

Early Childhood/Head Start Interagency Protocols

Attachment A

This Early Childhood Interagency Protocol boilerplate for School Districts and Head Start Programs (HS), which includes Migrant and Seasonal Head Start (MSHS) and American Indian, Alaska Natives Head Start (AIAN), outlines the minimal topics that should be addressed through annual joint planning between the local HS and the Local Educational Agencies (LEA or school district) serving children under Part B of the Individuals with Disabilities Education Act (IDEA).

Local HS Programs and districts will jointly review annually, and update content as needed. The LEA will initiate annual document review and will submit an assurance of completion to the State Department of Education as part of the district's IDEA Part B and Preschool application in the summer of each year. Annually, ten percent of the districts will be required to submit completed Interagency Protocols for verification purposes. Head Start Programs are required to maintain current Interagency Agreement and Protocols with all LEAs in their service area, in their files for Federal Review.

Sections in italicized text outline minimum Federal and State policy requirements and may not be modified.

The use of "parent" throughout this document includes guardians and other legally responsible persons.

Text using Calibri font and formatted in boxes contains potential options and negotiation points and may be modified as agreed between the participants.

Local HS Programs and districts may insert other jointly-agreed upon options for collaboration in any of the boxed fields. In addition, HS and districts may supplement this document with additional topical areas as needed.

All additions must be consistent with Head Start Program Performance Standards on Services for Children with Disabilities (Part 1302.60) and Part B regulations (34 CFR Part 300) and support the goal of effective system collaboration promoting efficient, seamless service provision to eligible children and their families.

AGREEMENT PARTICIPANTS

This Interagency Protocol represents a negotiated agreement between the following organizations:

School District: 414	Head Start Program: CSI Head Start- East End Center
Address: 311 Main St. Kimberly, ID 83341	Address: 589 Main St North Hansen, ID 83334
Effective Dates From: July 25, 2020	Effective Dates To: July 24, 2021
Effective Dates From: July 25 2021	Effective Dates To: July 24, 2022

SECTION A. CONTACT INFORMATION AND CHILD FIND

The parties recognize that collaboration is necessary to facilitate smooth referrals, transitions, and the determination of eligibility for Special Education services. This supports a smooth and effective transition for children and their families.

To be in compliance with Federal and State regulations, the parties agree to abide by the terms outlined in the State Interagency Agreement.

Exchange of Information

Confidential Information will be exchanged between agencies according to HIPAA, FERPA, Head Start, and IDEA regulations and agency protocols.

COMMUNITY RESOURCES/CONTACT PERSONNEL

This table represents the primary contact personnel responsible for the Interagency Agreement:

Agency	Contact Name	Phone/Fax	Email
District Name: Kimberly SD	Marygrace Ahern- SPED/Federal Programs Director	208-423-4170 ext. 3052	mahern@kimberly.edu
	Deb Metts- preschool	208-423-4170 ext 3022	dmetts@kimberly.edu

Agency	Contact Name	Phone/Fax	Email
	Tara Parks-preschool	208-423-4170 ext 3064	tparks@kimberly.edu
Head Start Program	Karen Nieto – Disabilities Coordinator Gwen Ruggles – Center Supervisor	208-736-0741 ext. 1119 208-423-9683	knieto@csi.edu gruggles@csi.edu
Other			

Child Find Local Screening Activities

Screening is intended to identify children who may have a developmental delay and be eligible for special education services.

The Head Start Program and local school district may agree to cooperate and share staff, facilities, and other resources as necessary to carry out Child Find and related screening/assessment/evaluation activities.

CHILD FIND ACTIVITIES

This table outlines the Child Find activities conducted by the school district and the Head Start Program:

Will the School District and Head Start Program conduct <input checked="" type="checkbox"/> separate or <input type="checkbox"/> joint child find screening activities?
If joint, specify known details (e.g. dates, frequency, location, primary organizer, etc.).

SECTION B. PROVISION OF REFERRAL FOR EVALUATION AND ASSESSMENT FOR SPECIAL EDUCATION

Head Start must screen all enrolled children within 45 days (30 days for Migrant/Seasonal) in general development, sensory, vision and hearing, social/emotional development. Well-child health and dental exam will be completed within 90 days (30 days Migrant and Seasonal).

If concerns are raised about an individual child based on screening results, the following process applies: Per [Head Start Program Performance Standards and Other Regulations](#); 45 CFR §1302.33 the local Head Start Program must complete a developmental assessment/screening.. If a child is suspected of having a disability the disabilities coordinator must refer a child to the LEA for evaluation as soon as the need is evident, starting as early as the child's third birthday (HS 1302.33 (Head Start Performance Standards). The LEA must follow the provisions and timelines as outlined in IDEA to complete timely evaluations as identified in Idaho Special Education Manual, Chapter 4, Evaluation and Eligibility.

Referrals to Consider Special Education evaluation/assessments for children enrolled in Head Start must be processed in a timely manner (1302.33. Children identified through screening process during the summer must be prioritized by the school district for evaluation and assessment. While state law does not mandate school districts to provide summer services unless required in an individual child's IMP, if resources/staff are available, school district may complete the evaluation during summer time. Children will be assessed using culturally and linguistically appropriate procedures.

Per Head Start Program Performance Standard 1302.33(a)(5)(ii) if a child has a significant delay, Head Start should partner with parents to help the family access services and support to help address the child's identified needs. If a child is identified during the summer, a program may use program funds for such services and supports when no other sources of funding are available.

A referral from a HS, MSHS, and AIAN to a local LEA for evaluation/assessment and eligibility, the following evaluations and assessments will be provided with the referral (including parent contact information):

Head Start will collaborate with the LEA to complete the Special Education referral forms. They will also send a copy of the developmental screener- the Early Screening Inventory (ESI), and any relevant information such as the Child Observation Record (COR) to the LEA.

Upon receipt of a HS, MSHS, and AIAN referral the school district will follow the following procedure(s) and timeline for timely eligibility determination (Include timeline for contacting parent to receive consent for eligibility determination):

1. The LEA and Head Start will collaborate to determine which areas to assess.
2. Head Start will share screening information and assessments/observations.
3. Release of Information will be signed by parent and shared with LEA.
4. Sharing of resources (interpretive services) will be determined on a case by case basis.

Discuss how HS, MSHS, and AIAN will communicate to a local LEA on summer identified students and how the LEA will prioritize and conduct timely evaluations.

Head Start takes applications during the summer. If a possible referral for screening becomes necessary, Head Start will discuss Child Find process and encourage the family to attend Child Find screening.

Please describe how referrals will be managed over the summer months when the LEA is on break, if applicable:

Head Start will encourage parents of students who may qualify for special education services to attend a child find screening. If a need arises that occurs outside of child find dates, Head Start will contact LEA to discuss need for screening/referral.

The people listed below will be responsible for ensuring Referral is share in a timely manner and appropriate follow-up is completed for the family.

If the Head Start Program identifies a McKinney-Vento eligible student, the program should contact the school district McKinney-Vento Homeless Liaison. The district McKinney-Vento Homeless Liaison will work with the family to coordinate applicable benefits. The Idaho State Department of Education keeps a currently list of district liaison's at [Idaho State Department of Education Federal Homeless Program](#)

Agency	Contact Name	Phone/Fax	Email
Head Start Program	Karen Nieto – Disabilities Coordinator	208-736-0741 ext. 1119	knieto@csi.edu

Agency	Contact Name	Phone/Fax	Email
	Gwen Ruggles – Center Supervisor	208-423-9683	gruggles@csi.edu
District Name: Kimberly SD	Marygrace Ahern- SPED/Federal Programs Director	208-423-4170 ext. 3052	mahern@kimberly.edu
	Deb Metts- preschool	208-423-4170 ext 3022	dmetts@kimberly.edu
	Tara Parks-preschool	208-423-4170 ext 3064	tparks@kimberly.edu
Migrant/Seasonal Head Start			
District McKinney- Vento/Homeless Liaison	Marygrace Ahem	208-423-4170 ext 3052	mahem@kimberly.edu

SECTION C. PROCEDURES FOR EXCHANGE OF INFORMATION

Discuss and document how information about children will be exchanged between agencies according to HIPAA and FERPA regulations and agency protocols. (Authorization for Exchange of Confidential Student Information, Head Start Authorization for Mutual Exchange of Information and Migrant Seasonal Head Start, Authorization for Release of Confidential Information (CCI/MSHS form)).

CSI HS/EHS and Kimberly School District will use the above forms and protocols to exchange information.

Authorization for Exchange of Confidential Student Information: [Referral to Consider Special Education and Evaluation](#) (This link works best when opened in Internet Explore).

SECTION D. RESPONSIBILITY FOR EVALUATION/ASSESSMENTS

Evaluation/assessment information should reflect the current functioning of the child. Head Start and the LEA should consider the needs of the child, the evaluation/assessment tools used, and IDEA requirements for eligibility.

The LEA is responsible for determining eligibility as outlined in the Idaho State Special Education Manual.

Parental involvement is required in the evaluation and assessment process. The LEA is responsible for ensuring interpreters are available and necessary accommodations are made for parents with limited proficiency in English or who are hearing impaired, for the IEP meeting. The LEA and HS programs will share responsibility to assure that language needs are met for parent involvement.

Head Start is required to maintain a copy of the LEA's Referral to Consider Special Education Evaluation - (MSHS Consent for Evaluation) in the Child or Family file of each child referred.

Evaluation Contacts				
Please list the primary evaluation contact from each agency (if different from those listed above). If requirements/contacts are not the same throughout the district, please list information separately for each school that has unique requirements. Also, note any contacts/requirements by school for services during the summer.				

Agency	Contact Name/Position	Phone/Fax	Email	Best Date and Time
District Name:	Same as above			
Head Start Program	Same as above			

Schools/Programs with different contacts for summer evaluations should be listed below:

Agency	Contact Name/Position	Phone/Fax	Email	Best Date and Time
District Name:				
Head Start Program				

Additional Information:

SECTION E. ELIGIBILITY DETERMINATION AND IEP DEVELOPMENT

When determining eligibility, the LEA will review all available evaluation/assessment information that is available when written parental consent has been obtained. If the LEA determines that additional assessment/evaluation is necessary to determine eligibility for Special Education services, the LEA will conduct or arrange for needed assessment/evaluations.

Head Start program will provide the following to the LEA for students potentially eligible for Special Education Services:

- *Screening material and comprehensive developmental assessment.*
- *Authority to Release Information.*
- *Referral to Consider Special Education Evaluation*
- *Assist in contacting the parent, explaining process, and obtaining consent(s) at required points.*
- *Head Start/ MSHS can assist LEA in accessing translators.*
- *Act as the general education teacher during eligibility and IEP meetings.*

Eligibility for Special Education service is determined by the local school district via following the following steps:

- *LEA acknowledges referral from Head Start program within with a timely manner (10 school days).*
- *LEA will work with the Head Start program for the analysis of data collection for HS children who are already attending HS and are suspected of having a disability.*
- *LEA will coordinate and schedule the eligibility evaluation and assessment within a timely manner.*
 - *LEA obtains signed parental Consent for Assessment*
 - *LEA provides written procedural safeguards to parent in native language unless not feasible and collaborates with HS to provide an interpreter to explain the documents to facilitate parental understanding.*
 - *LEA schedules meeting.*
- *Eligibility evaluation and eligibility determination must be completed within 60 calendar days of signed consent for evaluation/assessment.*
- *Provide prior written notice for eligibility and educational placement, and copies of documents to parents.*
- *Students found eligible for an IEP must have the IEP developed and implemented within 30 calendar days from eligibility determination.*

- *LEA will invite a representative from Head Start to the IEP meeting).*

Please describe how the district will complete evaluation and assessment for eligibility determination, including timelines:

1. The LEA and Head Start will collaborate to determine which areas to assess.
2. Head Start will share screening information and assessments/observations.
3. Release of Information will be signed by parent and shared with LEA.
4. HS will collaborate with LEA to complete Referral to Consider Special Education form.
5. Sharing of resources (interpretive services) will be determined on a case by case basis.

HS, MSHS, and AIAN will provide the following assessments and evaluations to be used in determining eligibility:

- X Release of Information
- X Referral to Consider Special Education
- X Screening material
- X Comprehensive developmental assessments
- X Classroom observations and anecdotal information
- X Parent contact information and concerns
- Other - be specific:

Please describe how HS, MSHS, and AIAN and the district will share resources and coordinate for language interpretive services if needed:

The sharing of resources, including language interpretive services, will be determined on a case by case basis.

If the Migrant and Seasonal Head Start have provided evaluation/assessment services, they will send results of their assessments to school districts and the LEA will respond to the Migrant-Seasonal Head Start referral:

- *Review and consider acceptance of Migrant and Seasonal Head Start (MSHS) assessments for the purpose of determining eligibility for special education/ services.*
- *Conduct additional evaluations as needed, and when necessary, in the child's home language.*
- *Convene an IEP meeting with Head Start as a partner. The IEP team must include at least the parent, district administrator, special education teacher, or service provider responsible for implementing the IEP, general education teacher, individual who can interpret implications of evaluation results and other individuals who have knowledge or special expertise regarding the child. The Head Start personnel would qualify as the general education teacher for the IEP meeting.*
- *To meet the provisions of the Migrant Education Act and/or McKinney Vento Act, evaluation/assessment results and/or IEP documents will be promptly forwarded*

when child moves to a new school – (by contacting the district homeless coordinator and/or the request has been made by the new district. (34 CFR 99.31 (a) (2) FERPA)

The Problem Solving/Eligibility meeting is the time for parents, school district staff, and Head Start staff to discuss the assessment results and determine eligibility for special education, plan services, and develop an IEP.

List the preferred day, time, and place for Problem Solving/Eligibility meeting(s):

Established day: To be determined on a case by case basis
Established time:
Scheduled as needed:
Meeting place: As determined by the eligibility team

SECTION F. LEAST RESTRICTIVE ENVIRONMENT

The Individuals with Disabilities Education Act (IDEA) requires that students with disabilities, including preschool students, are educated to the maximum extent appropriate in regular classes with supplementary aids and services. Section 612(a)(5) IDEA and 34 CFR 300.114-300.118

The LEA is responsible for providing Free Appropriate Public Education (FAPE) to a preschool child with a disability and must ensure that FAPE is provided in the Least Restrictive Environment (LRE) where the child's unique needs (as described in the child's IEP) can be met, regardless of whether the local educational agency (LEA) operates public preschool programs for children without disabilities. OSEP Letter 2/29/2012

Head Start may serve as the General Educational Setting within the Least Restrictive Environment for students that qualify for Head Start services.

Describe how the LEA will provide special education resources such as Itinerant teachers, Speech pathologists, OT/PT, classroom aides, facilities/ space, training/consultation, Special Ed. transportation, curriculum, and other:

The IEP team will determine which services are needed and how/when/where that service will be delivered.

If special education transportation will be provided, school district representative will sign in-sign out child using Idaho CACFP Daily Sign In & Sign Out Sheet.

Describe how Head Start will share evaluation/ assessment information, student progress on IEP goals and Early Childhood Outcomes, etc. with the LEA:

If an ROI is signed by parents, then Head Start staff will share information that the LEA needs to complete evaluations and services.

Describe how the LEA Special Education teacher will collaborate and coordinate with the Head Start program related to annual IEP meetings, parent/teacher conferences, and provide training and oversight of the IEP goals:

Early Childhood Special Ed teacher will contact Head Start prior to progress reports being completed to gain information for the progress report. During the IEP, the team will determine how/what goals Head Start will collect data on. Early Childhood outcomes will be shared between the LEA and Head Start.

SECTION G. KINDERGARTEN TRANSITION

Head Start will participate in Kindergarten transition activities with LEAs to assure that student have a seamless transition into Kindergarten. The Grantee has an obligation to assist parent in the transition from Head Start to the public school and in collaboration with parent to notify the school of the child's impending enrollment. HS 1308.21(b)(c).

Describe how the LEA will assist students in Head Start on IEPs in transitioning into Kindergarten in the areas of parent involvement/education, meeting with the receiving teacher, IEP revision (if necessary), visit the Head Start program/home to meet student, and the transfer of records:

The LEA will invite the Head Start individuals to the transition meeting that is planned by the LEA. Individual student transition needs will be addressed during that time.

Describe how the Head Start Program will assist students in Head Start on IEPs in transitioning into Kindergarten in the areas of parent involvement/education, meeting with the receiving teacher, participate in IEP revision (if necessary), visit the receiving classroom, and the transfer of records:

Head Start staff will attend transition meetings scheduled by the LEA.

Kindergarten Transition Contacts

Please list the primary Kindergarten transition contact from each agency (if different from those listed above).

Agency	Name/Position	Phone/Fax	Email	Best Date and Time
District Name: Kimberly SD	Marygrace Ahern	208-423-4170 ext. 3052	Mahern@kimberly.edu	8am- 4pm
Head Start Program	Gwen Ruggles	208-423-9683	gruggles@csi.edu	

Please describe how the LEA will address the evaluation/assessment needs of students referred from Head Start less than 60 days from the end of the school year.

1. LEA early childhood special education teacher will observe the child.
2. Signed consent as needed.
3. The evaluation would continue into the school year as needed (60 days).

SECTION H. ADDITIONAL CONTENT

Please document other agreements that have been negotiated between the LEA and the Head Start Grantee. Content should clearly described the agreement, who is responsible for implementation, and the agreed upon timeline. All additions must be consistent with policies and regulations, Head Start Program Performance Standards, and Other Regulations; 45 CFR 1308 §1308.6 and Part B of IDEA.

SHARING RESOURCES

The LEA and Head Start Grantee will make efforts to coordinate activities and collaborate with other community agencies and programs. Examples of resource sharing include: parenting classes, facilities, joint training of staff and parents, and professional development training opportunities.

Please describe joint activities or resource sharing that is planned between the Head Start Program and the LEA:

LEA and Head Start will share training opportunities and resources as available.

SECTION I. DISPUTE RESOLUTION

If there are concerns regarding compliance with this agreement, please address the issue directly with the individuals involved and if necessary, that individual's supervisor. If this does not satisfactorily resolve the concern, please alert the signers of this document to the concern.

Facilitation may occur between agency and family or agency and agency. All participating agencies agree to follow the dispute resolution process outlined in the current State Early Childhood Interagency Agreement.

SECTION J. GENERAL PROVISION

This protocol becomes effective on the date signed by all parties and will be considered current through the date listed below (no longer than two years from signature date).

This protocol will be kept current by all participating agencies. Contact names and information can be updated without a formal review by all parties, but updated information must be shared with all those listed in the Protocol document. The agreed upon provisions may be modified or changed upon a written amendment signed by all parties.

This protocol shall be jointly reviewed by all parties at least annually. Any party may initiate a review and propose revisions; however, the LEA has the responsibility to initiate the review of this protocol annually. An Assurance for Early Childhood Interagency Protocol shall be submitted with the District's IDEA Part B and Preschool application for funding in the fall of each year.

SECTION K. SIGNATURE SECTION

Agreement Effective Dates:

(Agreement must be jointly reviewed annually and rewritten every two years)

X [Signature] X K Nieto 7/1/20
School District Signature Head Start Grantee Signature

Address: 141 Center Street West Address: 998 Washington St N
City: Kimberly City: Twin Falls
State, Zip Code: ID 8301 State, Zip Code: ID, 83301
Phone: (208) 423-4170 ext.3052 Phone: (208) 736-0741 ext 1119
Email: mahern@kimberly.edu Email: knieto@csi.edu

Documentation of Annual Review:

This Protocol Document was jointly reviewed on: (Date) 8 August 2021

- No changes are needed at this time.
- The contact names/information have been updated.
- Protocol document was renegotiated and revised.

X [Signature] X K Nieto
School District Signature Head Start Grantee Signature

Address: 141 Center St W Address: 390 Falls Ave
City: Kimberly City: Twin Falls
State, Zip Code: ID 83341 State, Zip Code: 20, 83301

Phone: (208) 423-4170 x3309 Phone: (208) 736-0741 x1119

Email: Mahern@kimberly.edu Email: Knieto@csi.edu

Please Note:

When updated, copies of this protocol shall be distributed to the following:

- *Head Start Grantee and Part B Administrators*
- *District Preschool Teachers*