

**STATE OF KANSAS**  
**State-level Interagency Memorandum of Agreement (MOA)**

**Infants and Toddlers with Disabilities and Their Families**  
**Public Awareness, Child Find and Transitioning from Part C to Part B in Accordance**  
**With the Individuals with Disabilities Education Act (IDEA) of 2004**

**Kansas Department of Health and Environment**

**Kansas State Department of Education**

This Memorandum of Agreement (MOA) between the Kansas Department of Health and Environment, or Lead Agency (LA) hereinafter referred to as KDHE, and the Kansas State Department of Education, hereinafter referred to as KSDE, or State Education Agency (SEA) is made to assure attainment of mutual goals between the agencies and their programs for the provision of early intervention and preschool services to children, ages birth through age 5 who have developmental delays or disabilities, or have conditions associated with a high probability of developmental delay and their families. A related agreement exists among KDHE, KSDE, the Kansas Department for Children and Families (DCF), Region VII Department of Health and Human Services Administration of Children and Families for the purpose of developing cooperative relationships enhancing coordination of early childhood services among the partners.

**I. AUTHORITY FOR AGREEMENT**

As a condition of receiving Federal funds under Part C of the Individuals with Disabilities Education Act, Section 303.209(a)(3)(i)(A) requires the lead agency to ensure cooperation among State agencies involved in delivering Part C services to eligible children and their families by entering into interagency agreements with these State agencies.

The KDHE Secretary and the KSDE Commissioner of Education are authorized to enter into agreements and make commitments which shall be binding on the operation of the programs of the agencies.

The KDHE is the designated Lead Agency for administering the Part C Infant-Toddler Program under the Individuals with Disabilities Education Act (IDEA 2004), and ensuring access to early intervention services to IDEA 2004 eligible children birth through age two, and their families. The Part C Infant-Toddler local programs are referred to as local *tiny-k* programs.

The KSDE is the designated Lead Agency for administering Part B under IDEA 2004; ensuring that a Free Appropriate Public Education (FAPE) is available to all IDEA 2004 eligible children with disabilities age three to twenty-one years of age. The Part B local programs will be referred to as LEAs (Local Education Agency).

The KDHE and KSDE shall abide by respective regulations, and establish policies and procedures, aligned with IDEA 2004. The parties will ensure coordinated and effective public awareness, child find, screening, referral, evaluation and the seamless transition of children and families participating in the Part C early intervention program to the Part B early childhood special education program as appropriate, within the required timelines established by IDEA 2004.

The Office of Special Education (OSEP) requires a State Performance Plan (SPP) and an Annual Performance Report (APR) for both Parts C and B of IDEA. The Part C Plan has 14 Indicators and the Part B Plan has 20 Indicators. Both agencies report annually to OSEP regarding compliance and results of these Indicators. The policies regarding late referrals in Sections 6 and 7 have implications for state and federal reporting requirements contained in the SPP/APR. These policies involve reporting for Indicators C8, B11 and B12.

The parties agree to collaborate on the review and alignment of regulations, policies and procedures in order to ensure coordination and understanding among departments and agencies.

NOW THEREFORE, KDHE and KSDE in consideration of the mutual covenants and agreements herein contained, do hereby agree to the purpose, terms and conditions.

## **II. PURPOSE OF AGREEMENT**

The purpose of this MOA is to facilitate the development of a cooperative relationship enhancing coordination of public awareness, child find, screening, referral, evaluation and to ensure the smooth and effective transition of children as they move from early intervention services under Part C into Part B early childhood special education programs and services for the benefit of children and families residing in the State of Kansas. This agreement is guided by the state and federal regulations implementing Part B, Section 619 and Part C of the IDEA 2004.

The parties to this agreement are committed to:

- Maximize the use of federal, state and local resources to ensure the required components of public awareness and child find are available in Kansas;
- Support a comprehensive system of services for children with developmental delays and/or disabilities and their families from birth through age five;
- Encourage the development of local level interagency agreements to address the coordination of screening, referral, evaluation, transition, data collection and other common practices;
- Promote inclusion of all children through the integration of services in the natural/least restrictive environment; and
- Enhance the awareness of the needs of children and families to promote coordination among programs.

## **III. TERMS OF THE AGREEMENT**

To carry out the purpose of this agreement, the parties agree to the following;

#### A. PUBLIC AWARENESS, CHILD FIND, SCREENING, REFERRAL AND EVALUATION

Early identification of children who have disabilities is a shared value and the expectation is that KDHE and KSDE will use their current policies and procedures to facilitate public awareness, child find, screening, referral, and evaluation in the early identification of children that may have disabilities. Under IDEA 2004, both KDHE and KSDE have responsibilities for public awareness, child find, screening and referral for children with disabilities birth through five years of age. Public awareness activities assist the general public, families, and professionals to become more aware of the importance of early identification and early intervention. Screening procedures are carried out to identify a child who may have a developmental delay. These procedures are carried out by public agency staff, early intervention service providers, LEA professionals or designated primary referral source(s). Referral is the process/procedure designed to ensure that once a child is suspected of having a developmental delay, they are referred in a timely manner to the appropriate agency. Through this agreement, the departments agree that the primary responsibility for the evaluation of children depends on which program will be developing and providing the individualized family service/education plan. If the child is being evaluated for eligibility for the Part C program, KDHE and the *tiny-k* programs are responsible for the evaluation. If the child is being evaluated to determine the existence of special education needs to determine eligibility for special education services at age three, KSDE and the LEA's are responsible for the evaluation. Both KDHE and KSDE will encourage collaboration and the development of local interagency agreements to address the sharing of staff expertise and resources while defining the procedures and payments, if any, such sharing is involved.

##### **KDHE will ensure:**

- The Part C Infant-Toddler *tiny-k* programs follow the policies and procedures as outlined in the Part C Procedure Manual;
- Each community shall have a Local Interagency Coordinating Council (LICC) with required representation, which includes LEA representation;
- LICC's establish a local contact point for the community that provides information regarding child find, referral process, and availability of early intervention services;
- Development and implementation of a child find system where infants and toddlers, birth through age 2, that are eligible for early intervention services are identified, located, and evaluated;
- Administer and facilitate state agency collaboration for the statewide Kansas Resource Guide;
- Representatives from KDHE and other agencies, including the State ICC, engaged in child find efforts are involved in the planning, development, and implementation of statewide public awareness and child find activities;
- All primary referral sources conducting screenings (i.e.: Parents as Teachers, Physicians, Early Head Start, Health Department, etc.) are aware that if results indicate the child is suspected of having a developmental delay or a diagnosed condition known to result in a developmental delay, the child MUST be referred to the local *tiny-k* program for an evaluation within seven working days according to Part C of the IDEA 2004.; and
- All primary referral sources understand that when a case of substantiated child abuse or neglect by DCF is made regarding a child birth through age two, the referral MUST be made to the local *tiny-k* programs pursuant to the federal mandate of the Child Abuse Prevention and Treatment Act (CAPTA).

**KSDE will ensure:**

- LEAs follow policies and procedures outlined in the Part B Special Education Process Handbook;
- Consistency with their role as a cooperating partner, through advice, assistance and cooperation with KDHE in the development of policies, procedures and activities related to public awareness, child find and transition for children birth through age two;
- Collaboration in the operation of the state-wide Kansas Resource Guide;
- LEAs utilize IDEA 2004 funds for public awareness, child find, screening, referral, evaluation and transition efforts in cooperation with local *tiny-k* programs;
- LEAs understand they are required to have representation on the Local Interagency Coordinating Council (LICC);
- LEAs understand children who are transitioning from the Part C Infant- Toddler program may move directly to an evaluation, without participating in a Part B screening process; and
- LEAs participate in and promote cooperation for birth through age five screening.

**B. TRANSITION PROCESS AND RESPONSIBILITIES**

A State must have in place policies and procedures to ensure a smooth transition for toddlers receiving early intervention services under Part C to preschool or other appropriate services, or exiting the program for infants and toddlers with disabilities. ( Part C regulation §303.209(a)(1)(i) and (ii)).

The parties agree to the following responsibilities in each of the following steps of the transition process:

**1. NOTIFICATION of CHILDREN POTENTIALLY ELIGIBLE FOR PART B (Referral)**

**KDHE will ensure:**

- Any child currently receiving Part C services, at least 90 days prior to the child's third birthday or determined eligible for Part C services at least 45 days prior to their third birthday, is understood to be "potentially eligible" for Part B.
- At least 90 days and not more than 9 months prior to a child's third birthday, the local *tiny-k* program will make a referral to the SEA and appropriate LEA of residence, which also include the Special Education Cooperatives that serve multiple districts, as appropriate, of each potentially eligible child residing within that LEA.
- Any child determined to be eligible for Part C services between 45 and 90 days prior to the child's third birthday, the local *tiny-k* program will make a referral to the SEA and LEA as soon as possible after the child's eligibility determination.
- Parental consent for referral cannot be required and parents cannot deny referral to Part B.
- Referral information that is transmitted to the SEA and the appropriate LEA of residence, including the Special Education Cooperative, as appropriate, is confirmed by the referral source and noted in the ITS database.
- Content of the referral will include the following information to assist Part B LEAs in their child find responsibilities:
  - Child's Name
  - Child's Date of Birth

- Parent contact information (including names, addresses and telephone numbers)
- Additional information may include: Service Coordinator's name and contact information
- The language (s) spoken by the child and family

**KSDE will ensure:**

- LEAs understand when they receive a referral to Part B, the LEA is required to complete the following actions:
  - Provide procedural safeguards and prior written notice to the child's parents within a reasonable amount of time, which in Kansas policy is 15 school days unless reasonable justification is provided; and
  - Attend the transition conference which is initiated by Part C.
- LEAs understand the timeline for an initial evaluation starts when written parental consent for initial evaluation is obtained.
- Referral information that is transmitted to the SEA and LEA of residence, including the Special Education Cooperative, as appropriate, is confirmed by the recipient of the referral and noted in the ITS database.

**2. LATE REFERRALS TO PART C**

**KDHE will ensure:**

- For a child referred to local *tiny-k* programs fewer than 45 days prior to the child's third birthday, local *tiny-k* programs may, but are not required to:
  - Conduct an initial evaluation and assessment;
  - Conduct an initial IFSP meeting, if eligible; and
  - Develop a transition plan for such children (will not report these children in the calculation in C-8A).
- For a child referred to local *tiny-k* programs fewer than 45 days prior to the child's third birthday, local *tiny-k* programs are required to:
  - With parental consent, refer the child to the SEA and LEA of residence, including the Special Education Cooperative, as appropriate, if that child may be eligible for Part B services.
- For a child referred to local *tiny-k* programs between 45 and 90 days prior to the child's third birthday, local *tiny-k* programs must:
  - Conduct the initial evaluation, assessment;
  - Conduct the initial IFSP meeting (if eligible);
  - If eligible and receiving services under Part C (which includes service coordination services), develop a transition plan (with the appropriate transition steps and services); and
  - Provide SEA/LEA of residence, including the Special Education Cooperative, as appropriate, Referral for that child and report under SPP/APR Indicator C-8

**KSDE will ensure that children:**

- Must conduct an initial evaluation under Part B within 60 school days of receiving parental consent; however, initial evaluation must be conducted prior to the child's 3rd birthday if it occurs before the state established timeline

- Hold a meeting to develop an IEP within 30 days of a determination that the child needs special education and related services; however, IEP must be developed prior to the child's 3rd birthday if it occurs before the state established timeline.

### 3. LATE REFERRALS FROM PART C TO PART B

KSDE will ensure that children:

- Served in Part C, but referred to Part B less than 90 days before the child's birthday, LEA's are responsible for:
  - Completing an initial evaluation and for those children determined eligible under Part B; an IEP is developed and implemented by the child's third birthday, even if the state established timeline for evaluation expires after the child's third birthday.

### 4. THE TRANSITION CONFERENCE

KDHE will ensure:

- Local *tiny-k* programs family service coordinators (FSCs) will convene and facilitate a transition conference for children who are considered potentially eligible for Part B with the approval of the family of the toddler, at least 90 days and, at the discretion of all parties, not more than 9 months prior to the child's third birthday to discuss any services the toddler may receive under Part B of IDEA. Approval is an affirmative response that may be given verbally and be documented by the *tiny-k* programs and placed in the child's file.
- Local *tiny-k* programs FSCs invite an LEA representative to the transition conference, *when a child is potentially eligible for Part B*.
- Local *tiny-k* programs FSCs invite other relevant service providers (Head Start, child care providers, etc.) with parent approval.
- Local *tiny-k* programs FSCs are encouraged to schedule and convene the transition conference at a time and place that is mutually agreed upon by all participants.
- Local *tiny-k* programs (whether or not the LEA participates in the transition conference) do the following:
  - Consider the Transition Conference an IFSP meeting, including prior written notice as a transition plan is being developed or updated. The transition conference must meet the specific requirements of accessibility and convenience of meetings at §303.342(d) and (e) and for meeting participants at 303.343 (a) for an IFSP meeting, including prior written notice.
  - Provide parents at the conference with information about Part B preschool services including:
    - A description of the Part B eligibility definitions;
    - State timelines and process for consenting to an evaluation and conducting eligibility determination under Part B; and
    - The availability of special education and related services.
- Local *tiny-k* programs FSCs document all outcomes and decisions of the transition conference.
- Before information (*beyond what is allowable for notification and referral*) is shared with Part B, local *tiny-k* programs obtain written parental consent.

- If the parent does not provide approval to conduct the transition conference, local *tiny-k* programs must still provide a referral for these children to the SEA and LEA of residence, including the Special Education Cooperative, as appropriate. KDHE recommends that this referral inform the SEA and LEA, including the Special Education Cooperative, as appropriate, that the parent has declined the transition conference.

**KSDE will ensure:**

- LEAs provide appropriate representative(s) to participate in the transition conference arranged by the designated local *tiny-k* providers.
- LEAs review existing data, including the IFSP, evaluations and information provided by parents or other data as allowed, as part of the process for determining eligibility for Part B.
- LEAs determine the need for additional evaluation, assessment and information.
- LEAs cooperate with the local *tiny-k* network providers so that the following are provided to parents:
  - A description of the Part B eligibility definitions;
  - State timelines and process for consenting to an evaluation and conducting eligibility determination under Part B; and
  - Information about the availability of special education and related services.

**5. TRANSITION PLANNING**

**KDHE will ensure:**

- The Family Service Coordinator must include the family in the development of the transition plan.
- The transition plan is part of the Individualized Family Service Plan (IFSP) and will include the steps for the child to exit from the Part C program and any transition services identified as needed.
- The Family Service Coordinator facilitates an IFSP meeting to develop the Transition Plan within the IFSP not fewer than 90 days and, at the discretion of all parties, not more than 9 months, prior to the child's third birthday.
- Family Service Coordinators inform families of transition requirements, resources and supports that are available.
- The transition steps included in the IFSP will support transition to one of the following: preschool services under Part B of the Act; early education, Head Start, Early Head Start, or child care programs; other appropriate services.
- The transition steps included in the IFSP will include reviewing program options for the period from the child's third birthday through the remainder of the school year.
- The IFSP includes procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting.
- The IFSP will include confirmation that the child find information (referral) has been transmitted to the LEA or other relevant agency,
- The IFSP will address "other" activities that the IFSP team determines are necessary to support the transition of the child.

- Local *tiny-k* programs will coordinate with LEAs to fully inform families of the services available under IDEA 2004 Part B.

**KSDE will ensure:**

- LEAs coordinate efforts with the local *tiny-k* programs' providers to support family involvement in the transition planning process.
- As appropriate, LEAs coordinate with the local *tiny-k* programs' providers to facilitate visits by families to possible service settings.
- LEAs coordinate with local *tiny-k* programs to fully inform families of the services available under Part B.

**6. COMBINING TRANSITION CONFERENCE WITH THE IFSP MEETING TO DEVELOP THE TRANSITION PLAN**

**KDHE will ensure:**

- Local *tiny-k* programs will combine the transition conference and the IFSP meeting into one meeting to develop the transition plan and meets the specific IFSP requirements of accessibility and convenience (303.342(d), parental consent (303.342(e) and meeting participants (303.343(a).

**7. EVALUATION FOR PART B SERVICES AND ELIGIBILITY DETERMINATION**

**KDHE will ensure:**

- The local *tiny-k* programs share, with parental consent, current evaluation and assessment information and copies of IFSPs to the LEAs in a timely manner, to facilitate a coordinated and seamless transition from Part C to Part B; and
- The local *tiny-k* programs are encouraged to work with the family to notify the appropriate LEA when a family moves during the evaluation process.

**KSDE will ensure:**

- LEAs consider Part C assessments, IFSP and parent information to determine eligibility for Part B:
  - The IEP team and other qualified individuals review current (within 6 months) evaluation data; and
  - Based on that review and input from the family, the team determines what additional data are needed to determine if a child is eligible.
- If Part B chooses not to evaluate, prior written notice refusing to evaluate must be provided to the parents.
- If the LEA suspects the child to be a child with a disability, prior written notice for an initial evaluation will be provided and parental consent will be obtained prior to conducting an initial evaluation.

When it is determined that an initial evaluation is needed:

- The LEA will conduct the initial evaluation within 60 school days after obtaining parental written consent but no later than the child's third birthday

- A group of qualified professionals from the LEA and the parent of the child will determine whether the child is a child with a disability.
- The LEA will provide a copy of the evaluation report and the documentation of the eligibility determination at no cost to the parent(s) and with parental consent, a copy of this report to the referring Part C provider;..
- A child who has been served in Part C that *enrolls in another LEA* after the child has been referred to Part B, but *before the child is evaluated* to determine eligibility for Part B services will be excluded from the SPP/APR Indicators B-11 and B-12.
- When a family moves during the evaluation process, LEA will work with the family to ensure the appropriate LEA is notified of the family's move.

## 8. THE INDIVIDUAL EDUCATION PROGRAM (IEP)

### **KDHE will ensure:**

- When invited, the local *tiny-k* program family service coordinator and appropriate early intervention staff make every effort to participate in the IEP meeting conducted by the LEA.

### **KSDE will ensure:**

- LEAs will inform families that they may invite Part C representatives to attend the IEP meeting, and if the family chooses to invite Part C representatives, the LEA will send an invitation to *tiny-k's* and request assistance with the development of an IEP to ensure a smooth transition;.
- LEAs will develop and implement the IEP on or before the child's third birthday in accordance with Part B regulations and K.A.R. 91-40-18
- For children eligible for Part B services, aged three through five, an IFSP may serve as the IEP of the child if the LEA and parent(s) agree.
- The IEP team will consider an IFSP that contains the IFSP content (including the natural environments statement) when developing the initial IEP.
- If an LEA chooses to use the IFSP as the IEP:
  - The child's parents are provided with a detailed explanation of the differences between an IEP and an IFSP;
  - Written informed consent is obtained from the parents if the parents choose to use an IFSP. The IFSP contains the IFSP content, including the natural environments statement, and
  - an educational component that promotes school readiness and incorporates pre-literacy, language and numeracy skills for children with IFSPs who are at least three years of age; and
  - The IFSP is developed in accordance with the IEP procedures under Part B of the IDEA.

## 9. SUMMER BIRTHDAYS

### **KDHE will ensure:**

- Services may be provided in accordance with the existing IFSP to children and families until the implementation date specified on the IEP; and
- Once the IEP has been implemented, the child is no longer eligible for Part C services and Part C funds cannot be used to serve the child.

**KSDE will ensure:**

- Once eligibility is determined and an IEP developed, a child may begin Part B services anytime during the school year he/she turns three. If the decision to begin Part B services before age three occurs, the transition team proceeds through the IEP process and placement is determined. Once a child begins Part B services, he/she is no longer eligible for Part C services and that Part C funds cannot be used to serve the child;
- If a child turning age three during the summer (which is defined by Part B as the day after the last day of school) is determined to be eligible for Part B, and has an IEP in place with special education services to begin the following school year, the child can continue to be served on an IFSP by the Part C program during the summer until the IEP is implemented at the beginning of the next school year;
- If a child turns age three before the end of the school year and it is determined by the IEP team that it is in the best interest of the child for the child to be served by Part C providers on a Part B IEP in the child's home until the beginning of the next school year, the LEA can contract with *tiny-k's* to provide those services to the child to assure a smooth transition;
- If a child turns age three during the summer and the IEP team determines the need for extended school year (ESY), the Part B team may provide the ESY services or may decide that it is in the best interest of the child to be served tiny-k providers on an IEP until the next school year. The LEA can choose to contract with the local *tiny-k* network to provide Part B ESY services to the child in order to minimize disruption to the family and to assure a smooth transition; and
  - If a child's third birthday occurs during the summer, the child's IEP team will develop the IEP and determine the date when services under the IEP will be implemented, which must occur no later than the first day of school the following school year. It is only the *implementation* of the IEP that may be delayed. LEA's will begin Part B services on the date specified on the IEP.

**10. UNITERRUPTED SERVICES**

**KDHE will ensure:**

Local *tiny-k* programs will consider the school calendar when making a referral to LEAs to avoid potential gaps in services and ensure a smooth transition for the child and family.

**KDHE and KSDE will ensure:**

Local *tiny-k* programs and LEAs are aware of these options:

- A child may begin Part B services anytime during the school year he/she turns three. If the decision to begin Part B services before age three occurs, the transition team proceeds through the IEP process and placement is determined. Once a child begins Part B services, he/she is no longer eligible for Part C services. This option would allow a child to start school well in advance of a school break if the team is concerned about a smooth transition for the child; and
- If a child turns age three during the school year and the Part B team determines the start date is too close to a school break (i.e. Winter or Spring break) to facilitate a smooth transition, the Part B team may decide that it would be in the child's best interest to continue services provided by Part C local *tiny-k* programs in the child's home on an IEP until the first day after the break. The LEA can choose

to contract with local *tiny-k* programs to provide those services to the child in order to minimize disruption to the family and to assure a smooth transition. Alternately, the IEP team may provide services to the child in the home until after the school break is over.

### **C. FINANCIAL RESPONSIBILITIES**

KDHE and KSDE financial responsibilities are reviewed and updated annually or as needed to include: Kansas State Department of Education Special Education Reimbursement Guide (reviewed and updated as needed); Kansas Coordinating Council on Early Childhood Developmental Services and State Interagency Coordinating Council Interagency MOA (reviewed and updated annually).

#### **KDHE will ensure:**

- The local *tiny-k* programs assume financial responsibility for evaluations, assessments, and services for eligible children under Part C through the Infant-Toddler Services;
- All child find, screening, evaluation and service coordination activities are available at no cost to families. Fees will not be charged to a family for staff time related to the development of the Individualized Family Service Plan (IFSP) or the provision of procedural safeguards;
- Maximum use will be made of all third party funding sources. State planning efforts will continue to support and facilitate such financing arrangements;
- It is responsible for resolving individual financial disagreements under Part C pursuant to 303.511.
- If, in resolving the disagreement, KDHE determines that the assignment or financial responsibility was inappropriately made, KDHE shall:
  - Reassign the responsibility to the appropriate agency;
  - Make arrangements for reimbursement of any expenditures incurred by the agency originally assigned responsibility; and
  - For settling financial disputes that occur in other areas, each agency will rely upon its own policies and procedures.

#### **KSDE will ensure:**

- LEAs shall assume financial responsibility for evaluations, eligibility determination and services for eligible children under IDEA 2004 Part B. This includes children who the LEA and parent(s) choose for the child to receive FAPE at the beginning of the school year in which their child turns three.

### **D. TRAINING AND TECHNICAL ASSISTANCE**

The parties jointly agree that training and technical assistance for personnel working in infant/toddler and early childhood special education programs is an important and critical element in the development of quality services for young children with disabilities and their families.

#### **KDHE and KSDE agree:**

- A seamless training system supported by both agencies is a central feature to a successful strategy for personnel development, and both agencies are committed to and support the delivery of training and technical assistance through the Kansas Inservice Training System (KITS) and its framework.

- Community partners are invited and engaged in training with the providers of special education services to enhance the opportunities for children with disabilities to learn in environments and through instruction with their typically developing peers.
- Both agencies will actively support and utilize existing structures and opportunities for staff development occurring throughout the state through collaborative linkages with other agencies, programs, organizations, and projects in the field of early childhood education.

#### **E. DATA SHARING**

KDHE and KSDE value timely, valid, and reliable data in guiding decisions about the effectiveness, efficiency and efficacy of program service delivery models. Consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act (FERPA), the Collaborative Partners will continue to improve methods of data collection and reporting.

KSDE and KDHE have mutual interest and investment in data collection and sharing processes related to the assignment of a common identifier (KIDS ID), referrals from Part C to Part B, transition data and exits, and Early Childhood Outcomes (ECO).

#### **KDHE and KSDE agree to:**

- Participate in the Collaborative Data Systems developed to utilize data to respond to requirements from the US Department of Education, Office of Special Education Programs (OSEP), utilizing the Kansas Individual Data on Students (KIDS) unique ID number for monitoring Kansas' implementation of Part C and Part B of IDEA 2004.
- Under 34 CFR 303.209(b)(1), at least 90 days before the presumptively eligible Part C child's third birthday, or as soon as the child is eligible if the child is not referred to Part C within 90 days of the third birthday, notice must be given to the SEA and LEA for the child's area of residence that the child will reach the age of eligibility for services under Part B. To ensure this notification occurs, KDHE will develop a secure web site to allow local tiny-k programs to provide the information for the required notice and allow the SEA and appropriate LEA, including the Special Education Cooperative, as appropriate, access to obtain the notice. Each state agency will ensure their respective service programs, the local tiny-k programs and the LEAs, will enter and acknowledge referral data on a regular and timely basis.
- KDHE Part C and local tiny-k programs will share transition and exit information with KSDE and Part B LEAs to meet OSEP reporting requirements.
- Provide updates and information to KDHE and KSDE staff, service program staff, training and technical assistance staff and the state contractors on data maintenance and data entry issues.
- Meet quarterly or as needed, to refine shared data system mechanisms and processes to inform decision-making and accurately identify system issues and local/regional concerns for program improvement.
- Finalize shared transition data for the annual State Performance Plan/Annual Performance Report (SPP/APR to OSEP), prior to November 1 to verify data. If data is unable to be verified, a small task force including representatives from both agencies will meet immediately to resolve any discrepancies.

- Child progress on the early childhood outcomes will be collected at two points in time for each program: 1) when children first enter the early intervention or preschool program and 2) when children permanently exit an early intervention or preschool program. Assessment information is collected using the Child Outcomes Summary Form (COSF), developed by the Early Childhood Outcomes Center for OSEP. This information is then submitted into a shared statewide data collection system, the Outcomes Web System (OWS), administered through KSDE. Each state agency will ensure that their respective service programs, the local *tiny-k* programs and the LEAs, will collect and enter timely and accurate data into the OWS database and follow the guidelines in the OWS user guide.
- Other data to be provided for longitudinal study of children from KDHE to KSDE such as, Race, Ethnicity, Spoken Language, Sex/Gender, County and other relevant data items identified by both KDHE and KSDE.
- To further the above mutual interest, KDHE and KSDE also agree to support and maintain the operation of appropriate systems, safe and secure access to systems for authorized users, and timely communication of changes to either process. The processes to implement these agreements are contained in Appendix "B."
- Comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and 34 CFR Part 99, regarding any personally identifiable student information that may be released or made available to each party including agents, employees or any persons under supervision or control of the KDHE or KSDE.

#### **F. ACCOUNTABILITY**

- KDHE and KSDE will provide representation to the State Interagency Coordinating Council.
- The parties will ensure the coordination of public awareness, child find, screening, referral, evaluation and transition at the local level by fostering and encouraging the development of local level community based interagency agreements.
- The parties will demonstrate accountability related to the indicators in the Part C and Part B State Performance Plan (SPP) and Annual Performance Report (APR) that addresses early childhood transition.

##### **I. Administering Agencies**

The parties to this Memorandum of Agreement will jointly administer this agreement and be responsible for a timely and full review every four years. An interim review may be conducted as needed.

##### **II. Effective Date, Amendment, and Termination of the Memorandum of Agreement**

The Memorandum of Agreement will be effective when signed by the respective agency heads as parties. The parties will accomplish evaluation and review of this Memorandum of Agreement every four years and interim review shall be conducted as necessary. Agreed upon changes will be executed in writing by the parties. This Memorandum of Agreement will be ongoing and will not be terminated unless a party gives forty-five (45) days advance written notice to the other party of its intent to terminate its participation in the Memorandum of Agreement.

##### **III. Dispute Resolution**

Agencies recognize the complexity of interagency collaboration of comprehensive programs. KDHE and KSDE will keep communication open and frequent at formal and informal levels. The dispute resolution process for both intra- and interagency disputes about payments for services or other matters related to Kansas's Part C program will be fulfilled in compliance with 34 CFR 303.511 and 303.120. This dispute resolution process does not replace the procedural safeguards- due process, mediation, and state-level complaint- available to families.

Intra-agency disputes shall be resolved within each individual agency. Each state agency is responsible for procedures regarding resolution of disputes. Department policies regarding internal disputes are submitted to department Secretary or Commissioners for approval.

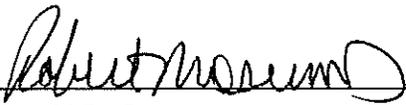
KDHE and KSDE are responsible for resolving intra- and interagency disputes regarding financial responsibility for services or other matters related to Kansas's Part C program according to the following procedures:

- A. Staff of the involved agency(s) will attempt to resolve the dispute within 30 days.
- B. If it appears by the 30<sup>th</sup> day that the involved agency(s) will not be able to resolve the dispute, the following will occur:
  - 1) The early intervention service provider, LEA representative or agency representative will submit a written explanation of the dispute to the designee assigned by Secretary of KDHE and the designee assigned by the Commissioner of Education at KSDE.
  - 2) Within 15 days, the designees for the Secretary and Commissioner shall meet in person or by phone to resolve the dispute consistent with this Memorandum of Agreement and related federal and state statutes and regulations.
  - 3) Within 5 days of reaching the resolution, written notification of the resolution will be provided to the parties, as well as the chairpersons of the Interagency Coordinating Council and the IDEA 2004 Special Education Advisory Council.
  - 4) If the designees for the Secretary and Commissioner are unable to agree on a resolution or if either party to the complaint disagrees with the resolution, the dispute may be appealed to the Secretary of KDHE and Commissioner of Education. Appeals must be brought no later than 45 days from the date of the decision rendered in subsection B.
  - 5) The Secretary and Commissioner may resolve the issues on appeal and render a written decision or may arrange for a hearing conducted by a hearing officer. If a hearing is held, a hearing officer appointed by the Secretary and Commissioner shall conduct it. The Secretary and Commissioner may affirm, reverse, or modify the proposals of the hearing officer.
  - 6) During the pendency of an interagency dispute, the early intervention service provider is responsible to provide the services required by the approved IFSP for eligible children and their families.
  - 7) Nothing in the agreement shall be construed to limit any existing substantive or procedural protections of state or federal law or regulations.

#### **G. AMENDMENTS TO APPENDIX**

KDHE and KSDE agree that changes or amendments to any Appendix to this MOA will be executed in writing by the KDHE Bureau of Family Health Director or its designee, and the KSDE Special Education Director or its designee.

IN WITNESS WHEREOF, the KDHE and KSDE have caused this Memorandum of Agreement to be executed.

Signature:  Date: 5/29/13  
Dr. Robert Moser M.D., Secretary  
Kansas Department of Health and Environment

Signature:  Date: 5/29/13  
Dr. Diane DeBacker, Commissioner  
Kansas State Department of Education

Appendix A

Program Name	Description	Governing Statutes
<b>Kansas Department of Health and Environment</b>		
<p><b>Part C Infant-Toddler Services</b></p>	<p>Family-centered early intervention during the first three years of a child's life has the potential to make a profound difference in a child's future. Early intervention is a system of coordinated services that promotes the child's growth and development and supports families during the critical early years. Early intervention services to eligible children and families are federally mandated through the Individuals with Disabilities Education Act.</p> <p>The family is the center of every child's world. Accordingly, it functions as a child's most important developmental context. Therefore, the family should be the most important focus in early intervention efforts, including assessment and intervention activities. Collaboration with the family is essential to meet the developmental needs of all young children. Starting with a partnership between parents and professionals at this early stage helps the child, family and community as a whole.</p> <p>The earlier children with or at risk of disabilities receive assistance and the sooner their families receive support towards their children's development, the farther they will go in life. Research tells us that the first three years of a child's life are critical years for learning. Early care and education have a long-lasting impact on how children develop.</p>	<p>Individuals with Disabilities Act (IDEA 2004)</p> <p>CFR, Title 34, Volume 2 (revised July 1, 1999)</p> <p>KAR 28-4; 550-572</p> <p>KSA 75-5648 - 5649</p>
<b>Kansas State Department of Education</b>		
<p><b>Part B, Section 619</b></p>	<p>Section 619 of Part B of IDEA 2004, defines the preschool program which guarantees a free appropriate public education (FAPE) to children with disabilities age three through five. Under this program preschool children who have disabilities are entitled to Special Education and Related Services in the Least Restrictive Environment (LRE).</p> <p>The IDEA 2004 Preschool Program (Section 619) supports education services for young children with disabilities when they turn 3. It addresses individual needs within the context of developmentally appropriate activities, including early learning experiences in language, pre-reading and writing skills, play, and other social emotional areas.</p>	<p>Individuals with Disabilities Education Improvement Act (IDEA 2004)</p> <p>34 CFR Part 300</p> <p>KSA 72-1204</p> <p>KSA 72-5204</p> <p>K.A.R. 91-40-7 Child Find</p>

## Appendix B

### TRANSITION DATA for the SFY 2012 (FFY 2011) reporting period

#### **KDHE will ensure:**

- Local tiny-k programs will enter all aggregate data into the Part C database, for all children referred from Part C to Part B from July 1 to June 30 each year, regardless of eligibility for Part B services, including those whose parents choose for them not to receive Part B services.
- Provide timely prior notice to local tiny-k providers of the upcoming transmission of transition data to KSDE, and will verify and include any potentially missing or inaccurate data elements for review by the local providers prior to the transmission date.
- The following children served from July 1 to June 30, must be reported to KSDE on August 1, or the nearest business day prior to August 1 when it falls on a weekend or declared holiday, annually, if potentially eligible for Part B services. This includes:
  - Children who the LEA has received referral prior to the child's third birthday that the child will shortly reach the age of eligibility for Part B Services and that the child is potentially eligible for services under Part B. This includes invitation of the LEA to the transition conference when the invitation includes the required elements of referral.
  - Children served in Part C and referred to Part B even if child was referred to Part C less than 90 days before the child's 3<sup>rd</sup> birthday.
  - Use the Part C Exit Date as the date for determining the Federal Fiscal Year in which the child is reported..
  - If the exit date was between July 1, 2011 and June 30, 2012, the student will be reported to KSDE in the August 1<sup>st</sup>, 2012 file.
  - If the exit date is after June 30, 2012, the student is reported to KSDE in the August 1, 2013 file.
- These data elements will be transmitted from KDHE to KSDE on or before August 1<sup>st</sup> each year and will include:
  - KIDS ID number,
  - Legal First name,
  - Legal Last name,
  - Middle Initial,
  - Date of Birth,
  - School District Code (USD),
  - Referral date to Part B,
  - Part B transition contact name,
  - Part B transition contact phone number,
  - Part B transition contact email,
  - Current IFSP date,
  - Local Part C lead agency,
  - Part C exit date

**KDHE and KSDE agree to the following:**

- Development and implementation of a process to reconcile Part B referral and Part C exit data. This process will include:
  - KSDE will provide the report to the LEA's of any inconsistencies in the data with their local counterparts in the local *tiny-k* programs. The local *tiny-k* programs will report or correct the data as directed by KDHE. The appropriate action will then be taken by KDHE to correct the record(s) as necessary.
  - Part C local *tiny-k* programs will work with the LEA's to reconcile any discrepancies found in the data reports.
  - KIDS ID, complete exit information, all transition information (if applicable) and other data determined necessary.
  - KDHE and KSDE will provide immediate and timely notice/information of technical changes and updates and this will be reviewed as a team prior to implementation of any changes or updates.

**KSDE will ensure:**

- Maintenance of the KIDS ID system and OWS database.
- LEAs collaborate with Part C local *tiny-k* programs within educational jurisdictions in child find efforts to identify children who will be eligible to enter the LEA's Part B preschool program in future years.
- LEAs enter all student aggregate data for students referred from Part C to Part B, regardless of eligibility, including those whose parents choose for them not to receive services. These data will be used to calculate the percentages for Part B-State Performance Plan Indicator 11(60 school day timeline) and Indicator 12 (Part C to Part B transition).
- Provide timely information or notice to KDHE of technical changes to the KIDS ID or OWS applications which may affect transmission of files.
- The LEAs will reconcile transition data with local *tiny-k* programs.

**REFERRAL AND TRANSITION PROCESS BEGINNING SFY 2013 (FFY 2012) reporting period**

**KDHE will ensure:**

- a) Maintenance of the referral system and web site, security procedures, and training for the local *tiny-k* providers,
- b) Creation of user instructions and reports needed for Part C (state and network), Part B (state and local), and all authorized users
- c) Provision of timely information or notice to KSDE of technical changes to the referral system which may affect access, information entry or modification of formats,
- d) Timely entry of referrals by Part C programs.
- e) The local *tiny-k* programs understand that they will continue to utilize their current local referral process to the LEA (phone call/email/letter), in addition they will use the electronic process and enter referral information into the new referral system. This electronic process will be considered as the system used for compliance purposes in meeting referral requirements.

**KDHE and KSDE, with their common contractor, KITS, will ensure:**

- a) Training developed by KDHE will be provided to KSDE and State contracted staff for all Part C tiny-k programs and Part B LEAs.

**KSDE will ensure:**

- a) KSDE will maintain the annual listing of LEAs/USDs and their associated Special Education Service provider (Cooperative or Interlocals),
- b) KSDE will assign access to the KDHE ITS system to authorized Part B LEA/USD personnel,
- c) KSDE/SEA Part B personnel and KSDE user staff (LEA/USD) will obtain secure access to the system, will access and confirm referrals on a regular basis depending on the volume of notices for the LEA, and will be trained on use of the referral system.

KSDE and KDHE will jointly review all referrals quarterly, in January, April, July, and October, for timeliness, accuracy, and to evaluate the process for any needed amendments.

- Discrepancies will be reconciled through additional analysis by data and program managers, and a small task force including representatives from both agencies will meet immediately to resolve.

All referrals and exits from Part C for the previous federal reporting and state fiscal year (July 1 to June 30) will be complete by the last business day of July following the close of the reporting/fiscal year.

In addition, a listing of exits marked as "Part B eligible" or "Part B eligibility undetermined" will be generated by Part C and provided to Part B during the first week of August following the close of the reporting/fiscal year for reconciliation with the existing list of referrals, and for determination through joint review and discussion, the count of children to be reported in each program's Annual Performance Report to OSEP. This annual listing will include the following:

- KIDS ID number ;
- Legal First name
- Legal Last name
- Middle Initial;
- Date of Birth;
- Local Part C lead agency ;
- Part C exit date