

**Memorandum of Understanding for  
Transition and Child Find  
between  
DSNWK Infant Toddler Services  
Kid-Link Program  
NCKSEC Interlocal #636  
Updated 11-18-08**

*The purpose of this memorandum of understanding is to facilitate cooperation and collaboration that will support and assist families in the transition process. These guidelines will assist families, community agencies and service providers with the transition process and assure smooth, continuous transitions for children with special needs who are served by these programs. In addition, this memorandum of understanding will guide how developmental screenings will be coordinated across agencies.*

**Transition Process**

6 months prior to the child's 3<sup>rd</sup> birthday

1. If parent(s) consents, the Kid-Link transition contact will send a copy of the child's IFSP, progress reports, most recent evaluation, a written referral and release of records to the Part B contact so the Part B program can review the child's information prior to the 90-day meeting and make initial contacts with parent(s).

The 90 day transition meeting

1. The Kid-Link transition contact person will contact the School Psychologist and ECD teacher to schedule a transition meeting at least 90 calendar days prior to the child's third birthday. The psychologist, ECD teacher and other appropriate related service staff will meet with the parents and child's Kid-Link team to discuss the child's potential needs.
2. At the 90-day meeting, both the IFSP outcomes and the transition outcome will be reviewed. The transition outcome will include an explanation of what will occur at the 90 day meeting, including a discussion of options for services for the child.
3. The Part B will discuss options (including Head Start, Community Child Care and Special Education Preschool) within a particular community and the family service coordinator may offer to visit programs with families.
4. Parental permission for Part B to obtain Kid-Link records and to do supplementary evaluations will be obtained. The parental rights will be reviewed and a copy supplied to the parents. The determination of additional evaluations will be based upon individual evidence on a per case basis. Any activities, including additional evaluations, will be completed during the time between the 90-day meeting and when the child turns three.
5. The parents, Kid-Link staff and ECD staff will discuss the types of intervention, strategies and settings that have been successful in meeting outcomes as well as the priorities for the child and what the focus of additional evaluation should be. In addition, the eligibility requirements, least restrictive options, and potential transition needs will be discussed. Strategies for making transitions successful will be shared at the 90-day meeting and done on an individual basis for each child and family. These strategies will be reflected on the 90-day meeting summary. Subsequent evaluation dates and times will be discussed.

### The Eligibility and IEP Meeting

1. Prior to the eligibility meeting, the parents will be encouraged to visit potential early childhood options/sites and if appropriate, a comprehensive evaluation will be conducted to determine the child's needs and eligibility. The comprehensive evaluation will address all areas of concern through an appropriate combination of formal and informal assessments and acquired agency reports and parent input.
2. If a child is determined eligible and in need of ECD services, an Individual Education Plan (IEP) will be developed, considering the contents of the IFSP, by the program administrator, school psychologist, ECD teacher, parents and related service personnel which outlines the child's educational program and services. After the team's approval of the IEP, the team, including the parent will make a decision about the appropriate placement. A Kid-Link representative will be invited to attend eligibility/IEP meetings and be a full participant in these meetings. The families will be active participants in deciding what goals need to be addressed on the IEP. The goals, when appropriate, will link to the IFSP outcomes written in the last six months.
3. Part B will notify Kid-Link of eligibility results if Kid-Link is not in attendance at the eligibility meeting
4. Kid-Link will enter early childhood exit outcomes data for children who entered Kid-Link beginning on or after April 2006. If the child has been receiving services from Kid-Link for at least 6 months Kid-Link will enter exit outcomes data no later than three (3) weeks after the child's third birthday. This will help insure that the Part B service provider is able to meet the state requirement of having entry data entered no later than thirty (30) days after the child's third birthday

### Guidelines to Facilitate Smooth Transitions

1. If the child is determined to be eligible for Part B services and the child turns three before June 1<sup>st</sup>, Part B is responsible for providing appropriate extended school year services if the child is determined to be eligible.
2. If the child is determined eligible for part B and the child turns three between April 1<sup>st</sup> and June 1<sup>st</sup>, the child will begin attending ECD in April.
3. If the child is determined to be eligible for Part B services and the child turns three after June 1<sup>st</sup>, Kid-Link will continue to provide appropriate summer services until school begins in the fall.
4. If the child is determined not eligible for Part B services, specific recommendations of referrals to other agencies will be supplied to the parents by the evaluation team members.
5. Kid-Link will be invited to the October and April NCKSEC ECD meetings.

### Referring Children 90 days prior to 3<sup>rd</sup> birthday

1. If a child is referred to the Kid-Link program during the 90 calendar days before their third birthday, the Kid-Link program will then refer them on to the Part B program thus, eliminating confusion for families in this process. The exception to this practice will be if this referral made to Kid-Link program during the months of May, June or July and the child has a summer birthday. A 90-day meeting will be scheduled immediately upon referral to Part B. The assistant director of Special Education will be the contact person during the summer.

Documents required for transition:

Kid-Link:

1. Kid-Link referral and release of information signed by parent/legal guardian.
2. Kid-Link IFSP and progress reports.
3. Written notice of 90 day meeting to parents.
4. Kid-Link transition outcome, plan and 90 day meeting summary.

Part B:

1. Notice of proposed Action and Consent to Evaluate and parental rights document (Part B contact)
2. Written notice of eligibility meeting to parents and review of rights (Part B contact)
3. Complete IEP Comprehensive Evaluation document (Team) and parental rights document
4. Notice and Consent for placement and review of rights (Part B contact).
5. Parents will receive a copy of the IEP comprehensive evaluation summary at the conclusion of the IEP meeting or within 45 days.

**Child Find Screenings**

1. Child Find screenings will be advertised and held throughout the school year for all NCKSEC member school districts.
2. Children birth through 2 years of age will be screened by Kid-Link personnel.
3. Children 3 years through 5 years of age will be screened by NCKSEC personnel.
4. Screening referrals from each agency will be made based upon the age of the child.

Signatures

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DSNWK

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Date

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NCKSEC Interlocal #636

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Date

The Director of North Central Kansas Special Education Cooperative and the Program Coordinator of the DSNWK Infant Toddler Services – Kid-Link, will review this document yearly.