

**INTERAGENCY AGREEMENT BETWEEN
COMMUNITY ACTION PARTNERSHIP OF SONOMA COUNTY
HEAD START
AND
SONOMA COUNTY SELPA**

INTERAGENCY AGREEMENT

This agreement is between the Community Action Partnership of Sonoma County Head Start (HS) and the Special Education Local Plan Area (SELPA) office. The purpose of this local agreement is to provide guidelines and working procedures for HS and SELPA, for those preschool children eligible for special education in compliance with the Federal and California state laws and regulations.

The intent of this agreement is to coordinate services for individuals with special needs, ages three to five years, served by HS and SELPA and to define which services will be provided by which agency. The areas of agreement include:

- a. Participation in the Child find System (Search).
- b. Ensure that children eligible for preschool special education services receive a free and appropriate public education, as required by law, in the least restrictive environment (LRE).
- c. Assessment procedures.
- d. Individual Education Program development.
- e. Implementation and annual review procedure.
- f. Procedural safeguards.
- g. Training and technical assistance.
- h. Placement options.
- i. Ensure a systematic, effective continuum of service options to children with special needs and their families enrolled in HS
- j. Ensure interagency coordination, timely transition of children from one agency to another, effective utilization of agency resources, and continuing communication and information exchange regarding general policies, procedure and referrals.

This interagency agreement will be reviewed and revised by CAP Sonoma Head Start and Sonoma County SELPA at least once annually or on an as needed basis at the request of either party and make changes required by new legislation or that are identified locally that may enhance appropriate delivery of services.

Agreement

I Search. All disabled children in need of special education must be identified, located, and evaluated. (34 CPR 300.220,300.324; Welfare and Institutions Code, sections 5651, 5650, 5619; California Education Code Sections 56300-56302)

EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)	HEAD START CAP SONOMA HEAD START
<ol style="list-style-type: none"> 1. Shall include Head Start in the child find activities. 2. Shall inform/train Head Start Disability Service Area on the appropriate identification and referral procedures. 3. Shall coordinate with Head Start in screening activities and obtain written parent permission for assessment. 4. When appropriate shall refer eligible children to Head Start program. 	<ol style="list-style-type: none"> 1. Shall collaborate with the SELPA child find activities. 2. Shall participate in training on identification and referral procedures offered by the SELPA 3. Shall screen all children enrolled in Head Start within 45 days of enrollment and refer those suspected to be in need of special education and related services to SELPA and Local School District as required or to a Head Start consultant (when available) for assessment <ol style="list-style-type: none"> a. Shall inform parents of the types, purposes and results of screenings and evaluations, and shall secure written parent permission for evaluations b. Shall provide information to the SELPA on any classroom modifications attempted for children referred for assessment. c. Shall complete referral on appropriate form and submit with documentation (i.e. developmental history, teacher observation etc.

II ASSESSMENT. Each individual with exceptional needs who is assessed for special education services shall have the benefits of a multi-disciplinary team and no signal procedure shall be used as sole criterion for assessment. (34 CFR 300.542, 300.530-532; Education Code sections 56320-56337; 5 CAC sections 3105 (a), (b), (c), and 3421)

<p style="text-align: center;">EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)</p>	<p style="text-align: center;">HEAD START CAP SONOMA HEAD START</p>
<p>1. Shall supply referral forms and information regarding referral process.</p> <p>2. Shall provide parents with a written assessment plan and due process rights. (34CFR 300.504 and 300.504 and 300.505).</p> <p style="padding-left: 40px;">a. Shall work with Head Start to develop joint release of information forms and procedures</p> <p>3. Shall be responsible for assessing children referred by Head Start within mandated timelines. Appropriate assessment information from Head Start may be used when available.</p> <p>4. Shall utilize screening and assessment results provided by Head Start in the development of an assessment plan for all children referred for assessment by Head Start, if appropriate.</p> <p>5. Shall involve Head Start personnel in the implementation of the assessment plan (as appropriate).</p> <p>6. Shall be responsible for convening the IEP meeting to discuss results. Invite appropriate Head Start representative.</p>	<p>1. Shall be responsible for referring children suspected to be in need of special education services to the SELPA for assessment.</p> <p style="padding-left: 40px;">a. Shall gain parental consent for referral.</p> <p style="padding-left: 40px;">b. Shall submit written referral for assessment of children suspected to be in need of special education and services.</p> <p>2. Shall be responsible for assisting the SELPA by collecting screening and assessment information.</p> <p style="padding-left: 40px;">a. Shall be responsible for the health screening (medical, dental, nutritional, vision, hearing and speech) when such screening is not available from the SELPA</p> <p style="padding-left: 40px;">b. Shall, with written parental consent, provide the SELPA with educationally relevant assessment information obtained by Head Start. Shall document for the IEP team that the child's difficulties are not due to environmental, cultural, maturational or economic reasons.</p> <p>3. Shall assist in obtaining written parental consent for assessment.</p> <p style="padding-left: 40px;">a. Shall work with SELPA to develop joint release of information forms and procedures</p> <p>4. Shall participate in the implementation of the assessment plan, as appropriate.</p> <p>5. Shall participate in the IEP meeting to discuss the results of the assessments.</p> <p style="padding-left: 40px;">a. Head Start Disability Services Area shall determine appropriate staff to attend.</p>

III INDIVIDUAL EDUCATION PROGRAM. The individual with exceptional needs shall have a right to an appropriate education and related services in accordance with his/her IEP, including full education opportunity in the least restrictive environment. (30 CFR 300.13, 300.14, 300.340-349; Education Code sections 56340-56381; and 5 CAC regulations)

<p style="text-align: center;">EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)</p>	<p style="text-align: center;">HEAD START CAP SONOMA HEAD START</p>
<ol style="list-style-type: none"> 1. Shall develop IEP's for each Head Start child between three years and five years, nine months eligible for special education and related services, and shall include Head Start personnel in the development of the IEP when the child is or may be enrolled in Head Start. <ol style="list-style-type: none"> a. When both agencies participates in the development and implementation of the IEP, it will be referred to as a <i>"jointly"</i> developed IEP 2. Shall specify in IEP which services, if any, will be provided by Head start, and which if any, will be provided by the SCOE Preschool. 3. Shall implement, or ensure that provision is made to implement the special education and related services as specified in the IEP, for all Head Start children served by the SCOE Preschool. 4. Shall be responsible for monitoring pupil progress on the IEP implemented by the SCOE Preschool. 5. Shall conduct annual IEP review and include Head Start personnel, as appropriate. <ol style="list-style-type: none"> a. Head Start shall be invited to IEP meetings for incoming children and IEP reviews as appropriate. 	<ol style="list-style-type: none"> 1. Shall participate in the development of the IEP for each individual with exceptional needs who is or may be enrolled in Head Start. If the Head Start teacher is not present at the IEP meeting Head Start personnel in attendance at the IEP meeting shall explain all assessments/IEP information to receiving Head Start teacher prior to placement. <ol style="list-style-type: none"> a. When both agencies participate in the development and implementation of the IEP, it will be referred to as a <i>"jointly"</i> developed IEP. 2. Shall provide all comprehensive child development services to all children enrolled in Head Start whether or not they are disabled and shall be responsible for providing special education and related services for those children the SELPA is not mandated to serve, who are enrolled in Head Start. 3. Shall be responsible for implementing portions of the IEP, as specified in the IEP, for those children enrolled in Head Start. 4. Shall be responsible for monitoring pupil progress on the portion of the IEP implemented by Head Start, as appropriate. 5. Shall participate in annual IEP review as requested, as appropriated. 6. Shall request therapists/consultants to sign-in on a Special Services Log when providing services to children in the Head Start classroom.

IV PROCEDURAL SAFEGUARDS. The individual shall be afforded procedural safeguards and confidentiality of records requirements according to California Education Code sections 56500-56505 and federal regulations.

<p style="text-align: center;">EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)</p>	<p style="text-align: center;">HEAD START CAP SONOMA HEAD START</p>
<p>1. Shall implement all procedural safeguards including confidentiality of records requirements, prior notice, and placement in the least restrictive environment, for all persons with exceptional needs and their families.</p> <p>a. Shall inform Head Start of due process hearings and complaint procedures for Head Start children in accordance with California Education Code requirements.</p>	<p>1. Shall ensure that all procedural safeguards as applicable, including confidentiality of records, requirements, prior notice, and placement in the least restrictive environment, are provided for all children with disabilities and their parents, according to appropriate state and federal law and regulations.</p> <p>a. Shall inform parents of individual rights and protection</p> <p>b. Shall inform parents of due process hearing and complaint procedures, and shall participate in hearings when requested by parent or as appropriate.</p>

V TRAINING AND TECHNICAL ASSISTANCE

<p align="center">EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)</p>	<p align="center">HEAD START CAP SONOMA HEAD START</p>
<ol style="list-style-type: none"> 1. Shall offer training to Head Start personnel, as appropriate. 2. Shall designate one person responsible for coordination of training opportunities with Head Start. 3. Shall participate in Head Start sponsored training opportunities, as appropriate. 4. SDC/NIPP staff shall collaborate with Head Start when they have a child who is dually enrolled, and the Head Start teacher completes a child observation. 5. Head Start parents will be invited to participate in the monthly parent meetings/trainings (Family Connections) offered by SCOE Preschool. 	<ol style="list-style-type: none"> 1. Shall offer training to the SELPA personnel, or designee. 2. Shall designate one person responsible for coordination of training opportunities with the SELPA. 3. Shall participate in the SELPA training opportunities, as appropriate. 4. Head Start staff shall participate in Individual Child Observation at the child's SDC/NIPP class. 5. Head start parent will be informed of and invited to in the monthly parent meetings/trainings (Family Connections) offered by SCOE Preschool. <ol style="list-style-type: none"> a. At least one time per year trainings shall include an informational workshop on the IEP process. 6. Regular trainings/meetings will be offered to the team taught Head Start/SCOE Preschool classrooms.

VI Funding

Education
Special Education Local Plan Area
(SELPA)

1. Shall provide special education and related services for all individuals with exceptional needs as specified in the IEP, and for whom the SELPA is mandated to provide special education and related services.
2. Shall, with CAP Head Start, explore creative methods of financing the costs of special education and related services, including dual enrollment, team teaching, itinerant teacher arrangements and others, provided that the combination results in increased services to disabled children.
3. May, by mutual agreement with CAP Head Start, combine fiscal and service resources in a manner to increase services to disabled children, provided that funds are used in accordance with state and federal laws, regulations, and restrictions.

CAP SONOMA
Head Start

1. Shall provide comprehensive child development services for all children, including disabled children, enrolled in CAP Head Start, aged three years to five years.
2. Shall with SELPA, explore methods of financing the costs of special education and related services, including dual enrollment, team teaching, itinerant teacher arrangements and others, provided that the combination results in increased services to disabled children.
3. May, by mutual agreement with SELPA, combine fiscal and service resources in a manner to increase services to disabled children, provided that funds are used in accordance with state and federal laws, regulations, and restrictions.

VII ADMINISTRATION. The individual with exceptional needs and parents shall have the benefit of consistent administrative procedure.

EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)	HEAD START CAP SONOMA HEAD START
<ol style="list-style-type: none"><li data-bbox="285 564 732 743">1. The SELPA and Head Start shall establish a system to ensure the continuity of services for identified disabled children from Head Start programs to the public schools or private schools.<li data-bbox="285 779 773 898">2. Shall designate a person to work with Head Start designee on problems regarding interpretation of or compliance with this agreement.	<ol style="list-style-type: none"><li data-bbox="875 564 1430 711">1. Head Start and the SELPA shall establish a system to ensure a smooth transition of children with disabilities from Head Start programs to the public schools or private schools.<li data-bbox="875 779 1403 898">2. Shall designate a person to work with the SELPA designee on problems regarding interpretation of, or compliance with this agreement.

VIII PLACEMENT OPTIONS. Sonoma County SELPA and Community Action Partnership of Sonoma County Head Start will explore the feasibility of creative program options, such as team teaching, co-location, and other additional necessary supports to ensure the success of the program.

<p style="text-align: center;">EDUCATION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)</p>	<p style="text-align: center;">HEAD START CAP SONOMA HEAD START</p>
<ol style="list-style-type: none"> 1. Shall commit to regularly scheduled meetings to develop expanded options for children with special needs and their families to fully utilize the resources of both programs. 2. Shall provide special education and related services to all children who are dually enrolled and additional necessary supports. 	<ol style="list-style-type: none"> 1. Shall commit to regularly scheduled meetings to develop expanded options for children with special needs and their families to fully utilize the resources of both programs. 2. Shall provide a child development program and a full inclusion setting for all children who are dually enrolled.

TERMS OF AGREEMENT

This agreement will become effective upon signature by the authorized representative of all parties. The agreement shall remain in effect for three years at which time it will be renewed and revised, if necessary. This [provision does not preclude the parties from revising the inter-agency agreement at any time they determine a revision is necessary.

SIGNATURE PAGE

FOR: SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)	COMMUNITY ACTION PARTNERSHIP OF SONOMA COUNTY HEADSTART
BY: /s/ Catherine Conrado SELPA Director	BY: /s/ Authorized Agent
DATE: 6/15/12	DATE: 6/15/12

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