

CHAMPAIGN COUNTY
BIRTH TO SIX INTERAGENCY AGREEMENT
2023-2024

I. Purpose Statement

The intent of this agreement is to assure that a family-focused and systematic process is designed and operationalized for Champaign County. Parental rights, confidentiality, and due process will follow state and federal laws in all cooperative activities between early intervention and early childhood agencies.

This system includes:

- screening, referring, and identifying children with disabilities (Child Find);
- meeting the needs of young children with disabilities and their families while conserving resources and avoiding duplication of services;
- exploring and/or expanding services in the least restrictive environment appropriate for each child;
- assisting families in their transition from early intervention (birth to three) services to other early childhood (three to five) services.
- sharing resources and disability information;
- providing joint training opportunities; and
- meeting eligibility requirements of participating agencies.

It is intended that this agreement be reviewed, revised, and signed annually in order to meet the needs of children and families in Champaign County.

II. Agency Identification

References throughout this agreement will be made to the sending agency and the potential receiving district(s).

The sending agency is Child and Family Connections #16.

The potential receiving agencies include the following:

- a. Champaign County RPC Early Childhood Education Program (CCRPC ECEP)
- b. Champaign Unit 4 School District (ECE)
- c. Child and Family Connections 16 (EI/CFC 16)
- d. Mahomet/Seymour CUSD #3 (ECE)
- e. Rantoul City Schools District #137 (ECE)
- f. Spectrum Early Childhood (ECE)
- g. Urbana School District #116 (ECE)

III. Effective and Renewal Dates Covered by This Agreement

This agreement will be in effect for the 2023-2024 program year and reviewed annually. All policies and activities affecting this will be evaluated at least annually and/or as the need arises and are dependent upon federal and state legislation.

These procedures are written to encourage and guide early childhood and early intervention programs to fulfill their obligations to young children (ages birth through 5) with disabilities and their families. This document outlines procedures of collaboration but in no way obligates one agency to provide services, facilities, or activities beyond those outlined in regulations as being the responsibility of the respective agency.

IV. Screening/Referrals

Children (ages birth through five years), enrolled in the early childhood programs or referred for screening to early intervention agencies, will be screened. Children identified with suspected disabilities will be referred for an evaluation.

Head Start

During mass screening events or within 45 days of enrollment in Head Start/Early Head Start, children will be screened with Ages and Stages Questionnaire (ASQ) and the Ages and Stages Questionnaire for Social/Emotional to identify suspected disabilities. These screenings include: developmental, sensory, behavioral, and vision. Additionally, within 90 days of enrollment, CCRPC ECEP will ensure the completion or follow-up of medical, dental, and nutritional services for enrolled children.

Upon suspicion of a possible disability, CCRPC ECEP staff will submit a written referral for the child, with parent permission, to the agency appropriate for an evaluation. CCRPC ECEP will provide documentation of parent permission to evaluate, parent permission to release information, and relevant screening and observation information.

Early Childhood

For early childhood programs, the "date of referral" is the date of written parental consent for an evaluation. Within 14 school days after receiving the written request, the early childhood program will decide whether to evaluate the child or not. If the district determines an evaluation is warranted, then the district must provide the parents with the paperwork to provide formal written consent. If the early childhood program determines that the evaluation is not

necessary, it must notify the parent in writing of the decision not to evaluate and the reasons for the decision. Additionally, the early childhood program will notify CCRPC ECEP of this information in writing.

Early Intervention

For early intervention, CFC will contact the parent within 2 business days to set-up a meeting to complete paperwork and dates for an evaluation.

V. Evaluations

Early Childhood

During a period of up to 60 school days, ECE personnel can take the steps needed to complete the evaluation. If any part of the evaluation has been written in final form, it may be shared with the parent as well as the referring agency with parent permission.

Head Start

If the LEA does not evaluate the child, CCRPC ECEP is responsible for arranging or providing for an evaluation, using its own resources, and accessing others. However, if the LEA denies the request from CCRPC ECEP to evaluate but schedules the child for a screening appointment, CCRPC ECEP will wait until the LEA has completed their screening before making a decision to evaluate.

VI. Eligibility Determination

Early Childhood/Early Intervention/Head Start

Eligibility determination of a child must be made in accordance with Federal, State and local regulations, by a multidisciplinary team, which includes the child's parents.

(1) ECE/EI Responsibilities:

- a)** ECE or CFC will convene the IFSP/IEP Eligibility meeting and invite CCHS to be an eligibility team member, with parent/guardian consent.
- b)** The team will identify areas of need for evaluation purposes and identify which tools will be used and who will be responsible for completing those evaluations.

(2) CCRPC ECEP Responsibilities:

- a)** CCRPC ECEP staff will participate as members of the IFSP or IEP Eligibility Determination team for all special education decisions, with parent/guardian consent.

VII. Individualized Education Program (IEP) Timelines

Early Childhood/Head Start

- (1) The IEP meeting must occur within 60 school days from the date of the parent's written consent for the evaluation.
- (2) The IEP meeting must occur within 30 days after the team determines that the student is eligible to receive special education and/or related services, but no later than the 60 school days from the date of the parent's written consent.
- (3) The IEP must be reviewed at least once a year; however, an IEP meeting can be convened at any time to discuss changes or revisions.
- (4) Parents must be informed of their child's progress on IEP goals at least as often as parents of nondisabled children.

VIII. Individualized Family Services Plan (IFSP) Timelines

Early Intervention/Head Start

- (1) The IFSP meeting must be developed for the child and family within 45 days of the referral and implemented in a timely manner.
- (2) The IFSP needs a six month review and an annual evaluation needs to take place.

IX. Placement

Early Childhood

Before the special education services can begin, the parent must provide written informed consent to allow the ECE to proceed with the placement. Placement may begin no sooner than 10 days after the parent consents unless the parent gives permission for it to start sooner.

Head Start

CCRPC ECEP staff will participate in developing IFSPs/IEPs and determining placement for all students referred by CCRPC ECEP for evaluation and who qualify for EI/ECE services.

A review of goals and objectives will determine the appropriate placement option. When placement in Head Start or Early Head Start is determined to be appropriate, CCRPC ECEP and EI/ECE personnel shall be included in all future educational meetings regarding the child.

X. Transition Procedures

The Child and Family Connections service coordinator review transition plans with families throughout their Early Intervention experience. Child and Family Connections and other referring agencies and service providers will be responsible for the following activities, listed below, which will be initiated as a child reaches **2 years, 3 months** of age:

| <u>Age of child</u> | <u>Procedure</u> |
|---------------------|---|
| 27-30 months | <p>A. Service Coordinators will start discussion on transition with the family and get consent to share the child's information with the programs that the family chooses when the child is between 27 and 30 months of age. This could include, the school district, Head Start, private preschools, and private providers.</p> <p>B. The Consent to Release Information form (with Illinois Privacy Act and HIPAA laws disclaimer at the bottom) will indicate the parents agree to the exchange of the Transition Packet. Included in this packet will be a Consent for Release of Information Form, the Transition Referral Form, the current IFSP or service plan, all current therapy reports, Ages & Stages screenings any available birth and medical history information, and the Early Intervention to Early Childhood Tracking form.</p> <p>C. If the family consents to sharing their child's information with their school district, the Service Coordinator will send the Transition Packet to the school district and will coordinate a Transition Planning Conference to amend the IFSP or Service Plan to reflect transition goals and outcomes no later than the child being 33 months of age. The child's family, providers, and LEA are required to be invited to this meeting. If the LEA is not able to be present, information on the school district will be shared with the family.</p> <p>D. Families will be provided with current transition information and options, including "When I'm 3, Where Will I Be?" and "Educational Rights and Responsibilities: Understanding Special Education in Illinois".</p> <p>E. Inform all families of any available transition workshops and classes.</p> |
| 30-33 months | <p>A. With the consent of the family, if not already sent prior to 30 months of age and by 32 months of age, Child and Family Connections and/or private service providers will submit the Transition Packet (with all documents listed above) to the resident school district (if a child</p> |

reaches 3 years of age in June, July, August, or September, the Transition Packet will be submitted to the school district 90 days before the end of the school year, or March 1st, whenever possible). The school district representative will then sign and date the Transition Packet cover sheet and return to the CFC main office or CFC service coordinator.

- B. If not already completed, the Service Coordinator will schedule the Transition Planning Conference prior to the child turning 33 months of age.
- C. The Early Intervention Service Coordinator will schedule an Exit IFSP meeting with the child's EI team within 120 days of the child turning 3 years of age.

33-36 months

- A. All students transitioning from Early Intervention will be contacted for a domain meeting, play-based assessment, and/or record review. Once the assessment or record review is completed, an initial eligibility (and IEP, if applicable) meeting will be held, usually 1 to 2 weeks prior to the child's third birthday. However, in all cases, the initial eligibility and IEP meeting must be held before the third birthday of each eligible child. The school district or special education cooperative will notify the CFC of the outcome from the eligibility conference by faxing or emailing the tracking form to the CFC office. The tracking form is to be returned to the CFC within 20 days of the child turning 3.
- B. When a child is determined eligible for Early Intervention services less than 45 days before his/her third birthday, with consent, the CFC will send the transition packet to the local school district to be transitioned as early as possible, although it may not be by their 3rd birthday.
- C. When a child is referred less than 45 days before his/her third birthday, the case will not be opened by the CFC. The CFC will refer the family to contact the local school district to determine the next steps.

Early Intervention/Extended Services

- A. The Illinois Early Intervention Program offers parents of eligible children, under the Early Intervention/Extended Service (EI/ES) option, the choice to continue to be eligible for Early Intervention (EI) beyond their child's third birthday until the start of the school year following their third birthday, when all of the following **criteria** are met. The child must:
 - Have been determined eligible for early intervention with services identified and consented to on the Individualized Family Service Plan (IFSP), and
 - Have their third birthday between May 1 and August 31, and

- Have been found eligible for early childhood special education services (ECSE) under IDEA and Section 14-8.02 of Public Act 102-0209 (Section 11h) and created an Individualized Education Program (IEP).
- B. For children that may be eligible for EI/ES, the service coordinator will get consent for EI/ES as part of the transition process.
- C. If a child is determined eligible for early childhood special education and will be eligible for EI/ES consideration, the Service Coordinator at the CFC will be notified by phone and/or email by the LEA within 2 working days of eligibility determination. ISBE and EI recommend that evaluations of children who are potentially eligible for EI/ES complete the evaluation/IEP process at least two weeks prior to the third birthday. For children with birthdays between May and August 31, the form must be completed within 2 working days of parent decision regarding EI/ES and returned to the CFC.
- D. Early Intervention services will terminate for children participating in EI/ES services on the first day of school for the resident district.

At age three: Early Childhood/Head Start

The receiving agency will complete the Early Intervention to Early Childhood tracking form and return to Child and Family Connections for all Early Intervention children.

Kindergarten Bound: Head Start

Children who are transitioning into kindergarten, CCRPC ECEP teachers will meet and/or send information such as GOLD individualized child reports and intervention services with the child's resident school district kindergarten teachers.

Families along with the CCRPC ECEP Family Support Staff will share with the resident school district all required kindergarten documents such as the birth certificate, well child exam, immunization records, dental exam, vision exam, and most recent hearing screening.

Signature of Authorized Agency Representative

Child and Family Connections #16

Chris Johnson, PM
Signature

Chris Johnson, Program Manager
Name and Title

CFC 16
Organization

9-12-23
Date

Signature of Authorized Agency Representative

Champaign Unit 4 School District

Tara Olsen

Signature

Tara Olsen, Principal

Name and Title

Champaign Early Childhood

Organization

9/14/2023

Date

Signature of Authorized Agency Representative

Champaign County Regional Planning Commission Early Childhood Education Program
(A Head Start Program)



Signature

Brandi Granse, Early Childhood Division Director

Name and Title

RPC Early Childhood Education Program

Organization

9/27/2023

Date

Signature of Authorized Agency Representative

Mahomet-Seymour Community Unit School District #3

Marissa Hill

Signature

Marissa Hill, Assistant Director of Student Support Services

Name and Title

Mahomet-Seymour CUSD #3

Organization

09/13/2023

Date

Date

Signature of Authorized Agency Representative

Urbana School District Unit #116

Jennifer Heinrichs +
Signature
Jennifer Heinrichs + Principal
Name and Title
Urbana School District - UECS
Organization
September 25, 2023
Date

Date

Signature of Authorized Agency Representative

Rantoul City School District #137

Lori Bednarz
Signature

Lori Bednarz PreK Director
Name and Title

Rantoul City Schools
Organization

Date

Signature of Authorized Agency Representative

Spectrum Early Childhood

Samantha Pettry

Signature

Samantha Pettry, Spectrum Administrator

Name and Title

RCCSEC - Spectrum Early Childhood

Organization

9/18/2023

Date