INTERAGENCY AGREEMENT BETWEEN

OHIO HEARTLAND COMMUNITY ACTION COMMISSION HEAD START

And

CRAWFORD COUNTY SCHOOLS AND CRAWFORD COUNTY AGENCIES

1. Rationale

This joint agreement provides a framework and outlines roles, responsibilities and guidance for local collaboration between Ohio Heartland CAC Head Start/Early Head Start, Mid-Ohio Educational Service Center/Preschool, North Central Ohio Educational Service Center, Crawford County Board of Developmental Disabilities (DD)/Fairway, Early Intervention and Crawford County Schools to develop a specific collaborative and cooperative agreement to serve preschool children who are eligible for special education services under IDEA (Individuals with Disabilities Educational Act) in compliance with Federal and State laws and regulations. This agreement will be effective from July 1, 2020 until June 30, 2021.

2. Parties Involved

An Interagency Agreement is established between Ohio Heartland CAC Head Start, Mid-Ohio Educational Service Center, Crawford County Board of DD/Fairway, Early Intervention Central Coordination, and the School Districts in Crawford County. These agencies and schools include Bucyrus City, Buckeye Central, Colonel Crawford, Crestline Exempted Village (EV), Galion City, Wynford, Fairway, Mid-Ohio Educational Service Center, Early Intervention and North Central Ohio Educational Service Center (NCOESC). This agreement will be updated annually to assure that local needs are being met with regards to prompt and appropriate services to pre-school children with disabilities.

School Districts

Ohio School Districts are required by the child identification process provisions of the IDEA (Individuals with Disabilities Educational Act) to locate, identify and evaluate all children residing within their boundaries who may be eligible for special education services. Ohio school districts are required to provide services to children ages three through five years with disabilities who are determined eligible for special education and related services.

Head Start/Early Head Start

Head Start/Early Head Start grantees and delegates are required to make available a minimum of 10% of their funded enrollment for children with disabilities. This will be accomplished through placement of children with disabilities and dual programming between Head Start/Early Head Start, Early Intervention and Preschool services through the local school districts on a case by case basis.

Crawford Board of DD

The Crawford County Board of DD/Fairway offers services to students and families from birth through age 5 and high school. The Early Intervention Program in coordination with Help Me Grow offers services for children birth to three, who are developmentally delayed or at risk of having a delay. The Early Intervention Program follows the Primary Service Provider model offering services in a child's natural environment either by a Developmental Specialist, Speech Therapist, Occupational Therapist or Physical Therapist, based on the child's need. The EI team offers support to families, hands-on training, home instruction and educational services. Students transitioning to preschool are placed in a program by testing done through their home school district.

The Crawford County Board of DD/Fairway offers a 4 day a week all day preschool for both special needs and typically developing students. It is a 5 star rated program from Step Up to Quality by the Ohio Department of Education and the Ohio Department of Job and Family Services. Each classroom has a teacher and an assistant. There are 5 all day classrooms that provide services for each of the schools in the county. Services provided include speech therapy, occupational therapy, physical therapy and aquatic therapy. Students also participate in group speech and group OT activities and weekly gym classes. Several community members are involved in programing at Fairway and Family Fun and educational nights are held throughout the year. When it is time to transition to Kindergarten home districts work with Fairway to provide a smooth transition.

The Crawford County Board of DD/Fairway Pioneer Classroom is located in Shelby at the Pioneer Career and Technology Center. The Multiple Disabilities classroom has a teacher and two assistants and can have 8 students. Students attend academics with the Fairway teacher and then participate in labs of horticulture, environmental services, hospitality or auto tech.

Crawford County Help Me Grow (Home Visiting Program)

Help Me Grow Home Visiting Program provides expectant or new parents the information and support they need to be prepared for the birth of their child and provides ongoing education and support for families to maximize their child's health and development to age 3.

Early Intervention

Early Intervention provides coordinated services for infants through the age two with disabilities or developmental delays. Early Intervention consists of a service coordinator from CC Public Health and service providers through Crawford County Board of DD who work together to provide supports and resources to enhance learning and development through everyday routines.

Mid-Ohio Educational Service Center

Mid-Ohio Educational Service Center believes that each child is a unique individual with an unlimited capacity for learning and offers a variety of services for children with special needs ages 3-5. Mid-Ohio Educational Service Center has itinerant services. Therapy services are also provided based upon the IEP. The MOESC provides itinerant services and all related services including teachers for the visually impaired.

North Central Ohio Educational Service Center and
Mid-Ohio Educational Service Center - Parent Mentor

The Parent Mentor Program is designed to provide the necessary support and resources for the families of children with disabilities and the professionals who serve them. The Parent Mentor acts as a liaison between the parents and school to help guide families through the Special Education Process.

North Central Ohio Educational Service Center

North Central Ohio Educational Service Center philosophy mirrors that of the Ohio Department of Education Division of Early Learning and School Readiness. We support the following principles:

- All children are born ready to learn;
- Relationships are influential;
- Environments matter; and
- Communication is critical

The NCOESC provides itinerant services and all related services including teachers for the hearing and visually impaired.

3. **Joint Responsibilities**

When serving children in accordance with Federal Regulations, Head Start/Early Head Start grantees and delegate agencies in partnership with the previously named school districts are required:

- To ensure that parents are equal partners in the process and that parental rights with regard to identification, evaluation, and provision of services and exchange of information are observed.
- To provide screening services
- To work in collaboration to conduct an ETR to determine eligibility for services

Collaboration between public schools, agencies and the Head Start/Early Head Start program improve services to young children with disabilities and their families while making use of available resources and avoiding duplication of effort. The purpose of this agreement is to outline roles, responsibilities and guidance for local collaboration between Head Start/Early Head Start, various agencies and the schools of Crawford County. This agreement shall address the following components

A. Participation in Child Find
B. Joint Training of Staff and Parents
C. Procedures for Referrals, Assessments, IEP Development, and Placement.
D. Transition
E. Resource Sharing
F. Commitment to Provide a Count of Children to the School Districts
G. Update of Local Agreements Annually

I. Child Find/Identification of Children with Disabilities

A. Participation in Child Find

1. The School Districts will follow Operating Standards for Ohio Schools Serving Children with Disabilities (See 3301-51).
2. The Crawford County Early Intervention /Help Me Grow Program links children to appropriate services and notifies the Local Education Agencies according to the rules regarding transition of children in the Early Intervention Central Coordination Program.
3. Head Start/Early Head Start collaborates with Crawford County Early Intervention /Help Me Grow, Crawford County Board of DD/Fairway, Mid-Ohio Educational Service Center, North Central Ohio Education Service Center (NCOESC) and the Local Education Agencies in locating and identifying children birth to compulsory school age. In the spring of each year, students registered for the next program year may be screened to identify suspected disabilities.

B. Eligibility

Children in Head Start/Early Head Start will be identified in accordance with Operating Standards for Ohio Schools Serving Children with Disabilities (See 3301-51).

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

- A free appropriate public education in the least restrictive environment
- An Individualized Family Service Plan (IFSP)
- An Individualized Education Program (IEP)
- Due process
- Notification of Procedural Safeguards
- Confidentiality
- Child Find and Identification

II. Joint Training for Staff and Parents

A. Each Agency may to notify the LEA's, Crawford County Early Intervention, NCOESC, Crawford County Board of DD, MOESC and Head Start/Early Head Start of training essential to a particular organization. Preparation time, costs associated with in-service training and time spent for presentation will be donated or negotiated for shared costs.

B. Informal training and consultation by Early Childhood Special Education staff will be provided to Head Start/Early Head Start staff to meet the needs of the children.

III. Referral Procedures for Referral, Evaluation, IEP Development and Placement

A. Screening and Referral Procedures

All agencies involved in this agreement shall follow established time lines in regard to children's identification and program referrals. 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 initial screening.

Head Start must refer a child to the Local Education Agency as soon as the need is evident. All referrals will be processed through Local Education Agency/respective Special Education Representative. Early Intervention will refer to the LEA following state established guidelines (see IV A).

Early Head Start children suspected of having a disability are promptly referred to the local Early Intervention Agency designated by the State Part C plan to coordinate any needed evaluations, determine eligibility for Part C services, and coordinate the development of an IFSP for children determined to be eligible under the guidelines of the State.

Local Education Agencies will utilize the differentiated referral process, reviewing information to determine whether a referred child is in need of non-special educational intervention or an ETR to determine the existence of a disability.

Head Start is mandated to provide a screening within 45 days after services begin. If a child scores in the re-screen range twice or the refer range, parent permission to refer the child to the Local Education Agency is obtained by the Head Start Intervention Manager.

Head Start or the district of residence will provide, but not be limited to, copies of the current screening tools, signed parental permission forms and any other pertinent information that is available for referral purposes to the Local Education Agency.

The local screening may be a part of the differentiated referral process to determine if there is a need for further evaluation. Screening results will be shared with parents. If there is evidence of a need for further evaluation, then with parent permission, the information will be forwarded to the appropriate LEA representative.

If, after all information has been reviewed, and an assessment is deemed necessary, the Local Education Agency will contact the parent and fill out the Referral for Evaluation Form, provide Prior Written Notice and obtain Parent Consent for Evaluation. Parents will be provided with a copy of the procedural safeguards for children with disabilities. An Evaluation Team Report (ETR) is completed within 60 days of parental permission to evaluate and an IEP within 30 days of the evaluation, if the results demonstrate this is a preschooler with a disability.

Early Head Start will complete the developmental screening, Ages and Stages (ASQ) on all children enrolled in the program according to the required periodic schedules of observation and recordings.

B. Evaluations

1. The Local Education Agency or designee is responsible for coordinating the ETR process. An Evaluation Team Report (ETR) must be completed within 60 days of parental permission to evaluate and an IEP must be completed within 30 days of the Evaluation Team Report.

2. The agencies involved in this agreement are responsible for assessments. Head Start/Early Head Start staff may be asked to assist with the evaluation in the following ways: release results of previously conducted screening, health history, and observations of a student.
3. The Local Education Agency will be responsible for scheduling the Evaluation Team Meeting and IEP meeting, if needed, as defined by the Ohio Administrative Code (3301-51). The Local Education Agency will send out (written/e-mail) invitations to the parties involved. If the child was referred by Early Intervention or Head Start, then a written invitation to the Evaluation Team Meeting and if needed an IEP/IFSP meeting will be sent to the Head Start Intervention Specialist or Early Intervention Service Coordinator. If a child was referred or is currently enrolled in Head Start or Early Intervention, then the file will be marked by the LEA.
4. After completion of the evaluation process, the referring agency will be notified of the results of the evaluation.
5. It is understood that some children exhibit developmental delays, but do not qualify for special education services as defined by the Ohio Administrative Code (3301-51). These children may require additional support for successful participation in the early childhood program and may meet the criteria of "at risk" children as defined by Head Start. Head Start may utilize the Individual Intensive Intervention Plan for these children. Intervention Plans are supervised by Head Start personnel and/or a specialist contracted by Head Start to develop the Individual Intensive Intervention Plan and provide services.

C. Individualized Education Program (IEP) /Individualized Family Service Plan (IFSP)

1. An Individualized Education Program (IEP) is developed by the IEP team and facilitated by the school district. Any IEP team member, including the parent may make suggestions for additions, deletions and/or revisions of the IEP goals.
2. The IEP must address all areas outlined in the Ohio Administrative Code (Chapter 3301-51).
3. If Head Start initiated the referral, is providing any type of services, or the IEP team is to consider Head Start as the least restrictive environment for placement, the Head Start Intervention Specialist/Manager will receive a (written/e-mail) invitation or phone call to the IEP.
4. The IEP must be reviewed at least annually.
5. The Local Education Agencies will comply with Ohio Department of Education guidelines for provision of services for extended school year. Actual services are determined through the IEP process. Summer programs operated by a variety of agencies may be considered as an option for extended year services.

6. The IFSP will be coordinated by Early Intervention for children determined to be eligible for Part C services.

D. Placement

The school district is responsible for assuring a free and appropriate public education. If placed in Head Start, they have access to all the comprehensive services offered by Head Start.

1. Head Start may be utilized as a placement by public schools for preschool children determined eligible for special education services. Children referred by community agencies (i.e. Early Intervention, Physicians, Health Consultants, etc.) and/or parents may be placed in Head Start. Local school districts will monitor the IEP with support of the Head Start classroom. All children identified with a disability or in need of an intervention will be placed with the approval of the Intervention Specialist/Manager and Family Engagement Manager from Head Start. The Head Start Intervention Specialist must be invited to the IEP meeting if Head Start is considered as a placement. Head Start resources cannot be committed without Head Start being involved in the IEP process and the approval of the Intervention Specialist. The children with special needs in any Head Start center, who have an IEP, will receive special education services through certified/licensed special education staff.
2. In addition to designated special education staff, Head Start staff may monitor the child's progress towards the IEP goals.

E. Personnel

1. Schools

Personnel providing special education services to children with disabilities must hold the appropriate certification and/or licensure as defined in OAS Chapter 3301-51-11. Itinerant teachers or related service personnel serving children in Head Start must complete the Documentation Form for Itinerant Special Education Teachers and Related Services Personnel for Criminal Background Check, Medical Statement and References and the form must be kept on file at the Head Start/Early Head Start center to comply with ODE/ODJFS staffing requirements.

2. Head Start/Early Head Start

Itinerant teachers or related service personnel serving children in Head Start must complete the ODE/ODJFS Documentation Form for Itinerant Special Education Teachers and Related Services Personnel for Criminal Background Check, Medical Statement and References and the form must be kept on file at the Head Start/Early Head Start center to comply with ODJFS staffing requirements.

F. Dispute Resolution

Children with disabilities are afforded all rights in accordance with Chapter 3301-51 of the Ohio Administrative Code. Procedures outlined in the Ohio Administrative Code will be followed regarding dispute with any agency providing services. This process may be initiated by Head Start, the school district of residence of the child, the parent or the school district or other educational agency providing the special education or related services.

Complaints regarding services provided by Head Start programs licensed by the State of Ohio Department of Job and Family Services would be directed to that state agency (Help Desk Toll Free 1-866-886-3537 option 4). Head Start/Early Head Start also has a parent grievance process identified under Ohio Heartland Community Action Commission and Community Complaint Procedure, Performance Standard 1304.50 (H).

IV. Transition

All parties will mutually determine a system for transitioning children in and out of the preschool program as well as across program options while ensuring placement of eligible children in the least restrictive environment.

A. Crawford County Early Intervention

The Service Coordinator is responsible for facilitating the transition of young children, birth to three years of age. The Service Coordinator has the responsibility of scheduling the appropriate meetings with parents, the support personnel, the local school representatives and explaining the transition process to the parents. Service Coordinators are to ensure a smooth transition from Early Intervention to other appropriate programs. For a child receiving Early Intervention services suspected of having a disability as defined by Part B of IDEA, an LEA representative will be invited to the Transition Planning Conference, with parent consent, along with any other identified participants chosen by the family.

When a child is referred for Part C services, the Service Coordinator will notify the school district and follow DODD (Department of Developmental Disabilities) guidelines. When a child is referred less than 90 days prior to the child's third birthday, the Service Coordinator will work cooperatively with the school district to complete the evaluation even though they may start receiving services through the Early Intervention system. If a referral is received within 45 days of the child's third birthday, a referral is made to the LEA and Early Intervention timelines do not apply.

In order to ensure a smooth transition, the main providers will be invited to the ETR and/or IEP meeting. This will ensure the parents a smooth transition regardless if the child qualifies for Part B services.

1. By the child's third birthday, the Service Coordinator will:

- Review the IFSP for the final time.
- Inform family of access to records and offer family a copy of child's records.
- Explain record destruction and the retention policy to the family.
- Complete Early Track transition/exit information.
- Service Coordinator will be invited to the child's ETR and/or IEP meeting
- Provide information related to preschool options

2. Collaboration of Assessments and Eligibility:

a. If a child turns three before December 1st of that year, the parents have the option (if eligible for Part B) to enroll in the preschool special education program in the fall of that year.

b. If a child does not qualify for Part B, parents will be referred to community preschools. Transition will be based on each individual case.

3. Part C: Notification of Transition:

The Early Intervention Contract Manager will send quarterly reports to the LEA (February 1st, May 1st, August 1st and November 1st).

4. Children in Early Intervention/Help Me Grow that are Transitioning:

Service Coordinator/Home Visitor will do an exit screening to ensure that the child has no developmental concerns. Service Coordinator/Home Visitor will provide parents with preschool information. Once the parents decide which program, that agency will be invited to the

transition meeting. After the parents sign a release, the information will be shared with the referring agency. A record review will be completed when/if the LEA is invited to the meeting. Determining the "suspected disability" is the responsibility of the LEA, using the information from Early Intervention/Help Me Grow.

B. Preschool to Kindergarten

1. Local Education Agency

a. A transition conference may be held with the Local Education Agency or a designee, the parent, and all preschool programs providing services. The Transition Planning Form will be completed by the Local Education Special Education Representative during the transition conference. Section 645 A (c) (2) Programs do not have flexibility to enroll children who are old enough to attend kindergarten in their school districts, but have IEP's that state they need another year of preschool. If a program intends to enroll a child with an IEP, it must ensure the child meets Head Start age requirements.

b. If children are enrolled in Crawford County Board of DD/Fairway Preschools, then the Local Education Special Education Representative will determine protocol for scheduling transition meetings and who to invite to the transition meetings.

c. The child may go through kindergarten screening.

d. If a re-evaluation is completed, the current special education program in coordination with the Local Education Agency Special Education Representative will send out invitations to individuals involved with the child as well as to the building principal where the child will be attending kindergarten. The ETR and/or IEP meetings will take place before the end of the current school year, whenever possible.

2. Head Start

Head Start is responsible for facilitating the transition of young children between Head Start/Early Head Start and the public schools of Crawford County.

a. During the Head Start registration period, the Head Start student's parents sign a Release of Information Form giving Head Start permission to forward information to the child's school district of residence (as mandated by Head Start Policy or requested by the Local Education Agency) for transition to kindergarten.

b. Head Start will develop and distribute information for parents regarding kindergarten registration dates and kindergarten screening dates.

c. Head Start provides parents with a kindergarten registration/screening packet including documents requested by the Local Education Agency.

d. For the children that are eligible for kindergarten, Head Start may arrange a visit to a kindergarten classroom with the cooperation of the schools in Crawford County. Visits are arranged to assist Head Start children with their understanding of kindergarten and provide Head Start teachers with an idea of the structure of the kindergarten classroom.

e. The kindergarten screening may include participation by Head Start staff. The Local Education Agency provides the training for participation in screening.

f. Head Start encourages Crawford County School teachers to visit Head Start centers to increase awareness of the Head Start program.
g. Head Start will develop and distribute information regarding the Head Start program to elementary school personnel. The information distributed provides an overview of the Head Start program.

h. Head Start arranges individual meetings with representatives of Crawford County Schools (building principals, assistant superintendents, and kindergarten teachers) and between Head Start and Crawford County Schools, as needed.

C. If a child enrolls in Head Start with an existing IEP

1. The Head Start Intervention Specialist/Manager will release the information to the Special Education Representative of the Local Education Agency with a signed parent release.

2. The team will meet to discuss and review the IEP and will make any necessary changes to meet the needs of the child.

V. Maximizing Services through the Joint Utilization of Resources

Resource Sharing
Students will receive special education services through Public Preschool, Head Start, Special Education Programs or Itinerant Services even if they are involved in other programs. It is mutually beneficial for evaluations and implementation of the IEP to be a joint effort of shared resources between Head Start and agencies/schools in Crawford County. Procedures for sharing information are encouraged for the following reasons:

- To provide optimum benefit to the child
- To avoid duplication of efforts

Children that are placed in Head Start receiving special education can receive services from all departments of Head Start, if needed.

VII. Update of Local Agreement Annually

The Interagency Agreement will be updated and reviewed annually by all parties involved to assure that local needs are being met with regard to prompt and appropriate services to eligible preschool students with special needs.

The Interagency Agreement will be reviewed annually by all parties involved, to assure that local needs are being met with regard to prompt and appropriate services to eligible preschool students with special needs. The implementation of the Interagency Agreement will be monitored and evaluated for effectiveness at the annual meeting.

As representatives of the Schools in Crawford County and various agencies including, Crawford County Board of DD, Early Intervention Central Coordination Program, Mid-Ohio Educational Service Center, North Central Ohio Educational Service Center and Ohio Heartland CAC Head Start/Early Head Start, this agreement is entered into on this 1st day of July, in the year 2020.
In signing this document, the parties commit themselves to upholding the intent of this agreement and an effective delivery system.

Mark Robinson, Buckeye Central Superintendent	**Date**
Matthew Chrispin, Bucyrus City Schools Superintendent	**Date**
Todd Martin, Colonel Crawford Superintendent	**Date**
Matt Henderson, Crestline Exempted Village Superintendent	**Date**
Jennifer Allerding, Galion City Schools Superintendent	**Date**
Fred Fox, Wynford Superintendent	**Date**
Court Sturts, Crawford County Board of DD Superintendent	**Date**
B Kimmel **Kevin Kimmell, Superintendent, Mid-Ohio Educational Service Center Preschool**	7/30/2020 **Date**
Dr. James Lahoski, North Central Ohio ESC Superintendent	**Date**
Pam Kalb, Help Me Grow Contact Manager /Early Intervention	**Date**
Andrew J. Devany, OHCAC Executive Director	**Date**
Debbie Schuster, OHCAC Head Start Director	**Date**
Paula Langenderfer, OHCAC Head Start Health & Education Director	**Date**
Diane Howard, OHCAC Head Start Family Engagement Director	**Date**