**Marion County**

**Interagency Agreement**

**SFY 2025-2026**

(July 1, 2024 – June 30,2026)

*Program Coordination for Transition and Services*

North Central Ohio ESC (NCOESC)

Marion County Board of Developmental Disabilities (MCBDD)

Ohio Heartland Head Start

River Valley Local Schools

Ridgedale Local Schools

Elgin Local Schools

Marion City Schools

Pleasant Local Schools

***Contents***

Introduction 3

Description and Roles of Involved Agencies 4

Agreements / Child Count & Child Find 5

Agreements / Training Staff & Parents -Resource Sharing 5

Agreements / Procedures & Safeguards for Referral, Evaluation,

IEP, Transition, and Transmission of information 6

Part C Quarterly Report 9

Head Start to Local School District 9

Other Agreements 9

Agreements / Responsibility for Completion, Maintenance &

Dissemination of the Transition Agreement 10

Implementation and Monitoring of the Agreement 10

Signatures 11

Appendix A 12

***Introduction***

**Agencies Involved:**

North Central Ohio ESC (NCOESC)

Ridgedale Local School District

Pleasant Local School District

Elgin Local School District

Marion County Board of Developmental Disabilities (MCBDD)

Marion County Family and Children First Council

Ohio Heartland Community Action Commission Head Start (CAC)

Marion City School District

River Valley Local School District

**Purpose Statement:**

We recognize that a transition from early intervention to an early childhood or other program is a major event in a child’s life. The intent of this agreement is to promote a seamless service delivery system at this transition stage for young children and their families. It is our intent that this agreement will be family-focused, will reduce the anxiety of children and families facing this transition, and increase collaboration among those providing services. This agreement will establish predictable guidelines to follow. Our commitment is to keep each other well-informed, to avoid duplication of effort, to close gaps in service delivery, and to ensure that the needs and aspirations of families are at the center of each child’s transition.

All agencies listed above agree to collaborate to ensure that all children in Early Intervention are transitioned into appropriate placements prior to their third birthday. Children, ages birth to three, in need of early intervention will receive services under an Individualized Family Service Plan (IFSP) transitional activities will be utilized and documented to ensure that eligible children will have an Individual Education Plan (IEP) in place prior to the child’s third birthday.

***Agreements***

***Child Count & Child Find***

All participants, within the Marion County Interagency Agreement, have a common interest in making sure that all children residing within the county, who may be eligible for services from Early Intervention, Head Start, or the Local School District, have the opportunity to receive needed and appropriate support. Districts and agencies work together so that families, physicians and others are aware of services and how to contact the personnel that will be able to help them better understand and access services. The following action steps have been planned for the 2025-2026 school year:

* School districts will include information about Early Intervention and Head Start in school buildings and district publications/newsletters. Contact information will be included.
* Information about eligibility criteria will be shared between programs.
* Early Intervention and Head Start personnel will share information with families about services for children 3-5.
* School Districts will include information about Early Intervention and Head Start at Preschool and Kindergarten screenings.
* Head Start will provide the number of children on IEPs to the LEAs.
* MCBDD will coordinate child find activities, public awareness, physician education and/or outreach activities with other local programs.
* Any of the cooperating agencies when receiving a referral from parents, child care providers, and/or related service providers will consider the age of the child and direct them to the appropriate service provider.

***Agreements***

***Training of Staff & Parent – Resource Sharing***

All participants within the Marion County Interagency Agreement recognize that work is done within a context of increased expectations and decreasing resources. In order to meet the increased demand for skills and knowledge among staff and families, including the provision of services to meet the needs of working parents and homeless families, activities have been identified that will maximize resources among agencies:

* All Interagency Agreement Participants will share pertinent professional development and workshop announcements. Programs will share resources whenever possible.
* Interagency Agreement Participants will work with their Regional State Support Team (SST) and Ohio Center for Autism and Low Incidence (OCALI) for technical assistance, and to bring professional development opportunities into the region.
* Interagency Agreement Participants will make ongoing efforts to identify and encourage those who have expertise in areas of program interest or identified need to become trainers or presenters for agency staff, both to increase professional knowledge and to better support families enrolled in those programs.

***Agreements***

***Procedures & Safeguards for Referral, Evaluation,***

***IEP, Transition, and Transmission of Information***

Transition Process: Early Intervention will follow procedures as outlined in the Interagency Agreement between the Ohio Department of Education and Workforce and the Ohio Department of Children and Youth (Early Intervention Program – Eligibility and Services, OAC 5123-10-02) for Coordination of transition from Part C Services to Part B Services.

1. The early intervention service coordinator shall explain the role of the local educational agency in determining eligibility for preschool services under Part B to the parent during the individualized family service plan, (IFSP), meeting closest to the child’s second birthday or at the initial IFSP meeting for a child entering Early Intervention after 24 months. The Service Coordinator will ensure the parent’s consent using the EI-07 “Consent for Transition” prior to contact information being shared with the local education agency.

2. Not fewer than ninety calendar days, but not more than nine months before a child’s third birthday (Please see Appendix A to view preferred times of Transition meetings), the IFSP shall include at least one transition outcome to create a plan to support a smooth transition of the child from early intervention services under part C to preschool services under part B or to other appropriate services. The early intervention service coordinator shall ensure that transition outcomes include the steps that will be taken and the services that will be provided for:

a. Needed discussions with, and training of, the parent regarding future placements and other matters related to the child’s transition;

b. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting;

c. The identification of the transition services, steps, or activities that the individualized family service plan team determines are necessary to support the transition of the child; and

d. Confirmation that, with parent consent using the form EI-08 “Consent to Refer Child to LEA and SEA,” child find information about the child, including a copy of the most recent evaluation and assessments of the child and the family and the most recent individualized family service plan, has been transmitted to the local educational agency.

3. If a child may be eligible for preschool services under part B, the early intervention service coordinator shall ensure that a transition planning conference is conducted during an individualized family service plan meeting. The transition planning conference shall occur not fewer than ninety calendar days and not more than nine months prior to the child’s third birthday and shall include the local educational agency to discuss any services the child may receive under part B.

4. Rule requires that if a child is determined eligible for early intervention services more than forty-five calendar days and fewer than ninety calendar days before the child’s third birthday, the child may be eligible for preschool services under part B, as soon as possible after determining the child’s eligibility, the early intervention service coordinator, with the parent’s consent, will notify the local educational agency that the child will reach the age of eligibility for services under part B on the child’s third birthday.

* The practice of agencies and LEAs of this Interagency Agreement is that upon referral, with parent consent, the early intervention service coordinator will make the district aware that the eligibility determination process has begun for the child. The initial IFSP will serve as the transition planning conference in this situation.

5. If a child is referred to the early intervention program forty-five or fewer calendar days before the child’s third birthday and that child may be eligible for preschool services under part B, early intervention, with parent consent, shall refer the child directly to the appropriate school district. Under these circumstances, the early intervention program is not required to conduct an evaluation, assessment, or initial individualized family service plan meeting.

6. The LEA and/or designee will ensure that all evaluations are completed. Each individual who has completed a section of the evaluation will be responsible for submitting written results of their assessment on the correct evaluation form to the appropriate LEA representative and/or their designee.

7. Within 60 days (although may be less depending upon referral) from when the parent has signed the permission for the evaluation, a representative from the child’s school district will:

a. Schedule an Evaluation Team Meeting at which time the Evaluation Team, including the parent(s) will determine eligibility using the information contained in the Evaluation Team Report.

b. Develop an IEP if the child is eligible or schedule the meeting date to develop the IEP. The development of goals and objectives will reflect the input of families, Early Intervention service providers, preschool special education teachers, and Head Start when applicable. The IEP will be completed within 30 days, and no later than the child’s third birthday. (Best practice recommends that service coordinators, EI Specialists, therapists, or any other team member currently involved with or soon to be involved with the child will be invited to the ETR and the IEP meetings by the appropriate LEA representative and/or their designee). Preschool Special Education services and service delivery options will be discussed as a part of the IEP meeting.

8. Any child suspected of having a disability as defined by Part C and Part B who is referred to early Intervention 46-90 days before his/her 3rd birthday will be assigned an Early Intervention Service Coordinator, who will begin transition planning. Early Intervention will work with the LEA and/or designee to conduct an evaluation for eligibility and write an IFSP that includes at least one transition outcome. The IFSP meeting shall serve as the Transition Planning Conference. With parent consent, Early Intervention and the LEA will cooperatively conduct an evaluation for eligibility.

9. Any child suspected of having a disability defined by Part B who is referred to early Intervention 45 days or less before his/her third birthday will be referred directly to the LEA and/or their designee. The child will be entered into the Early Intervention Data System (EIDS) as a referral and exited with a referral outcome that identifies that the child was referred directly to the LEA. An Early Intervention Service Coordinator will not be assigned. The Central Coordination Intake Coordinator will coordinate referral to the LEA and/or their designee. These children must have an evaluation completed within 60 days of parental consent for the evaluation but an IEP is not required by the third birthday.

10. If a child with an IFSP is at the age for transition to occur, and the family has not responded to communications about transition or does not agree to transition, and the child turns three years old, the service coordinator will send a letter to the parent(s); and, with parental consent, will also send a copy of the letter to the child’s school district of residence and the appropriate LEA representative and/or their designee verifying that the child will not be going through the transition process. The child will exit Early Intervention on his/her third birthday.

Part C Quarter Report

Early Intervention shall on or before, but not more than ten calendar days in advance of the first day of February, May, August, and November of each year, identify each child turning three years of age within one year from the first day of the respective month and notify the local education agency where the child resides. MCBDD will also receive the entire county report for planning purposes. The department shall make a corresponding notification to the Ohio Department of Education.

Head Start to Local School District

*For the provision of services to preschool children eligible for special education under Public Law 105-17, and in compliance with the Head Start Act 42 VS.C. 9801; Head Start Regulations 45 C. FR. Parts 1304, 1305, and 1308, and Improving Head Start for School Readiness Act of 2007 (2016) paragraphs (3) and (6) of section 642 (a).*

Please refer directly to the Interagency Agreement between Head Start and each individual LEA for specific information regarding the Head Start to Local School District information.

***Other Agreements***

In addition to the above-mentioned activities, Head Start will enter into a Cooperative agreement with each LEA and/or their designee. Please refer directly to these Interagency Cooperative Agreement for specific information.

***Agreements***

***Responsibilities for Completion, Maintenance, &***

***Dissemination of the Transition Agreement***

This agreement will be monitored and reviewed on an annual basis by representatives from all participating parties. At any time during the agreement period, any participating agency member may call a meeting of all parties to discuss necessary revisions to the agreement. It will be the responsibility of the concerned party to arrange the date of the review. Annual reviews will be held in March of each year with the Interagency Agreement signed by June 30th. The agreements will then go into effect July 1st and are in effect from July 1st to June 30th of the following year. The Marion County Board of Developmental Disabilities (MCBDD) will be responsible for obtaining signatures on the agreement and for disseminating a copy of this agreement to all those who have signed. New staff hired in any of the participating programs will be given information about the Interagency Agreement. The agreement will also be reviewed annually with all staff.

***Implementation and Monitoring of the Agreement***

Dissemination of Interagency Agreement

Shortly after the agreement is signed, the transition team should disseminate copies of the agreement to important stakeholders. Direct service staff, including service coordinators, should receive training on the implementation of the agreement.

Obtaining Feedback

Mechanisms for maintaining feedback from individuals who have a vested interest in the agreement should be identified. Parents, early intervention providers, public school teachers, administrators, and staff from preschools and childcare facilities should all provided feedback critical for evaluating the success of the agreement. Methods for gathering information can include surveys, interviews, questionnaires, record review, and informal observations.

Monitoring & Evaluating Interagency Agreement

The transition team that created the agreement should continue to meet regularly, and at least annually, after the interagency agreement has been written and signed. Feedback gathered should be used to monitor both the effect of the agreement on transitions and community adherence to the tenets of the agreement. Revisions are made as needed.

**Marion County Interagency Agreement**

**Participant Signatures (Name and Affiliation)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brian Murphy, Superintendent, Marion City Schools Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brenda Luhring, Superintendent, NCOESC Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adam Wickham, Superintendent, River Valley Local School District Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tom McDonnell, Superintendent, Pleasant Local Schools Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Erika Bower, Superintendent, Ridgedale Local Schools Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lane Warner, Superintendent, Elgin Local Schools Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheryl Plaster, Superintendent, Marion County Board of DD Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Debbie Schuster, OHCAC Head Start/Early Head Start Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela Farson, Early Intervention Contract Manager, Marion Co Brd of DD Date

***Appendix A***

|  |  |
| --- | --- |
| **3rd Birthday in :** | **Ideal time to complete transition meetings** |
| Late September | April |
| October | Early May |
| November | August |
| December | September |
| January | October |
| February | November |
| March | December |
| April | Janaury |
| May | February |
| June | late February or Early March |
| July | March |
| August | March or Early April |