH/VI Early Services meetings to collaborate and update the MOU. The MOU will include the latest regulations pertaining to preschool transition with the goal of providing a seamless transition from ECI to the LEA.	1. Head Start will actively participate in Region 19 Special Education Directors' monthly meetings and scheduled quarterly Transition Part C to Part B with DHH/VI Early Services meetings to collaborate and update the MOU. The MOU will include the latest regulations pertaining to Head Start placement (dual enrollment/ARD placement) with the goal of providing a seamless transition from ECI to the LEA/Head Start. Head Start will provide ECI/LEA staff eligibility requirements and training during one of the scheduled quarterly Transition Part C to Part B with DHH/VI Early Services meetings.

2. Each child enrolled in an Early Childhood Intervention program must have a transition plan in place by 27 months plus one day and no later than 33 months. The plan includes: • Names of possible appropriate service settings • Determination of potential eligibility for LEA • Discussion of the timeline for the face-to-face transition conference (by 27 months plus one day and no later than 33 months) • The month and year that the 90-day referral will be made. • And any detail that may be appropriate at the time the plan is written (phone number, names of contacts, other information describing the service, etc.).		
3. ECI will notify the LEA if an ECI child is potentially eligible for preschool special education services no later than 90 days prior to the child's 3rd birthday. A parent may opt out of the LEA notification of the potential eligibility requirement. When ECI provides late notification of potential eligibility (less than 90 days before the child's 3rd birthday) the ECI program will include in the notification the reason for the delay. For all referrals received by ECI 45-90 days before the child's 3rd birthday (and the IFSP team determines the child is potentially eligible for SPED services), ECI will: 1. Immediately inform the parent of the LEA notification requirements. 2. Explain LEA notification opt out to the parent and the consequences of this choice. 3. Comply with all requirements for immediate referral to the LEA.		

For complete referrals received by ECI less than 45 days before the child's 3rd birthday, the information will be sent via fax and/or email within 48 hours to the LEA with parent consent. ECI will not evaluate children who are within 45 days of their 3rd birthday.		
4. Beginning as early as 27 months days plus one and no later than 33 months of age the ECI Service Coordinator will attempt to secure consent for face-to-face transition conference. If verbal consent is obtained, ECI Service Coordinator will coordinate based on LEA Transition Meeting Master Calendar. The ECI Service Coordinator will notify LEA if family is interested in Head Start. The ECI Service Coordinator will have the responsibility of jointly coordinating the face-to-face transition conference. In the event, that the parent is unable to attend the LEA transition conference, the ECI Service Coordinator will hold a transition conference prior to 33 months and provide parent with copy of the local Preschool Transition Brochure which outlines: • Eligibility definitions • Timelines • Process for consenting to an evaluation and eligibility determination • Extended year services	4. LEA and ECI will coordinate the face-to-face transition conference. *For children currently receiving (prior to age three) D/HH/VI services the LEA representative will ensure appropriate communication with all applicable parties. LEA will provide dates for transition meetings in April, August, and December, for fall, spring and summer, to ECSE (Early Childhood Special Education) program manager for creation of master calendar. For conferences individually scheduled, LEA is responsible for contacting Head Start clerk @ 915-790-4743 or asaldivar@esc19hs.net or to provide dates for transition conferences. If Head Start is unavailable to attend meeting, LEA will provide contact information.	4. Head Start Disabilities Clerk at 915-790-4743 asaldivar@esc19hs.net and LEA will coordinate the face-to-face transition conference. The Disabilities Resource Teacher will be notified of date and time of meeting and will attend as available. If unavailable the Disabilities Resource Teacher will contact LEA.
5. If the child will need assistive technology, the ECI staff will begin or continue to work with the family to secure this equipment. This information will be shared with LEAs at face-to-face transition conference and/ or 90-day referral packet.	5. LEA will be informed of any equipment needs for the child and efforts to secure equipment will be shared at the face-to-face transition conference. LEA LEA will coordinate equipment needs for student with Head Start when Dually Enrolled.	5. Head Start will be informed of any equipment needs for the child at the face-to-face transition meeting as applicable.

6. If family will need case management after leaving ECI, the ECI Service Coordinator will begin to arrange for that. Possibilities for service coordination include: *Health and Human Services Commission (HHSC), Children with Special Health Care Needs CSHCN, Child Protective Services CPS, Medicaid, CHIP, etc*. ECI Service Coordinator will invite agency contacts to the face to face transition conference as needed.	6. LEA will coordinate with agency providers if present at the face-to-face transition conference.	6. Head Start will coordinate with agency providers if present at the face to face transition conference.
7. The ECI Service Coordinator maintains contact with family to confirm date of the face-to-face transition conference. The ECI Service Coordinator will attend the face-to-face transition conference. ECI is required to secure documentation required for face-to-face transition meeting to include: • Eligibility definitions • Timelines • Process for consenting to an evaluation and eligibility determination • Extended year services	7. At the face-to-face transition conference, the family will meet with a LEA representative who will provide the parent information about preschool, special education and related services including a description of the: • Eligibility definitions • Timelines • Process for consenting to an evaluation and eligibility determination • Extended School year services The LEA may also: • Give a copy of *Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities* and/or *Guide to the Admission, Review and Dismissal Process*. Family signs a receipt verifying that they have received the copies. • Describe the mission, eligibility, placement options, transportation, & ARD process. • Discuss how placement is determined (after the child has met eligibility criteria) at the initial ARD committee meeting.	7. At the face-to-face transition conference families will receive information regarding program and an opportunity to discuss the enrollment process, eligibility criteria, and services provided. Head Start will document contact information of potential families interested in enrolling their child in the Head Start Program. Contact information will be provided to Family Services staff and they will contact family for an appointment to determine eligibility.

8. The face-to-face transition conference, if the family wants their child to be referred no later than 33 months to LEA, then the child will be referred. The ECI Service Coordinator obtains a signed Consent for Release of Records and sends referral and records to LEA. Referral needs to be made no later than 90 days before the child's third birthday. Records to be sent to LEA must include: • A referral cover sheet • A copy of the latest evaluation/assessment • A copy of the latest IFSP • ECI Comprehensive Needs Assessment Form • Any medical reports that may be pertinent (D/HH/VI, nutrition, growth charts, neurological information, etc.) Note: we can release medical information to the schools if we have it listed on the Consent for Release of Records Form. • Early Childhood Outcomes Summary Form (when available) ECI Service Coordinator will continue to forward pending/completed evaluations and IFSP's to the LEA if applicable up to 3rd birthday. ECI Program will notify LEA if child is no longer enrolled in ECI prior to the 3rd birthday. If the service coordinator suspects that the child may need Extended School Year Services, documentation of experience of regression should be brought to the ARD Committee for consideration. Progress notes after holidays or missed visits that indicate regression should be included and marked "For ESY."	8. LEA will receive referral information and administer assessments or other evaluation measures and/or a review of existing evaluation data as part of an initial evaluation by the 3rd birthday.	8. Head Start will coordinate with LEA while awaiting scheduling of ARD. However, if child is age/income eligible, the Head Start enrollment process continues. Enrollment can begin 30 days prior to 3rd Birthday.

9. Upon notification from the LEA the ECI Service Coordinator will attend assessment either on request of LEA or parent and may attend if available. The ECI Service Coordinator will follow up with parent to encourage attendance.	9. LEA will either schedule ARD for initial placement or schedule appointment for assessment. Location and time will be shared with family. Location and time will be shared with ECI Service Coordinator when needed. LEA will notify other district specialists that need to evaluate.	
10. Family will attend assessment. ECI staff will attend assessment on request of LEA or parent.	10. LEA will conduct full and individual evaluation according to IDEA guidelines.	
11. The ECI Service Coordinator will attempt to obtain the date and time for the ARD from the family or LEA representative. ECI Service Coordinator will make plans to attend ARD on request of LEA or parent.	11. The LEA will schedule the ARD meeting and will call or send an ARD notice to the family, ECI Coordinator and Head Start Disability Clerks if applicable/requested, notifying them of the day and time of the ARD prior to the 3rd birthday.	11. Head Start Disability Clerk, 915-915-790-4743 or asaldivar@esc19hs.net, will receive LEA notification of scheduled ARD and will forward to resource teacher for attendance. If unavailable to attend, Head Start will coordinate with LEA representative for follow-up.
12. The ARD is held. ECI Service Coordinator attends the ARD if family wishes. The functions of the ECI staff at the ARD are to support the family, clarify information if needed, share documentation for ESY consideration, bring up questions that family may have forgotten to ask, and make suggestions. Often, the ECI representative will have little to do except "be there." ECI staff may need to assist family with registration procedures or other tasks.	12. Evaluation recommendations will be reviewed at ARD. If appropriate ARD committee will develop IEP. Appropriate placement and related services will be discussed and determined. If 3rd birthday occurs in the Summer ESY services will be considered.	12. Prior to ARD, Head Start Disabilities Resource Teacher will communicate with center Family Service Worker to inquire about space availability. Disability Resource Teacher will attend ARD committee and will provide information to the parent regarding Head Start services.
13. ECI continues to provide full IFSP services until the 3rd birthday.		
14. ECI will discontinue services on the 3rd birthday. By the 3rd birthday a call has been placed to see child's placement.	14. LEA will initiate services as outlined in IEP on the child's 3rd birthday.	14. If eligible, Head Start will initiate services as outlined in IEP. Head Start Disabilities Program Manager will notify LEA Child Find Contact if child does not begin services as determined by ARD.

		15. Head Start will coordinate annual reviews with LEA for all children receiving services at Head Start. Head Start will send ARD notices to designated LEA transition contact. For students receiving services at Head Start, the annual review will be coordinated according to LEA.
Section 2 Child Find		
ECI	**LEA**	**Head Start**
16. ECI programs identify, locate, and evaluate all infants and toddlers, birth through 36 months of age, who have or are suspected of having developmental delays, and D/HH, or a VI. For all complete referrals received by ECI less than 45 - calendar days before the child's 3rd birthday, the information will be sent in person or encrypted email within 2 Business days to the LEA with parent consent. **ECI is not required to evaluate children who are within 45 calendar days of their 3rd birthday.**	16. LEA locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private, including religious, elementary schools and secondary schools located in the district served by the LEA. LEA, as soon as possible, but in no case more than seven days, provide referrals to the local ECI program for all children under three years of age discovered through the child find process.	16. Head Start locates and identifies children that are enrolled in the program, who have or are suspected of having a disability or developmental delay. Head Start refers to pertaining LEA or ECI child find contact for further evaluation. LEA receives a Head Start referral that includes the following: health, vision, hearing, observations/feedback, any assessment/screener results/interpretations, any medical information provided by the family, speech and language, behavior, developmental screening, informed consent, and parent signature page stating that procedural safeguards are thoroughly explained to family. ECI receives Head Start referral via email or ECI Website (915-534-4ECI). If additional screening and medical

		information is obtained, it will be sent to ECI via Fax or encrypted email to ECI child find contact in addition to referral via email.
Section 3 D/HH/VI		
17. With parent written consent, ECI Programs will refer: a. For children suspected of having a VI, an evaluation by a licensed ophthalmologist or optometrist. If ECI receives a medical eye examination report that indicates vision impairment, they must: i. refer the child to the LEA and ii. Refer to the local office of the Health and Human Services Commission (HHSC-Blind Services), with parental consent and within five business days of receiving the report. The referral must be accompanied by a form containing elements required by the Texas Education Agency completed by an ophthalmologist or an optometrist. b. For children suspected of having an D/HH, an audiological evaluation by a licensed audiologist. If the audiological assessment indicates the child has an auditory impairment, ECI must: i. Refer child to an otologist, an otolaryngologist, or an otorhinolaryngologist for an otological examination, with parental consent and within five business days. An otological examination may be completed by any licensed medical physician when an otologist is not available. The child's record must include documentation that an otologist, an otolaryngologist, or an otorhinolaryngologist was not available to complete the examination; and	17. VI- LEAs will provide an FVE (Functional Vision Evaluation), an LMA (Learning Media Assessment), ECC (Expanded Core Curriculum) and an O & M evaluation (Orientation & Mobility) for all children birth through 36 months of age who are referred by an ECI program upon receipt of consent. D/HH- LEAs will provide a communication assessment upon receipt of consent for all children birth through 36 months of age who are referred by an ECI program as appropriate to needs of child. *Assessment will be done in a timely manner but not to exceed 45 school days as per CFR §300.301. (TEA highly recommends that the evaluation be done within three weeks of the referral.) Clarification: This timeline is not for transitioning from IDEA-C to IDEA-B. This is for D/HH and/or VI students who are referred from ages 0-2 who are not referred through ECI.	17. Head Start will refer children birth through 36 months to ECI if a child is suspected of having an D/HH/VI. The referral process will be initiated, see #16.

ii. Refer to the LEA to complete the communication evaluation and participate in the eligibility determination process as part of the interdisciplinary team. ECI must also refer to the LEA any child who uses amplification. ECI Service Coordinator will obtain consent for VI, O&M, and AI Evaluation using ECI consent form which will include date, time and location.	ECI Service Coordinator will obtain consent for VI, O&M, and AI Evaluation using ECI consent form which will include date, time and location.	
18. For children who are determined eligible for services by subsequent evaluations, ECI programs will provide a minimum of a 10 Calendar day written notice before initial IFSP, any annual IFSP meeting, or any review and evaluation that affects the child's auditory or vision services. The IFSP team may not plan auditory or vision services or make any changes that affect those services if the certified D/HH or VI teacher is not in attendance; and ECI programs coordinate service delivery with LEAs, and other service agencies for services listed in the IFSP. ECI service coordinators are responsible for providing copies of all IFSP's pertaining to D/HH/VI service providers after annual IFSP. The ECI service coordinator will coordinate with the LEA service provided to obtain appropriate signature. * All efforts will be made for effective communication between ECI Service Coordinator and ISD service provider.	18. The LEA D/HH/VI service provider(s), to include O & M (for VI), will receive the ECI notification of IFSP via email, phone call and/or Fax and will attend as available. The must provide written input ~~t~~o the assigned ECI service coordinator prior to the scheduled IFSP if unable to attend. The IFSP team may not plan auditory or vision services or make any changes that affect those services if the certified D/HH or VI teacher is not in attendance. LEA will coordinate service delivery with ECI, and other service agencies listed in the IFSP. D/HH/VI service providers will provide progress notes to the ECI service coordinator no later than the 5th of the month for the previous month. The progress notes will include the following as a complete progress note: • Date and exact time of service (i.e. 9:00 am to 9:30 am)	18. If income and age eligible, children eligible for D/HH/VI services will be enrolled in the Early Head Start program, upon availability of space. D/HH/VI service providers and ECI coordinators may render services at any early head start center where the child is enrolled in. Head Start will coordinate service delivery with ECI and LEA if applicable.

	• Type of service (i.e. OT/ PT/ O&M, etc…) • Duration of service (i.e. 30 minutes • Session Notes and Responses • Signature D/HH/VI service provider is responsible for attending any scheduled meetings and/or providing input prior to the signing of the IFSP. All documents will be returned to the ECI service coordinator.	
19. Prior to the closing of a case, before the child's third birthday, ECI will communicate with the D/HH/VI service provider to allow for comprehensive communication regarding services with the family prior to the closing of the case.	19. The D/HH/VI service provider will contact the family to discuss services available and potential implications.	19. If enrolled in early head start, child will transition into a pre-school classroom on or after third birthday if child remains income, age eligible and upon availability of space. Transition meetings with family are held to assure ongoing communication and optimal learning environments are in place.