

Children’s Integrated Services Early Intervention and Local Education Agency Regional Interagency Agreement Template

Effective Date:		Annual Review Date:	
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Contact Information for CIS-EI Part C			
CIS-EI Director Name		CIS-EI Coordinator Name	
CIS-EI Agency Name		CIS-EI Agency Mailing Address	
CIS-EI Main Phone #		CIS-EI Additional Phone #(s)	
CIS-EI Fax #		CIS-EI Primary Email Address(es)	

Contact Information for LEA Part B			
Superintendent Name		Director of Student Support Services Name	
ECSE Coordinator Name		Additional ECSE Coordinator(s) Name(s)	
Supervisory Union*		SU #*	
Supervisory Union Mailing Address*		SU Primary Contact Name*	
SU Primary Phone #*		SU Fax #*	
SU Primary Email Address*		Additional SU Contact Info (if applicable*)	

* Add rows if this agreement is serving multiple SU’s

This tool aligns with the State Interagency Agreement available at:

https://education.vermont.gov/sites/aoe/files/documents/edu-early-education-state-part-c-interagency-agreement_0.pdf

This regional Interagency Agreement must ensure and describe provision for a comprehensive Child Find and effective transition system which includes the following:

- Meeting Frequency between LEA(s) and the Part C CIS-EI Program for effective collaboration and coordination.
- Data and child-specific documentation sharing.

Public Awareness and Child Find activities.
 Transition processes and protocols.

CIS-EI and LEA Regional Interagency Agreement Signatures:

CIS-EI Regional Agency		LEA Designee	
Name (Print)		Name (Print)	
Signature		Signature	
Title		Title	
Date		Date	

Note any special circumstances that may affect this agreement:

Each Regional Part C Children’s Integrated Services Early Intervention (CIS/EI) program and Part B Lead Education Agency (LEA) may develop, maintain and implement a Regional Interagency Agreement (IAA) that is consistent with State rules and the State Interagency Agreement (IAA). By way of the State IAA for the provision of early intervention services, the role and responsibilities of regional CIS/EI programs and LEAs may be detailed and maintained in a Regional IAA. This Regional IAA complies with IDEA and the State of Vermont Special Education rules in order to support Each and Every Young Child’s Full and Equitable Participation available at: <https://47717snyayj49hh0r38uhcqo-wpengine.netdna-ssl.com/wp-content/uploads/2019/07/Vermont-Guiding-Principles-AOE-BBF-HMGV-HEECC.pdf>

Vermont Special Education Rules are available at: <https://education.vermont.gov/state-board-councils/state-board/rules>

IDEA Part C Regulations are available at: <https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr;sid=65e04594421191528ad86f073961470b;rqn=div5;view=text;node=34%3A2.1.1.1.2;idno=34;cc=ecfr>

State Interagency Agreement available at: <https://education.vermont.gov/student-support/early-education/early-childhood-special-education>

The regional interagency agreement is as follows:

Meetings to Support Part C & Part B Systems Collaboration

Activity	CIS-EI Part C role / responsibilities	LEA role / responsibilities
Describe the meeting frequency, including dates, times, and locations, for sharing of information and data at a system's level, as well as discussing continuous improvement around child find, transition, data sharing, planning, system's needs, etc. for effective coordination and collaboration.		
Describe meeting date(s), purpose(s): _____ _____ _____	CIS/EI Participants & Responsibilities:	LEA Participants and Responsibilities:

Data and Child-Specific Information Sharing

Activity	CIS-EI Part C role / responsibilities	LEA role / responsibilities
Describe the delineation of responsibilities and methodologies for any sharing of data between the regional CIS/EI programs and LEA's including assurances that any such data sharing is done in compliance with both the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and The Family Educational Rights and Privacy Act of 1974 (FERPA). <u>Data may include:</u>		
A. Current average number of children under age 3 screened by CIS-EI and LEAs annually		
B. Current average number of Part C CIS-EI referrals		
C. Current average number of CIS-EI Active caseload (regional and statewide data are also available at: https://dcf.vermont.gov/cdd/reports/part_c#Child_Count)		
D. Estimated number of children who are within 9 months of their 3 rd birthday		
E. Known/estimated number of children who receive Part C services and may be eligible for Part B services at age 3; Number of children who are ultimately determined eligible and placed on an IEP for Part B services by their 3 rd birthday.		

F. Other data, information, activities as agreed upon: _____ _____ _____ _____		
Activity		
Describe the delineation of responsibilities and methodologies for sharing any child-specific documentation or information between the regional CIS/EI programs and LEAs including assurances that this is done in compliance with both HIPAA and FERPA. <u>Information may include:</u>	CIS-EI Part C role / responsibilities	LEA role / responsibilities
A. Email and written correspondence such as LEA notifications, and B. Electronic/hard copies of children’s service/case file documents. G. Other documents/correspondence as agreed upon: _____ _____ _____ _____		
Child Find and Referral to CIS-Early Intervention		
Activity		
Delineation of responsibilities for public awareness and Child Find activities including pre-referral screening to identify children and their families who may be in need of early intervention services including: IDEA Regulation 34 CFR §303.302; State Rule: 2360.5.2 – page 35	CIS-EI Part C role / responsibilities	LEA role / responsibilities
a. Describe the processes for the preparation and dissemination of resources, materials and information for families on the availability of early intervention services to all primary referral sources (2360.5.2(3) – page 35).		

<p>b. Describe the processes for receiving and responding to referrals for children identified as the subject of a substantiated case of child abuse or neglect, or children identified as directly affected by illegal substance or alcohol abuse or withdrawal symptoms resulting from prenatal exposure (34 CFR 303.303(b) and the Comprehensive Addiction and Recovery Act of 2016), including developmental screening procedures if one has not already been conducted and referrals to CIS/EI regardless of the screening results for more information on CIS/EI services and follow-up supports.</p>	<p>Name(s) and role(s) of individual(s):</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>	
<p>c. As a primary referral source, describe the process* that LEAs use to identify, locate, conduct pre-referral screening using a screening tool such as Vermont’s Universal Developmental Screening tool: <i>Ages and Stages Questionnaire – ASQ-3</i>, including obtaining parental consent for screening, for children suspected of having a developmental delay or disability (34 CFR § 303.320, and 2360.5.2 (a)(3)(v) – page 35) and * include <i>timeline and formal, informal, and on-going screening processes</i></p>		
<p>d. Based on screening results, the process the LEAs use to refer children who may be in need of early intervention services, including obtaining at least the verbal consent of the parent for the referral, to the appropriate regional CIS/EI program where the child resides. It is recommended that LEAs use the CIS/EI referral form (http://cisparkers.vermont.gov/forms).</p>		
<p>e. In order to share screening results with regional CIS/EI, please describe your process to obtain written consent from parent for ‘release of information’ (name, DOB, town of residence, screening results) between agencies.</p>		
<p>f. Describe the process to inform parents of their child’s screening results.</p>		
<p>g. Describe your professional development needs for training and technical assistance related to screening and child find and the plan to implement.</p>		

Transition of Children with Disabilities at Age 3

Activity	CIS-EI Part C role / responsibilities	LEA role / responsibilities
<p>Delineation of roles and responsibilities between the CIS/EI regional agency and the LEA to support seamless C to B Transition and LEA notification for children who may be eligible at age three. In accordance with the 34 CFR §303.344(h), responsibilities shall include:</p>		
<p>a. Describe how all CIS/EI and LEAs will assure that all staff access the on line training modules as needed, available at: https://education.vermont.gov/sites/aoe/files/documents/part-c-to-part-b-AC-version.pdf.</p>		
<p>b. Describe the procedures CIS/EI will use for assessing evidence from State-approved evaluation tools, family/caregiver input, and ongoing assessment of development to indicate if the child may be eligible for Part B services so that an LEA notification can be made. (34 CFR §303.346, 2360.5.7(a)(i) – page 47)</p>		
<p>c. Describe the procedures CIS/EI will use for sending notification* to the LEA of children who may be eligible between 180 and 90 calendar days prior to the child’s 3rd birthday. (2360.5.7(b) – page 47), including to whom the LEA notice will be sent.</p> <p><i>* Note: LEA Notification must include the child’s name, date of birth, parent name, address, contact information, and the statement that the child may be potentially eligible for Part B services at age 3.</i></p>		<p>Name(s) and role(s) of individual(s) to receive the LEA Notice:</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>
<p>d. Discuss and verify procedures the regional CIS/EI program will use for sending notification to the State Education Agency (ie. the CIS/CDD) of children who may be eligible between 180 and 90 calendar days prior to the child’s 3rd birthday. (2360.5.7(c) – page 47)</p>		

<p>e. Describe the procedures or processes CIS/EI will use to coordinate Transition Conferences, including attaining parent/guardian permission, between 180 and 90 calendar days from the child's third birthday.</p>		<p>Name(s) and role(s) of individual(s) to receive the LEA Notice:</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>
<p>f. Describe the methods/processes CIS/EI will use to notify the LEA if parent/guardians do not provide permission for the Transition Conference. (34 CFR §303.209(c)(d), 2360.5.9(a)(1) – page 49)</p>		
<p>g. Describe the procedures or processes for CIS/EI to send documentation prior to the transition conference* to the LEA needed to support the LEA's determination of eligibility for Part B, 619 (2360.5.10.1 – page 50) referencing AOE form: "<i>IDEA Part C to B Transition...</i>", including obtaining parental consent an release of information.</p> <p>Records should include:</p> <ul style="list-style-type: none"> - release of information form signed by the parent(s) - formal state-approved evaluation(s) and any assessment(s) used to determine potential eligibility and that identify the child's present levels of functioning (including % of delay as applicable) - most recent One Plan - any documentation/ongoing assessments providing evidence of a child's present levels of functional development - any other pertinent records to support the LEA in determining Part B eligibility and developing the IEP <p><i>* Note: it is highly recommended that this occur at least 10 calendar days prior to the Transition Conference.</i></p>		<p>Name(s) and role(s) of individual(s) to receive the LEA Notice:</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>
<p>h. Describe the method/process CIS/EI will use for notifying the LEA if parent/guardians do not provide permission for the transfer of documentation.</p>		

<p>i. Describe the procedures for CIS/EI to effectively prepare families to attend the Transition Conference including using the “Moving on Booklet” (current version available at: _____) and any other relevant materials and other resources. (2360.5.9(a)(2) – page 49).</p>		
<p>j. Describe the procedures or processes by which an LEA representative will attend the Transition Conference held prior to 90 days from the child’s 3rd birthday and will inform parents/guardians of their rights under Part B. (2360.5.9(a)(4) – page 49)</p>		
<p>k. Describe the procedures or processes CIS/EI will use to ensure the development of a transition plan with steps and services, including attaining parent/guardian permission, between 270 and 90 calendar days from the child’s 3rd birthday. (2360.5.9(b) – page 49)</p>		
<p>l. Discuss and verify the LEA is using and completing the Agency of Education Form 6B: “<i>IDEA Part C to B Transition...</i>” (2360.5.10(c)) during the 90-day transition process.</p>		
<p>Describe the procedures or processes sending a meeting notice for the initial IEP meeting to the CIS/EI program at the request of the parent/guardian. (2360.5.10 (e))</p>		
<p>m. If CIS/EI receives a referral less than 135 days from the child’s 3rd birthday, and <u>more than 45 days but fewer than 90 days</u> before the 3rd birthday, discuss and verify that both CIS/EI and Part B are reviewing the late referral guidance (https://education.vermont.gov/documents/early-education-late-referral-process-guidance).</p>		<p>Name(s) and role(s) of individual(s) to receive the LEA Notice:</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>

<p>n. If CIS/EI receives a referral fewer than 45 days before a child's 3rd birthday, the CIS/EI program is not required to conduct an evaluation or conduct a One Plan meeting. If a child may be eligible for Part B services, describe the method/process CIS/EI will use to obtain parental consent and make a direct referral for the child to the LEA where the child.</p>		<p>Name(s) and role(s) of individual(s) to receive the LEA Notice:</p> <p>Contact Information including: Phone, fax, secure email, regular mail service</p>
<p>o. Describe the process or procedures between the LEA and CIS/EI in the event a school or CIS/EI program closes or undergoes other significant administrative changes to address updates to the Regional IAA including: Child Find and Transition processes.</p>		

For more information please see:

Vermont Special Education Regulations (Series 2360): <https://education.vermont.gov/state-board-councils/state-board/rules>

State Interagency Agreement: <https://education.vermont.gov/documents/early-education-interagency-agreement>

Transition guidance available at: <https://education.vermont.gov/student-support/early-education/early-childhood-special-education>

ECTA Resources available at: <https://ectacenter.org/>