



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

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November 19, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, CPPB, Purchasing Agent 

RE: Pasco County Early Childhood Programs on behalf of the Department of Education
Request permission for Extension - Interagency Agreement
All Children's Hospital, Inc. – West Central Early Steps
Florida Diagnostic and Learning Resources System

On April 20, 2010 official action (attached) was taken to enter into the interagency agreement, mandated by the Department of Education, to the above-referenced facilities in order to satisfy program requirements regarding children with special needs. This contract is a three-year contract, renewable annually, based upon mutual consent of all parties. The third year of the agreement expired on June 30, 2013.

At this time, we are requesting permission to retroactively extend the current agreement from July 1, 2013 through December 31, 2014 in order to continue to meet Department of Education requirements. This will also provide time to review the upcoming new state and federal requirements. Nancy Templin, Vice President, All Children's Hospital for West Central Early Steps and Paulagene Nelson, Florida Diagnostic and Learning Resources System, have agreed in writing (attached) to enter into the extension under the existing terms and conditions.

Should you have any questions regarding this matter or if I can provide further clarification, please do not hesitate to contact me.

MJW/dam
Attachment(s)

Date/Time: November 13, 2013 08:34:00

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DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Memo # ECP-008-13/14

Contact: Angela Porterfield *a pf*

Ext. # 42432

DATE: November 19, 2013

TO: HONORABLE SCHOOL BOARD MEMBERS

FROM: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, Assistant Superintendent for Student Achievement

SUBJECT: Partnership Agreement Extension-Interagency Agreement for Early Childhood Transition

Introduction:

The Head Start/Early Head Start Program must enter into an agreement with service agencies and providers in order to establish working procedures that ensure the provision of required services. The Interagency Agreement has been in effect from date of signing until June 30, 2013.

Description

All parties have agreed to extend the current agreement until December 31, 2014. This extension will provide an opportunity for the early childhood community to meet and identify priorities, review new state and federal requirements, and determine the standards of practice necessary to meet the transition needs of young children with disabilities and their families.

Strategic Focus: Engage Families, Communities, and Business

Strategic Goal: The district and schools will communicate with and engage all stakeholders in the educational process.

Action Requested

Approval of the extension to the 2010-2013 Interagency Agreement is needed in order to satisfy program requirements regarding children with special needs.

Recommendation

The staff respectfully requests the approval of the extension to the 2010-2013 Interagency Agreement between Early Head Start, Head Start, Exceptional Student Education and Student Services Programs under the School Board of Pasco County, Florida Diagnostic and Learning Resources System (FDLRS) Gulfcoast Center, and West Central Early Steps at All Children's Hospital.

**Extension of Interagency Agreement for Early Childhood Transition
Pasco County, Florida**

My agency agrees to an extension of the current Interagency Agreement for Early Childhood Transition, Pasco County, Florida (March 18, 2010 – June 30, 2013) until **December 31, 2014**. This extension will provide an opportunity for the early childhood community to meet and identify priorities, review new state and federal requirements, and determine the standards of practice necessary to meet the transition needs of young children with disabilities and their families.

As before, our agency understands that there is no exchange of funds for any activities referenced in this Interagency Agreement. Any activities that involve exchange of funds would require a separate and specific contract between the partners involved.

Angela Porterfield 9/19/13
Signature of Agency Representative Date

Pasco County Early Childhood Programs
Name of Agency

Angela Porterfield
Name of Agency Representative

7227 Land O' Lakes Blvd., Land O' Lakes, FL 34638
Agency Address

Phone: (813) 794-2730 Fax#: (813) 794-2736

E-Mail Address of Representative: aanglinp@pasco.k12.fl.us

Adam Wright 10/9/13
Head Start/Early Head Start Policy Council Chairman Date

District School Board of Pasco County Chairman Date

Please sign and mail the original signature page to **Dr. Kimberley L. Megrath, TATS West Central Regional Facilitator, 150 Belleview Blvd., Apt. 405, Belleair, FL 33756**. A hard copy and electronic copy of the signed signature page from all of the early childhood partners will be returned to you. Please add these pages to your current Interagency Agreement for Early Childhood Transition, Pasco County, Florida (March 18, 2010 – June 30, 2013).

Thank you.

CONTRACT REVIEWED
AND APPROVED:
LW 10.25.13

Extension of Interagency Agreement for Early Childhood Transition Pasco County, Florida

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Angela Porterfield 10/21/13
Signature of Agency Representative Date

Pasco County Early Childhood Programs

Name of Agency

Angela Porterfield

Name of Agency Representative

7227 Land O' Lakes Blvd., Land O' Lakes, FL 34638

Agency Address

Phone: (813) 794-2730

Fax#: (813) 794-2736

E-Mail Address of Representative: aanglinp@pasco.k12.fl.us

Head Start/Early Head Start Policy Council Chairman

Date

District School Board of Pasco County Chairman

Date

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Angela Porterfield
Signature of Agency Representative

10/21/13
Date

Pasco County Early Childhood Programs
Name of Agency

Angela Porterfield
Name of Agency Representative

7227 Land O' Lakes Blvd., Land O' Lakes, FL 34638
Agency Address

Phone: (813) 794-2730 Fax#: (813) 794-2736

E-Mail Address of Representative: aanglinp@pasco.k12.fl.us

Head Start/Early Head Start Policy Council Chairman Date

District School Board of Pasco County Chairman Date

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Signature of Agency Representative

10/21/13
Date

Florida Diagnostic and Learning Resources System

Name of Agency

Paulagene Nelson

Name of Agency Representative

2929 County Road 193 Clearwater, FL 33759

Agency Address

Phone: (727) 793-2723

Fax#: (727) 793-2730

E-Mail Address of Representative: nelsonpau@pcsb.org

Please sign and mail the original signature page to **Dr. Kimberley L. Megrath, TATS West Central Regional Facilitator, 150 Belleview Blvd., Apt. 405, Belleair, FL 33756**. A hard copy and electronic copy of the signed signature page from all of the early childhood partners will be returned to you. Please add these pages to your current Interagency Agreement for Early Childhood Transition, Pasco County, Florida (March 18, 2010 – June 30, 2013).

Thank you.

**Interagency Agreement for Early Childhood Transition
Pasco County**



Facilitated by
TATS-USF/FGCU Region and Florida's Transition Project
March 18, 2010

CONTRACT REVIEWED
AND APPROVED:
Kaly 3-31-10

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APR 20 2010
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I. Purpose

The purpose of this agreement is to establish procedures for the successful transition of young children with disabilities who, at age 3, will be leaving Part C/West Central Early Steps and entering Pasco County, Part B/ Pre-Kindergarten Exceptional Student Education (Pre-K ESE) Program or other community programs or services. These procedures are based on the Technical Assistance Paper (TAP) 2007-160: Transition from Early Steps to the School District Prekindergarten Program for Children with Disabilities or Other Programs (Florida Departments of Education and Health, October 10, 2007) and reflect evidence-based practice for transition in early childhood. They are designed to:

- ❖ Support timely notification, transition planning and conferences, completed referral information, collaborative evaluations to determine eligibility and report child outcomes, and the development and implementation of an IEP prior to the child's third birthday;
- ❖ Promote family involvement; and
- ❖ Ensure that the partners are in compliance with federal and state requirements for transition at age three.

II. Description of Partners

The partners to these Interagency Transition Procedures are West Central Early Steps (**Early Steps**), the Florida Diagnostic and Learning Resources System Gulfcoast Associate Center (**FDLRS Gulfcoast**), and the District School Board of Pasco County (**LEA**), Pre-Kindergarten Exceptional Student Education (Pre-K ESE) Program and Early Head Start/Head Start.

A. **West Central Early Steps** is part of a statewide system that offers early intervention services to families with infants and toddlers (birth to 36 months) who have developmental delays or an established condition likely to result in a developmental delay. Services are based on the concerns, priorities and resources identified by the child's family as part of their Individualized Family Support Plan team. Many types of specialized services are available through Early Steps for eligible children and their families, such as:

1. Screening for early identification;
2. Multidisciplinary evaluations to determine eligibility;
3. Development of Individualized Family Support Plan (IFSP);
4. Intervention services, therapies and supports;
5. Hearing and vision services;
6. Service Coordination;
7. Transition, including notification, planning, and transition conferences; and
8. Assessment to monitor child and family outcomes.

These services are provided by contracted local offices throughout the state that coordinate with community agencies and providers for the delivery of needed supports and services. West Central Early Steps provides services in Citrus, Hernando, Pasco, and Pinellas Counties. Services are delivered within the everyday routines, activities and places of the child and family. The Early Steps system is administered by The Florida Department of Health, Children's Medical Services Network in accordance with the Federal Individuals with Disabilities Education Act, Part C. Early Steps is the payer of last resort

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B. **FDLRS Gulfcoast** is part of a network of nineteen associate centers and five statewide specialized centers in Florida. FDLRS Gulfcoast provides public awareness/child find, screening, in-service training, technology, and parent services

in Pasco, Hernando, and Pinellas Counties, as a support for school districts, families, and community organizations that serve children with disabilities, birth through twenty-one years of age.

For the purposes of this agreement, FDLRS Gulfcoast/Childfind provides assistance in the location and screening of children, birth through five years of age, in Pasco County who may be eligible for IDEA. Child Find initiates appropriate educational or other needed services, including awareness, outreach, referral for screening and evaluation, and case management. All activities are coordinated through the FDLRS Gulfcoast Associate Center Coordinating Council, with input from an Advisory Committee and the Florida Department of Education.

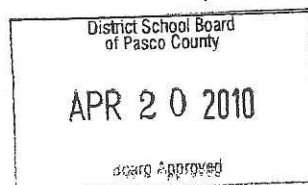
The FDLRS Statewide Initiative for Early Childhood Transition identifies the following required activities:

1. Develop collaborative written referral procedures;
2. Develop collaborative written Children's Registry Information System (CHRIS) procedures;
3. Develop collaborative written notice procedures; and
4. Facilitate Interagency Transition Agreement development and monitoring.

FDLRS Gulfcoast/Child Find serves as the "gateway" to transition for children in Part C/Early Steps who are potentially eligible for the Part B/Pre-Kindergarten Exceptional Student Education (Pre-K ESE) Program.

C. District School Board of Pasco County (known as the Local Educational Agency (LEA))

1. **Pre-Kindergarten Exceptional Student Education (Pre-K ESE) Program** serves children, ages three through entrance into kindergarten, who have been determined eligible to receive IDEA, Part B/Section 619 services based on criteria under State Board of Education Rule. This program provides a Free Appropriate Public Education (FAPE) in the least restrictive environment (LRE) through a continuum of placement options. In addition, the LEA may provide services to children, birth to 36 months, who are deaf or hard of hearing (D/HH) and West Central Early Steps has determined to be eligible for early intervention services under IDEA, Part C.
2. **Early Head Start and Head Start** are comprehensive programs, which serve eligible expectant women, and children from birth through age five. They are family-focused programs, and have the overall goal of increasing children's cognitive, social, emotional, adaptive, communication, and physical development. The program serves primarily low-income families. At least 10% of children served are children with disabilities. Early Head Start/Head Start services may include:
 - a. Provision of screenings of all infants and toddlers for developmental, sensory, and behavioral concerns within 45 days of entry into the program.
 - b. Referral to Early Steps for children from birth through age two who are potentially eligible for Part C services or referral to FDLRS Child Find for children from three through five who are potentially eligible for Part B/Section 619 services.
 - c. Participation, at the family's request, in the IFSP or IEP process, and provision of individualized services per the IFSP or IEP.
 - d. With parental permission, participation in the transition process in collaboration with Early Steps and the LEA.
 - e. Collaboration with the LEA to provide training and consultation, as needed.



- f. Participation in Infant Toddler Coordinating Committee (ITCC) meetings.
- g. Participation as a member of the Part C Advisory Council, when available.

III. Requirements Impacting the Procedures

The agencies participating in this agreement have statutory requirements, which may impact the manner in which they participate in transition. Requirements include:

- ❖ American's with Disabilities Act Amendment Act (ADAAA), Public Law 110-325
- ❖ Early Steps, Policy Handbook and Operations Guide (2009, March)
- ❖ FDLRS, Required Center Operating Procedures (2009, June 10)
- ❖ Individuals with Disabilities Education Improvement Act (IDEA) 2004, Public Law 108-446, Part C and Part B
- ❖ Section 504 of the Rehabilitation Act of 1973
- ❖ State Board of Education Rules Chapter 6A-6, Special Programs for Exceptional Students, Florida Administrative Code (FAC)
- ❖ The Head Start Performance Standards 45 CFR Parts 1304-1308

A definition of related terms is included in Appendix A.

IV. Activities

A. Notification

Early Steps is required to notify the LEA of all children who "will shortly reach the age of eligibility" [PL 108-446, Section 637(a)(9)(A)(ii)(I)] for preschool services under Part B to assist the LEA in program planning.

1. At the time **the child is determined eligible for Part C**, Early Steps will provide the family with a copy of the brochure, Understanding Notification and discuss with the family the policy for sharing personally identifying information with the LEA. A copy of Understanding Notification is included in Appendix B.
2. After reading the brochure, families may decide to opt-out of notification. Early Steps will document the family's decision on the IFSP, Form I, continue to discuss notification, and again, at **24 months** of age, provide the family with a copy of the brochure, Understanding Notification and the option to share personally identifying formation with the LEA.
3. **During the first week of each month**, Early Steps will provide notification to the LEA of all children eligible for Part C who will be **27 months** of age in that month and those children **28 to 34.5 months** who were referred to Early Steps and found eligible in the previous month. Early Steps will also report the number of families of children 27 months who elected to opt-out of notification.
4. Monthly notification to the LEA and FDLRS will include: the child's name; date of birth; and family contact information (i.e., name, address, phone number, and email) with a specific reference to the child's status (i.e., active or inactive).
5. FDLRS will enter the child's demographic information into the CHRIS data system.
6. The Infant/Toddler Coordinating Committee (ITCC), including the LEA, FDLRS, ES, and Early Head Start/Head Start (when appropriate) will meet monthly to review the notification list and begin transition planning for children, **age 27-34.5 months**, included on the list. An effort will be made to block schedule the discussion of all children enrolled in Early Head Start/Head Start. It will be important to include a discussion of the individualized transition plan for those children who enter Early Steps between **28-29 months of age** and have a late

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exit BDI-2 and to prioritize and schedule a collaborative assessment for children who enter Early Steps between 32-34.5 months.

B. Transition Planning

1. Between **27-30 months** of age, the Early Steps Service Coordinator will meet with the family to discuss transition planning. The discussion will include potential options for services in the community; specific concerns and skills required to prepare child for transition; and plans for the transition conference.
2. As part of transition planning, Early Steps will invite all families of children **24 to 33 months** to attend the regularly scheduled Next Steps Seminar where information about community options is presented.
3. During transition planning, the family may or may not inform Early Steps of their choice for potential services after the child turns three. The family may decline to consent to a referral to the LEA.
4. Early Steps will document all transition discussion outcomes, including the family's decision on the IFSP, Form I and will notify Infant/Toddler Coordinating Committee (ITCC).
5. For families who consent to referral to the LEA during transition planning (i.e., prior to the transition conference), members of the ITCC will use a Transition Planning Checklist to assign responsibilities to support child's transition, assist families, and gather information for Transition Referral Packet. A copy of the Checklist is included in Appendix C.

C. Transition Conference

The transition conference may be held up to nine months prior to the child's third birthday, but must be held not less than three months (90 days) before the child's third birthday [PL 108-446, Section 637(a)(9)(ii)(II)].

1. Early Steps will obtain parental consent for the transition conference.
2. With consent of the family, information that will be helpful to the LEA and Early Head Start/Head Start may be shared in advance of the transition conference. Sharing of such information prior to the transition conference does not constitute a referral to the local school district.
3. The LEA will provide Early Steps with an annual calendar of dates a representative is available for transition conferences. When possible, the transition conference should take place in conjunction with the regularly scheduled IFSP meeting.

Birthday	Notification to LEA (27 m)	Transition Planning (27-33 m)	Transition Conferences (31-32m)	Exit BDI-2 (33 m)	Staffing 3 rd BD (35-36m)
January	April	Apr - Oct	Aug - Sept	Oct	Dec - Jan
February	May	May - Nov	Sept - Oct	Nov	Jan - Feb
March	June	June - Dec	Oct - Nov	Dec	Feb - Mar
April	July	July - Jan	Nov - Dec	Jan	Mar - Apr
May	August	Aug - Feb	Dec - Jan	Feb	Apr - May
June	September	Sept - Mar	Jan - Feb	March	May - June
July	October	Oct - April	Feb - March	April	June
August	November	Nov - May	March - April	May	June
September	December	Dec - June	April - May	June	Aug - Sept
October	January	Jan - July	May - June	June	Sept - Oct
November	February	Feb - Aug	June - July	Aug	Oct - Nov
December	March	Mar - Sept	July - Aug	Sept	Nov - Dec

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4. Between **31-32 months** of age, Early Steps will schedule a transition conference with the family and notify the LEA. ITCC will review and finalize all dates for transition conferences. The LEA will notify Early Head Start/Head Start with a list of children scheduled for each date. An effort will be made to block schedule all children currently enrolled in Early Head Start/Head Start.
5. Transition conference will include information about the Part B/Preschool Disability Program, Head Start, and other community supports and services; family concerns; skills necessary to support child's transition; and any additional activities which must be completed.
6. The Early Steps Service Coordinator will review the IFSP developed during transition planning and add any pertinent child/family information to the IFSP, Form I, including the assigned responsibility for gathering any additional referral information identified in the Transition Planning Checklist and the plan for completing an "exit" BDI-2 at 33 months.
7. A family may decline to consent to the LEA and/or Early Head Start/Head Start participation in the transition conference. Early Steps will document the family's decision on the IFSP, Form I. Early Steps will also notify the family that should they decide to explore school district options at 36 months or older, the family will be referred to FDLRS Gulfcoast to initiate the Child Find process.

D. Referral to LEA

Referral is the formal process by which the child and family are referred by Early Steps, with parent consent, to the LEA to determine eligibility for the Part B Pre-K ESE Program.

1. With written parent consent, Early Steps may refer children to the LEA either before, during, or after the transition conference. At the time of referral, Early Steps will provide FDLRS/Child Find with a Transition Referral Packet. The consent form for referral to the LEA must list the specific documents that will be released to the LEA, including the BDI-2.
2. The ES service coordinator provides the Transition Referral Packet to LEA Representative **at least one week prior** to the Transition Conference.
3. The Transition Referral Packet must be completed **no later than 34 months**. The completed packet will include a copy of:
 - a. Child's birth certificate, if available; Note: Early Steps will make one attempt to obtain a copy of the birth certificate, at the initial evaluation and the LEA will make one attempt, at the transition conference. For children transitioning from Part C and found eligible for Part B, a birth certificate is required for enrollment in the Pre-K ESE Program in Pasco County.
 - b. Current IFSP, including Form I;
 - c. Completed hearing and vision screening, and any other relevant medical reports (e.g., audiology);
 - d. All therapy evaluations and other assessments completed within the previous 6 months; and
 - e. Entry BDI-2, with exit BDI-2 added to the packet **no later than 34 months**.
4. To ensure that the Transition Referral Packet is completed by **34 months**, Early Steps will administer the exit BDI-2 at **33 months**, immediately enter the data, and send a copy of the protocol and/or score sheet directly to the ITCC.
5. If at the time of the exit BDI-2, the IFSP Team determines that all of the goals/outcomes have been achieved and family has no further concerns related to their child's development and learning, the termination date will

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documented on the IFSP, Form I (as part of the transition plan). Early Steps will immediately notify the ITCC that the child no longer qualifies for Part C, close the child's record, and enter the appropriate disposition code.

6. With parent consent, all information in the Early Steps record related to screening, evaluation and assessment, eligibility determination, development and implementation of the IFSP or provision of services generated from outside sources through a contract with Early Steps may be included in the Transition Referral Packet for the LEA.
7. Upon receipt the Transition Referral Packet, the LEA will contact Early Head Start/Head Start to request that information on enrolled children be added to the packet. Once the Referral Packet is complete, the LEA will provide a copy to Early Head Start/Head Start for all children who are enrolled or are considering enrollment.
8. In collaboration with the Transition Coordinator, FDLRS/Child Find will:
 - a. Enter or update information in the CHRIS data base;
 - b. Review the Transition Referral Packet for completeness and follow-up, if necessary;
 - c. Mail FDLRS/Child Find packet to the family, including releases and all other information required for the Pasco County School District;
 - d. Meet with school district staff to review the Transition Referral Packet;
 - e. Participate in the Transition Conference with the family, Early Steps Service Coordinator, LEA representative, and other appropriate community providers; and
 - f. Send the completed Transition Referral Packet to ITCC for evaluation and determination of eligibility for Part B/Pre-K ESE Program.

E. Evaluation/Determination of Eligibility/Development and Implementation of IEP Prior to Child's Third Birthday

1. The ITCC will review the Transition Referral Packet from Early Steps to determine if there is sufficient information to determine the child's eligibility for Part B/Section 619. If additional evaluations are needed, the LEA will obtain parent consent, discuss procedural safeguards, schedule the evaluation, and add the results to Transition Referral Packet. If no further evaluation is required, the child's record will be forwarded to the ESE Specialist to be scheduled for staffing.
2. At **34 months of age** the LEA will schedule an eligibility staffing meeting for children referred to LEA who are potentially eligible for Part B. The determination of eligibility will involve a review of the completed Transition Referral Packet, including the "exit" BDI-2, and any additional evaluations conducted by the LEA.
3. Early Steps will inform the family that they can request participation of the Service Coordinator at initial IEP meeting.
4. LEA will develop and implement an IEP prior to child's third birthday for all children determined to be eligible for Part B. LEA will notify Early Head Start/Head Start of the outcome of the determination of eligibility of currently enrolled children, and if eligible, provide a copy IEP. Based on the recommendation of the IEP team, the LEA may provide FAPE to a child prior to age three.
5. Extended School Year (ESY) services will be provided, if the child's IEP team determines, on an individual basis, that the services are necessary for the provision of free appropriate public education (FAPE). It is acceptable to wait until the beginning of the school year to initiate the services on the IEP when a decision is made that ESY services are not needed.
6. If the child is not eligible for the Part B/Pre-K ESE Program, the LEA will recommend to the family that they contact their Early Steps Service Coordinator for further information about other community programs and services. The LEA may provide the family with information about early childhood resources.

7. At the monthly transition planning meetings, the LEA will inform Early Steps of the outcome of the eligibility staffing for all children. Early Steps will record the appropriate disposition code in their data system for transition. When appropriate, the LEA will also provide information on the outcome of the eligibility staffing to Early Head Start/Head Start.

F. Holidays, School Breaks, Summer Birthdays

1. When a child turns three years old during a time that school is not in session (e.g., holidays, school breaks, or summer), the LEA continues to have the obligation to have an IEP developed and implemented by the child's third birthday.
2. The LEA will conduct an eligibility staffing meeting, including the development and implementation of an IEP, as appropriate, prior to the child's third birthday.
3. All IEP meetings for children with summer birthdays will be held prior to the end of the school year or if necessary, special arrangements will be made for staffing during June, July, and August.

G. Late Referrals

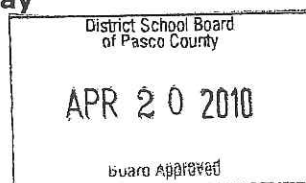
1. Referrals to Early Steps between 32 months and 34.5 months (45 calendar days) prior to the child's third birthday

- a. If the child is referred to Early Steps between **32 and 34.5 months** prior to the child's third birthday, with parent consent, the Early Steps Service Coordinator will contact ITCC to schedule a joint evaluation/transition conference.
- b. Early Steps will conduct a face-to-face intake, complete a BDI-2 screening, and schedule a Collaborative Assessment Team evaluation date with the family, as appropriate.
- c. The Pasco Collaborative Assessment Team (Pasco CAT) will take the lead in the evaluation. This "*one-stop shop*" team* will include representatives from Early Steps, FDLRS, and the LEA. A copy of the Pasco CAT brochure may be found in *Appendix D*.
- d. The ITCC will provide Early Steps and the LEA with the schedule for the Pasco CAT for the entire school year. Each partner will reserve one (1) full day each month. Evaluations will be scheduled at 9:00 and 10:30 one Tuesday per month.*

*Note: It is critical for agencies to maintain consistent team members.

- e. As a member of Pasco CAT, Early Steps will be responsible for obtaining parent consent for evaluation, determining Part C eligibility, and developing IFSP, including Form I. Services with Early Steps would include, at a minimum, screening, evaluation, service coordination, and a transition conference.
- f. If the child is found eligible for Part C and parent consents to referral to the LEA, Early Steps will provide a Transition Referral Packet to the LEA at the Transition Conference. This referral will be subject to the timeline for determination of eligibility/development and implementation of an IEP by the child's third birthday.
- g. If the child and family are a "*no show*" for the Pasco CAT, Early Steps will continue to attempt to contact the family. If Early Steps is unable to contact the family and schedule an evaluation before the child is **34.5 months**, Early Steps will close the referral to Part C and refer the family to FDLRS Gulfcoast to initiate the Child Find process.

2. Referral to Early Steps 34.5 months (45 calendar days) prior to the child's third birthday



- a. If a child is referred to Early Steps/FDLRS 45 calendar days (34.5 months) or less prior to the child's third birthday, Early Steps will contact the FDLRS/Child Find Specialist to schedule a developmental screening.

H. Special Circumstances

1. Eligible Part C/Early Steps children referred to LEA for speech/language only

- a. For all eligible Part C children referred to the LEA for a speech evaluation, the designated Speech-Language Pathologist will schedule the evaluation, participate in a staffing meeting, and develop an IEP by the child's third birthday, if child meets the criteria for Speech-Language Impairment.

2. Eligible Part C/Early Steps children who are deaf or hard of hearing (D/HH) and currently receive services from the LEA

- a. Florida State Board of education Rules provide the LEA state authority for the implementation of special programs for children birth through two years who are developmentally delayed and children who have established conditions (such as deaf or hard of hearing).
- b. Although the LEA is identified on the IFSP as a provider of early intervention services for infants/toddlers who are deaf/hard of hearing (D/HH), Early Steps continues to be responsible for transition at three and must provide notification, complete IFSP, Form I (to document the individual transition plan), hold a transition conference, and complete an "exit" BDI-2 for all children.

I. Measurement of Child Outcomes

Battelle Developmental Inventory (BDI)-2

1. Part C/Early Steps

- a. Entry BDI-2 - Early Steps will administer an entry BDI-2 to all infants and toddlers **no earlier than 90 calendar days or later than 30 calendar days** from the date of the initial IFSP. The scores on the entry BDI-2 will be used to report child outcomes and may also be considered in the determination of eligibility for Early Steps.
- b. Children transitioning from Early Steps to the Pre-K ESE Program who have an entry BDI-2 and an initial IFSP date **later than 30 months of age** will not be included in the Part C system for the measurement of child outcomes. However, this BDI-2 (administered at 30 months plus 1 day) may be used as the entry BDI-2 for the Part B/Pre-K ESE Program.
- c. Exit BDI-2 - Early Steps will administer an exit BDI-2 for all infants and toddlers who have an entry BDI-2, were determined eligible for Early Steps, and have had an IFSP for six months. The exit BDI-2 will be administered **at 33 months** for all children transitioning at three from Part C to Part B or other community programs and services and **no earlier than 90 calendar days** before the date of termination of services per notice for all other children.
- d. With parent consent, Early Steps will provide a copy of the exit BDI-2 to the ITCC (to be added to the Transition Referral Packet) **no later than 34 months** for all children referred to the Part B/Pre-K ESE Program.
- e. The original protocol and score sheet for the entry and exit BDI-2 will be submitted to Early Steps for data reporting. Early Steps will enter entry and exit scores into the Web-based BDI-2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (2010). All BDI-2 protocols and score sheets will be maintained at the Administrative Offices of West Central Early Steps.
- f. If at the time of the exit BDI-2, the IFSP Team determines that all of the goals/outcomes have been achieved and family has no further concerns

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related to their child's development and learning, the termination date will be documented on the IFSP, Form I (as part of the transition plan). Early Steps will immediately notify the ITCC that the child no longer qualifies for Part C, close the child's record, and enter the appropriate disposition code.

2. Shared Data Point

- a. A "shared data point" exists when the same BDI-2 can be used as both the exit from Part C/Early Steps and the entry for the Part B/Pre-K ESE Program.
- b. The assessment window for the shared data point for children transitioning from Early Steps to the Pre-K ESE Program is **90 calendar days before to 90 calendar days after** the date of termination of Part C services per notice.

3. Part B/Pre-K ESE Program

- a. Entry BDI-2 - The LEA will administer an entry BDI-2 to all preschool children **no earlier than 90 calendar days or later than 30 calendar days** from the date the initial IEP. The scores on the entry BDI-2 will be used to report child outcomes and may also be considered in the determination of eligibility for Part B/Pre-K ESE Program.
- b. The scores from the entry BDI-2 administered by the LEA or by Early Steps for children transitioning from Part C to Part B who have an entry BDI-2 and an initial IFSP date later than **30 months** of age (described above) will be used to report child outcomes for the Pre-K ESE Program and may be considered in the determination for eligibility for Part B. Further evaluations may be conducted, with parent consent, if the LEA determines it necessary.
- c. Preschool children with an entry BDI-2 and an initial IEP date of **December 1 or later** in the school year prior to kindergarten will not be included in the Part B system for the measurement of child outcomes.
- d. Exit BDI-2 - The LEA will administer an exit BDI-2 for all preschool children who have an entry BDI-2, were determined eligible for special education, and have had an IEP for six months. The exit BDI-2 will be administered **no earlier than 90 calendar days or later than 30 calendar days** from the date of termination of services or May 31st in the year the child transitions to kindergarten.
- e. The original protocol and scoring sheets for the entry and exit BDI-2 will be submitted to the LEA, Pre-K ESE Program. The LEA will enter entry and exit BDI-2 scores into the Web-based BDI-2 Data Manager, as described in the BDI-2 Data Manager: Guide for the Florida Child Outcomes Measurement System (2010). All BDI-2 protocols and score sheets will be maintained at the Administrative Offices of the District School Board of Pasco County.

4. Special Circumstances

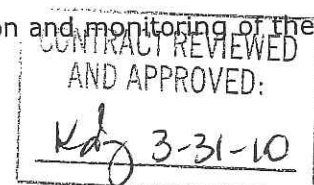
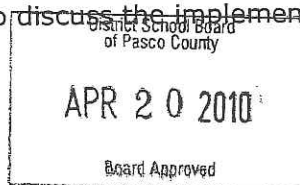
Battelle Developmental Inventory-2 (BDI-2) Screening Test

- Part C/Early Steps, FDLRS Gulfcoast, Early Head Start/Head Start, and Part B/Pre-K ESE Program will use the BDI-2 Screening Test in the measurement of child outcomes as defined in the Memorandum from the Department of Education, BEESS and the Department of Health, ESSO (2008, July 14).

V. Implementing the Procedures

The partners agree to:

- ❖ Include information on transition procedures in staff orientation, through staff meetings and joint training events;
- ❖ Provide information on transition to families; and
- ❖ Attend quarterly meetings to discuss the implementation and monitoring of the transition procedures.



- ❖ Invite all of the members of the early childhood community in Pasco County to one quarterly meeting each year.

VI. Monitoring the Procedures

The partners agree to:

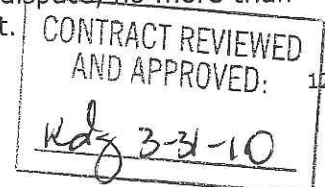
1. Develop a quarterly meeting calendar in September of each year, which will be coordinated by Infant/Toddler Coordinating Committee.
2. Meet quarterly with the TATS-USF/FGCU Regional Facilitator and/or TATS-Florida Transition Project (FTP) to discuss the activities related to these procedures. The purpose of the meeting is to review data, share family stories, identify improvement activities, and make revisions to the Interagency Procedures on Transition, if necessary, to improve outcomes for children and families and ensure compliance with federal and state requirements for transition at age three.
3. By the 15th of the month following the end of each quarter (October 15, January 15, April 15, and July 15), Early Steps will provide the LEA with a list/report, preferably in an EXCEL file, by the code for the Service Coordinator of the names of all children enrolled in Early Steps who turned three in that quarter with their date of birth, date of referral to Early Steps, date of transition conference (or code), and date of disposition (and code).
4. The review of transition procedures will be based on data from the State Performance Plan (SPP) and Annual Performance Report (APR), LEA Profiles, and Early Steps monitoring, specifically Part C, Indicator 8 and Part B, Indicator 12 and will include:
 - ❖ CHRIS tracking data;
 - ❖ Part C, Indicator 8 (A, B, C): Notification, transition planning, including documentation on IFSP, Form I, and Transition Conferences;
 - ❖ Transition Referral Packets, including timeline for completion of the exit BDI-2;
 - ❖ Pasco CAT;
 - ❖ Part B, Indicator 12: Development and implementation of IEP prior to the child's third birthday; and
 - ❖ Part C, Indicator 3 and Part B, Indicator 7: Measurement of Child Outcomes.
5. Use case method of instruction (e.g., family and child stories) to encourage team problem-solving, assist in identifying improvement activities, and provide evidence to support recommendations for changes in transition practices in Pasco County.

VII. Interagency Conflict Resolution Process

Every attempt shall be made to resolve any disagreement to the satisfaction of all parties, including the family, at the lowest possible level within and across the agency partners to the agreement.

The partners agree to:

1. Meet as a team in an effort to informally resolve conflicts resulting from the interagency transition procedures. If the conflict cannot be resolved informally, the following procedures will be followed:
 - a. All of the partners will continue the activities in the Interagency Transition Procedures until the conflict is resolved.
 - b. The partner from the agency/program with a conflict shall provide written communication that identifies the conflict, proposed action, and a summary of factual, legal, and policy grounds.
 - c. The partner from the receiving agency/program shall provide a written response, which includes proposed solutions to the dispute, no more than thirty (30) days after receipt of notice of the conflict.



- d. Upon resolution of the conflict, a joint written statement so indicating will be developed and disseminated by a representative of each partner.
2. If necessary, request facilitation by Florida's Transition Project (FTP) and/or The Technical Assistance and Training System (TATS) to discuss concerns or assist in the resolution of conflicts.

VIII. Duration of Interagency Transition Procedures

The agreement will be in effect from date of signing until **June 30, 2013**. It can be modified or cancelled by request of any of the signing parties, with a 30 day written notice.

IX. Confidentiality

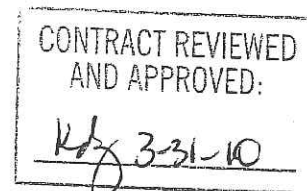
The parties shall maintain confidentiality of all data, files, and recordings including client records related to the services provided pursuant to this Agreement and shall comply with the state and federal laws including, but not limited to, Sections 384.29, 381.004, 392.65, and 455.667, Florida Statutes. Procedures must be implemented by all parties to ensure the protection and compliance with HIPAA Privacy Standards as well as all regulations promulgated thereunder (45 CFR parts 160, 162, and 164.)

X. Enabling Laws and Related Regulations

1. This contract/agreement is subject to Act of God or government regulation, disaster, strikes, civil disorder, or other emergency making it illegal or impossible to provide facilities or hold the events. Should this contract be cancelled for reasons other than Act of God, etc., and another date time cannot be mutually agreed upon, all monies (including deposits) shall be refunded to the School Board.

In addition, when the Department of Homeland Security issues a "Red Alert Status," the District School Board of Pasco County has the right to cancel this agreement without penalty. All monies (including deposits) shall be refunded to the School Board within thirty (30) calendar days.

2. As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, Early Steps and FDLRS Gulfcoast hereby agrees to indemnify and hold the District harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, and agent or other representative of Early Steps and/or FDLRS Gulfcoast and which are not caused or materially contributed to by any officer, employee, agent or other representative of the District.
3. Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the appropriate Court in and for Pasco County, State of Florida.
4. This agreement is governed by the laws put forth by the State of Florida.
5. All employees of the West Central Early Steps, the Florida Diagnostic and Learning Resources System (FDLRS) Gulfcoast Associate Center, Early Head Start/Head Start and District School Board of Pasco County have been Level II fingerprinted.



XI. Required Signatures

The Interagency Transition Procedures provides detailed information on the activities associated with the successful transition at age three for children with disabilities and their families and does not require the exchange of funds now or in the future. Any activities requiring exchange of funds must be addressed by separate agreement. These transition procedures have been reviewed and approved by the parties listed below:

Monica Verra, Ed.D.
Monica Verra, Director, Exceptional Student Education,
District School Board of Pasco County

3/16/10
Date

Beth E. Paul
Beth Rawls, Director of Prekindergarten Services
District School Board of Pasco County

3/17/10
Date

Louise Boothby-Llorente
Louise Boothby-Llorente, PhD, Program Director
West Central Early Steps

3/23/10
Date

Carl Thornton
Carl Thornton, Acting Supervisor
Florida Diagnostic and Learning Resources System
Gulfcoast Associate Center

3/23/10
Date

Sharon C. Shaw
Early Head Start/Head Start
Policy Council Chairperson

3/18/10
Date

Allen Altman
School Board *CHAIRMAN*
District School Board of Pasco County

4-20-10
Date

CONTRACT REVIEWED
AND APPROVED:
Kdy 3-31-10

District School Board
of Pasco County
APR 20 2010
BOARD APPROVED

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District School Board of Pasco County

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Louise Boothby-Llorente, PhD, Program Director
West Central Early Steps

Carl Thornton 3/23/10
Date
Carl Thornton, Acting Supervisor
Florida Diagnostic and Learning Resources System
Gulfcoast Associate Center

Shawn C. Blum 3/18/10
Date
Early Head Start/Head Start
Policy Council Chairperson


Allen Allison 4/29/10
Date
School Board Chairperson,
District School Board of Pasco County

CONTRACT REVIEWED
AND APPROVED:
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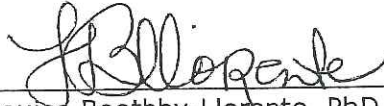
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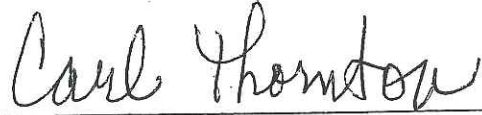
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3/23/10
Date




Carl Thornton, Acting Supervisor
Florida Diagnostic and Learning Resources System
Gulfcoast Associate Center

3/23/10
Date



Early Head Start/Head Start
Policy Council Chairperson

3/18/10
Date



School Board Chairperson, *Chairman*
District School Board of Pasco County

4-20-10
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District School Board
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Florida Diagnostic and Learning Resources System
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3/23/10
Date

Sharon C. Almon
Early Head Start/Head Start
Policy Council Chairperson

3/18/10
Date

Allen Almon *Chairman*
School Board
District School Board of Pasco County

4-20-10
Date

CONTRACT REVIEWED
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APR 20 2010
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Date
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West Central Early Steps

Carl Thornton 3/23/10
Date
Carl Thornton, Acting Supervisor
Florida Diagnostic and Learning Resources System
Gulfcoast Associate Center

Sharon C. Stamm 3/18/10
Date
Early Head Start/Head Start
Policy Council Chairperson

Alan Altman 4/20/10
Date
School Board *Chairman*
District School Board of Pasco County

CONTRACT REVIEWED
AND APPROVED:
Kdy 3-31-10

District School Board
of Pasco County
APR 20 2010
board approved

Partners to Interagency Transition Procedures

<p>District School Board of Pasco County Teresa Suarez 7227 Land O' Lakes Boulevard Land O' Lakes, FL 34638 813.794.2483 tsuarez@pasco.k12.fl.us</p>	<p>Early Steps - West Central Louise Boothby-Llorente 801 6th Street South St. Petersburg, FL 33701 727.767.6724 llorentel@allkids.org</p>	<p>FDLRS Gulfcoast Carl Thornton 2929 County Road 193 Clearwater, FL 33759 727.793.2723 thorntonc@pcsb.org</p>
<p> </p>	<p> </p>	<p> </p>
<p>Early Head Start/Head Start Program Pasco County School District Angela Porterfield 7227 Land O' Lakes Boulevard Land O' Lakes, FL 34638 727.774.2730 aanlinp@pasco.k12.fl.us</p>	<p>Consultant Florida's Transition Project Bettianne S. Ford, Coordinator 401 SW 42nd Street Gainesville, FL 32607 352.372.2485 Bettianne@floridatransitionproject.com Bettianne@smilingtiger.com www.floridatransitionproject.com</p>	<p>TATS Kim Megrath, Regional Facilitator 150 Belleview Blvd. Apt. 405 Belleair, FL 33756 727.252.6869 tats-facu@mail.ucf.edu www.tats.ucf.edu</p>

CONTRACT REVIEWED
 AND APPROVED:
Kdy 3-31-10

District School Board
 of Pasco County
 APR 20 2010

Extension of Interagency Agreement for Early Childhood Transition Pasco County

My agency agrees to an extension of the current Interagency Agreement for Early Childhood Transition, Pasco County (March 18, 2010 – June 30, 2013) until **December 31, 2014**.

This extension will provide an opportunity for the early childhood community to meet and identify priorities, review new state and federal requirements, and determine the standards of practice necessary to meet the transition needs of young children with disabilities and their families.

As before, our agency understands that there is no exchange of funds for any activities referenced in this Interagency Agreement. Any activities that involve exchange of funds would require a separate and specific contract between the partners involved.



Signature of Agency Representative

9/30/13

Date

ALL CHILDREN'S HOSPITAL, INC. FOR WEST CENTRAL EARLY STEPS
Name of Agency

NANCY TEMPLIN, VP FINANCE & CFO
Name of Agency Representative

Agency Address

Phone: ()

Fax#: ()

E-Mail Address of Representative:


Approved Legal - ACH

Please sign and mail the original signature page to **Dr. Kimberley L. Megrath, TATS West Central Regional Facilitator, 150 Belleview Blvd., Apt. 405, Belleair, FL 33756**. A hard copy and electronic copy of the signed signature page from all of the early childhood partners will be returned to you. Please add these pages to your current Interagency Agreement for Early Childhood Transition, Pasco County, Florida (March 18, 2010 – June 30, 2013).

Thank you.