

**Interagency Agreement Between  
Head Start of Lane County and Early Childhood CARES  
2012 – 2013**

Head Start of Lane County (HSOLC) program and Early Childhood CARES program of Lane County are committed to an integrated, collaborative, family-centered approach to serving age birth to five children who are eligible for *Early Intervention/Early Childhood Special Education (EI/ECSE) services* in a natural environment or an inclusive environment. The missions, rules and regulations of both agencies are compatible with each other as are the approaches to service delivery. In addition, both agencies desire to build upon their history of successful collaboration. It is in this spirit that HSOLC and Early Childhood CARES agencies enter into this interagency agreement.

This agreement is to cover the period of August 1, 2012 through July 31, 2013. This agreement will be reviewed and evaluated on an ongoing basis and can be adjusted if the need arises. The purpose of this agreement is to detail the relationship between Head Start of Lane County and Early Childhood CARES in their collaborative efforts to serve age birth to five children with disabilities and their families. Head Start of Lane County and Early Childhood CARES will make an active attempt to place and serve children with a variety of disabilities into Head Start and Early Head Start sites if the placement is consistent with the child’s needs and the family’s wishes.

**Authority:** Pursuant to ORS 190.110, State agencies may cooperate with each other in performing duties imposed on them. Under 34CFR 300.134, 34CFR 300.600, and ORS 343.041, Early Childhood CARES has been charged with the responsibility to provide general supervision and ensure appropriate services for all children who are eligible for early intervention and a free, appropriate public education to all children who are eligible for early childhood special education. Under ORS 343.055, Early Childhood CARES is required to administer a regional program for age birth to five children with disabilities. Under 45 CFR 1304, 1305, and 1308.5 (4), HSOLC is required to enroll no less than 10% of the total number of enrollment made available to children with disabilities and provide an appropriate, inclusive environment and adult guidance.

**HSOLC and Early Childhood CARES Interagency Agreement Provisions and Procedures**

<b>Early Childhood CARES</b>	<b>Head Start of Lane County (HSOLC)</b>
<b>General Responsibilities</b>	
Provide HSOLC with information on EI/ECSE requirements for serving age birth to five children with disabilities and changes as they occur.	Provide information to Early Childhood CARES on HSOLC requirements and changes as they occur.
Screen and/or evaluate siblings referred by HSOLC.	Collaborate with local child find activities, as appropriate.  Refer siblings of HSOLC children to Early Childhood CARES when appropriate.
Develop joint procedures with HSOLC to insure timely screening and referrals. (See attachment)	Complete ASQ and ASQSE according to HSOLC timelines and follow referral procedures. (See attachment)

<p>For children with ECSE goals in more than communication domain and who are transitioning into a Head Start placement, ECSE Specialist will:</p> <ul style="list-style-type: none"> <li>• Schedule a “transition in” meeting with Head Start staff.</li> <li>• Provide a copy of all referral, evaluation, and IFSP documentation. These are placed into the Head Start mailbox located in the Early Childhood CARES office. This will be done within 30 days of eligibility.</li> </ul>	<p>For a children transitioning into Head Start with ECSE services, teacher will:</p> <ul style="list-style-type: none"> <li>• Schedule a meeting with ECSE Specialist as soon as possible to plan for a smooth transition.</li> <li>• Put a copy of IFSP and all referral, evaluation, and IFSP documentation in child’s onsite hard file.</li> </ul>
<ul style="list-style-type: none"> <li>• A Consultation Notebook is provided by Early Childhood CARES for every classroom. EI/ECSE providers maintain ongoing documentation of EI/ECSE services for each child in the Consultation which include: <ul style="list-style-type: none"> <li>-Early Childhood CARES service calendar</li> <li>-HSOLC site calendar</li> <li>-Completed Team Information Form</li> <li>-service log page for each child with an IFSP</li> <li>-IFSP goals and objectives for each child (w/in 30 days of eligibility determination or IFSP meeting) <ul style="list-style-type: none"> <li>– This can be from the IFSP or a data collection sheet.</li> </ul> </li> <li>-Copies of all consultation notes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide HSOLC site calendar for the Consultation Notebook.</li> <li>• Maintain ongoing documentation of dates and relevant information of each child with an IFSP in the disabilities section of WebCAF.</li> <li>• Provide regional clerical support (Regional Manager and Regional Assistant) including but not limited to filing IFSP-related documents, distributing meeting notices and entering data into WebCAF as soon as it is available.</li> </ul>
<ul style="list-style-type: none"> <li>• At the end of the year, Early Childhood CARES staff take, service logs and all other information in the orange notebook except the consultation notes.</li> </ul>	<ul style="list-style-type: none"> <li>• At the end of the year, all consultation notes from the orange notebook are kept by Head Start.</li> </ul>
<ul style="list-style-type: none"> <li>• Will meet with DST to complete and discuss <i>Early Childhood CARES &amp; HSOLC Team Information</i> (attached) form</li> </ul>	<ul style="list-style-type: none"> <li>• Will meet with Early Childhood CARES specialist to complete and discuss <i>Early Childhood CARES &amp; HSOLC Team Information</i> (attached) form</li> </ul>
<ul style="list-style-type: none"> <li>• In the fall establish a schedule for team meetings for each classroom for the service year.</li> </ul>	<ul style="list-style-type: none"> <li>• In the fall establish a schedule for team meetings for each classroom for the service year.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend HSOLC staffing meetings for children on their caseload to update staff and parents on child progress. (This can be considered as a one of the consultation services and if it is, document it on the service log)</li> </ul>	<ul style="list-style-type: none"> <li>• DST will consider consolidating caseload of Early Childhood CARES providers when developing staffing schedules.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide consultation to HSOLC direct service team (DST) and parent(s) to all children with an IFSP.</li> </ul>	<ul style="list-style-type: none"> <li>• Request a meeting with Early Childhood CARES staff when there is need for additional consultation for any child with an IFSP.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide all ECSE services, specialized equipment &amp; materials, supplemental aids and modifications</li> </ul>	<ul style="list-style-type: none"> <li>• Request from Early Childhood CARES staff any specialized services, materials, equipment, etc. for a</li> </ul>

needed for service implementation, as prescribed on the IFSP.	child (or their parent) with an IFSP.
<ul style="list-style-type: none"> <li>• Provide monthly communication (enews) to parents on resources, trainings, articles, events and activities on how to foster development of their children with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute and display copies of enews to parents of children with disabilities.</li> </ul>
<ul style="list-style-type: none"> <li>• Inform HSOLC staff when any Early Childhood CARES person who works in the classroom is going to be absent. Advance notice is preferred when possible. If it is an extended absence or leave the plan for coverage will be communicated to HSOLC.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Early Childhood CARES staff of any HSOLC teacher is on extended absence or leave and plan of coverage.</li> <li>• Notify of any site field trips or other closures not on program calendar.</li> <li>• Notify Early Childhood CARES of child absences (as much advance notice as possible).</li> </ul>
<ul style="list-style-type: none"> <li>• Early Childhood CARES will convene an IFSP meeting to change services or placement or whatever is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Early Childhood CARES any changes that may result in a child not accessing IFSP services during any extended absence.</li> </ul>
<ul style="list-style-type: none"> <li>• Arrange for appropriate transportation through the appropriate school district when a child cannot ride a HSOLC bus.</li> </ul>	<ul style="list-style-type: none"> <li>• When appropriate and available, provide transportation to children with IFSPs to HSOLC.</li> </ul>
<ul style="list-style-type: none"> <li>• Early Childhood CARES will assign only identified staff access to HSOLC online database, WebCAF, as requested by Early Childhood CARES director and approved by HSOLC administration. Only “need to know” components of the database will be made accessible to identified staff. <ul style="list-style-type: none"> <li>○ Early Childhood CARES staff will not share their WebCAF password with other staff or service providers.</li> <li>○ Early Childhood CARES will notify HSOLC when a staff person leaves and no longer requires access to WebCAF.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Head Start will assign only identified staff access to Early Childhood CARES online database, ecWeb, as requested by HSOLC administration and approved by Early Childhood CARES administration. Only “need to know” components of the database will be made accessible to identified staff. <ul style="list-style-type: none"> <li>• HSOLC staff will not share their Early Childhood CARES password with other staff.</li> <li>• HSOLC will notify Early Childhood CARES when a staff person leaves and no longer requires access to database.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Monitor the child’s progress on goals and report outcomes to parents and whenever possible coordinate this with the times Head Start shares its progress reports with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• DST shares child’s progress and report outcomes with parents at home visits and parent teacher conferences.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain ongoing documentation of EI/ECSE services for each child in the Consultation Notebook through the service logs and consultation notes.</li> </ul>	<ul style="list-style-type: none"> <li>• DST will use service notes as information to develop/update individualization plans for each child with IFSP.</li> <li>• ECE Coordinator will maintain ongoing documentation of dates and relevant information of each child with an IFSP in the disabilities section of WebCAF.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure compliance for IFSP and services with all state and federal rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance for IFSP and services with all state and federal rules and regulations.</li> </ul>
<b>SCREENING</b>	
<p>Early Childhood CARES staff consults with HSOLC staff about screening results on children for which additional speech &amp; language screening is indicated by Head Start staff.</p>	<p>Ensure children have developmental, social emotional/behavioral and health screenings (including hearing) and when indicated speech and language screening, within 45 days of enrollment.</p>
<ul style="list-style-type: none"> <li>• In consultation with HSOLC Health Consultant, the SLP assists with referrals to pediatrician or Early Childhood CARES contracted audiologist if a child with speech and language delays has failed both SRA and OAE hearing screenings.</li> </ul> <p>Provide written results of hearing and audiologist screening to the HSOLC Health Consultant.</p>	<p>HSOLC staff informs Early Childhood CARES SLP Of children who need further hearing screening or an audiology evaluation.</p> <p>Maintain ongoing documentation of screening dates and relevant information of each child on WebCAF and hard file.</p>
<b>REFERRALS &amp; EVALUATION</b>	
<p>Work with HSOLC DST to ensure any child suspected of atypical development is referred to Early Childhood CARES for the necessary evaluations to determine eligibility.</p>	<ul style="list-style-type: none"> <li>• Teacher completes referral documentation (<i>see</i> Referral Coversheet PY12-13 Checklist)</li> <li>• Early Childhood Education (ECE) Coordinator documents on WebCAF (<i>see</i> Referral Coversheet PY12-13 Checklist).</li> </ul> <p>Cooperate with Early Childhood CARES staff to provide time and space for conducting evaluations at the HSOLC site.</p>
<ul style="list-style-type: none"> <li>• Give completed Early Childhood CARES consent for evaluation form to HSOLC to obtain parent(s) signature.</li> <li>• Evaluate (including screening hearing as indicated) as soon as possible after obtaining parent consent to evaluate children referred by HSOLC.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with families to complete Early Childhood CARES consent to evaluate form provided by Early Childhood CARES.</li> <li>• Early Childhood Education (ECE) Coordinator documents in screening and referral on WebCAF date of signed Early Childhood CARES form.</li> </ul>
<p>Review referrals for children who need more or other than a speech &amp; language evaluation. Discuss with HSOLC staff as needed to determine if (and what kind of) evaluation is needed.</p>	
<p>Notify HSOLC DST who will take the lead on an evaluation.</p>	<ul style="list-style-type: none"> <li>• Provide Early Childhood CARES screening information and results from screening tools.</li> </ul> <p>Early Childhood Education (ECE) Coordinator documents on WebCAF.</p>
<p>Schedule and conduct the eligibility and IFSP team meeting with the family.</p> <ul style="list-style-type: none"> <li>• Notify appropriate HSOLC staff of eligibility, placement and IFSP team meetings (Regional Manager, Teacher, Family Advocate, CD/DC or</li> </ul>	<p>Attend scheduled eligibility and IFSP team meetings to ensure appropriate HSOLC placement and services for children with disabilities and their families.</p>

ECE Coordinator as needed.	
<p>Provide HSOLC with a copy of the following documents placed in the Head Start mailbox located in the Early Childhood CARES office:</p> <ul style="list-style-type: none"> <li>-Signed Early Childhood CARES consent to evaluate in parent’s preferred language, whenever possible.</li> <li>- Signed receipt of Procedural Safeguard- located on the Mutual Exchange form.</li> <li>- Eligibility Statement.</li> </ul>	
<b>SPEECH &amp; LANGUAGE SERVICES</b>	
<ul style="list-style-type: none"> <li>• Collaborate with DST at HSOLC site.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with Speech and Language Pathologist (SLP) assigned to site.</li> <li>• Ensure that space is available for SLP to use phone, computer and/or complete documentation, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Schedule and conduct all IFSP team meetings with the family.</li> </ul> <p style="padding-left: 40px;">Notify HSOLC staff of IFSP team meetings including but not limited to; Regional Manager, Focal Teacher, CDD Consultant or ECE Coordinator.</p> <ul style="list-style-type: none"> <li>• Write IFSP with participation of team including speech goals and objectives for all children eligible for services. Provide copies of documents indicated above for The Consultation Notebook.</li> </ul>	<p>Appropriate Head Start Staff will attend all IFSP meetings as indicated by the individual staff and child’s needs. This could include, but is not limited to; Regional Manager, Focal Teacher, CDD Consultant or ECE Coordinator.</p>
<ul style="list-style-type: none"> <li>• Deliver quality speech &amp; language services to eligible children in natural environments or inclusive environments.</li> <li>• Consult with HSOLC teachers, as designated on the IFSP, on how to individualize services for IFSP child (ren).when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• HSOLC DST will embed IFSP goals on individualization plans in daily routines.</li> <li>• Collaborate with SLP with on-going updates of child progress on skills that relate to IFSP goals.</li> </ul>
<p>Monitor the child’s progress on goals and report outcomes to parents and whenever possible coordinate this with the times Head Start shares its progress reports with parents.</p>	<p>DST shares child’s progress and report outcomes with parents at home visits and parent teacher conferences. Coordinate IFSP progress meetings with Head Start parent and teacher conferences whenever possible.</p>
<ul style="list-style-type: none"> <li>• Provide all IFSP services for which they are responsible as indicated on the IFSP.</li> <li>• Maintain ongoing documentation of Speech and Language services on the service logs and with consultation notes for each child in the</li> </ul>	<ul style="list-style-type: none"> <li>• DST will use service notes as information to develop/update individualization plans for each child with IFSP.</li> <li>• ECE Coordinator will maintain ongoing documentation of dates and relevant information of</li> </ul>

Consultation Notebook.	each child with an IFSP in the disabilities section of WebCAF.
Coordinate with DST Transition to Kindergarten services.	<ul style="list-style-type: none"> <li>Coordinate with Early Childhood CARES specialist on Transition to Kindergarten services.</li> </ul>
<b>EI/ECSE SERVICES</b>	
<ul style="list-style-type: none"> <li>Collaborate with DST at HSOLC site.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with ECSE Specialist assigned to site.</li> <li>Ensure that space is available for ECSE Specialist to use phone, computer and/or complete documentation, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Schedule and conduct all IFSP team meeting with the family.</li> <li>Notify HSOLC staff of IFSP team meetings including but not limited to; Regional Manager, Focal Teacher, CDD Consultant or ECE Coordinator</li> <li>Write IFSP with participation of team including speech goals and objectives for all children eligible for services.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Head Start Staff will attend all IFSP meetings as indicated by the individual staff and child's needs. This could include, but is not limited to; Regional Manager, Focal Teacher, CDD Consultant or ECE Coordinator.</li> </ul>
<ul style="list-style-type: none"> <li>Deliver quality, specialized instruction within the HSOLC classroom, according to the IFSP.</li> </ul> <p>Consult with HSOLC teachers on how to individualize services for IFSP child(ren).</p>	<ul style="list-style-type: none"> <li>Gain knowledge/skills about how to embed IFSP goals in daily routines from ECSE Specialist and work on IFSP goals regularly.</li> </ul>
<p>Monitor the child's progress on goals and report outcomes to parents and whenever possible coordinate this with the times HSOLC shares progress reports with parents.</p>	<ul style="list-style-type: none"> <li>-Collaborate with ECSE Specialist concerning on-going assessment updates on skills that are similar to the IFSP goals.</li> <li>-Share child progress observations/ information on skills that relate to IFSP goals.</li> <li>-Coordinate IFSP progress meetings with Head Start parent and teacher conferences whenever possible.</li> </ul>
Coordinate with DST Transition to Kindergarten services.	Coordinate with Early Childhood CARES specialist on Transition to Kindergarten services.
Provide all IFSP services for which they are responsible for as indicated on the IFSP.	<ul style="list-style-type: none"> <li>DST will use service notes as information to develop/update individualization plans for each child with IFSP.</li> </ul>
Maintain ongoing documentation of EI/ECSE	<ul style="list-style-type: none"> <li>ECE Coordinator will maintain ongoing</li> </ul>

services on the service log and through consultation notes for each child in the Consultation Notebook.	<p>documentation of dates and relevant information of each child with an IFSP in the disabilities section of WebCAF.</p> <ul style="list-style-type: none"> <li>• In Early Head Start, the Child Development Disabilities specialist will maintain ongoing documentation of dates and relevant information of each child with an IFSP in the disabilities section of WebCAF.</li> </ul>
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**BEHAVIOR/MENTAL HEALTH SERVICES**

Head Start will collaborate with Early Childhood CARES and mental health providers to effectively serve children identified with social, emotional, and behavior concerns while enrolled in Head Start. The collaboration will maximize ECSE Behavior Services and Mental Health Services and provide each child and family with appropriate intervention. Details of how this will be accomplished is in an Interagency Agreement Addendum attached.

**IMPASSE PROCEDURES**

<b>If a problem situation is identified, our goal is to collaborate to find an agreeable solution, as soon as possible, for everyone involved.</b>	
Meet with DST, CDD Consultant and Regional Manager to define the impasse issue.	DST, CDD Consultant and Regional Manager meet with Early Childhood CARES staff person involved to define the impasse issue.
Generate possible solutions, prioritizing each, selecting one to start with.	Generate possible solutions, prioritizing each, selecting one to start with.
Set timelines.	Set timelines.
Collect documentation that provides current information on the child’s status in all areas of development: health (medical, dental, nutrition), social/emotional, education, ECSE, and family services.	Collect documentation that provides current information on the child’s status in all areas of development: health (medical, dental, nutrition), social/emotional, education, ECSE, and family services.
If the issue is not resolved, share all documentation with Executive Co-Director of Early Childhood CARES. Executive Co-Director will review the documentation and situation and schedule a meeting with the HSOLC CDD Consultant and HSOLC Program Director to seek a mutually agreed-upon solution.	If the issue is not resolved, share all documentation with the CDD Consultant, who will share information with the HSOLC Program Director. Program Director will review the documentation and situation and meet with Early Childhood CARES Executive Co-Director to seek a mutually agreed-upon solution.
If the issue cannot be resolved with program staff, a mutually agreed upon mediator will be used.	If the issue cannot be resolved with program staff, a mutually agreed upon mediator will be used.

**SIGNATURE PAGE**

**This agreement is effective beginning September 1, 2011 and ending July 31, 2012.**

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**Gwyn Bachtle**

**Head Start Director  
Head Start of Lane County**

**Date:** \_\_\_\_\_

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**Judith Newman**

**Executive Director  
Early Childhood CARES**

**Date:** \_\_\_\_\_

**Edited 7/30/12**