

EARLY CHILDHOOD TRANSITION TEAM MEMORANDUM OF UNDERSTANDING

Between

PRIMARY PARTNERS:

Aprendamos Intervention Team
Las Cruces Public Schools (Developmentally Delayed Preschool)
Multicultural Evaluation and Consultation Associates (MECA)
New Mexico School for the Deaf (NMSD) New Mexico School for the Blind and Visually Impaired (NMSBVI)
Tresco, Inc. (TOTS)

SECONDARY PARTNERS:

Carino Home Visiting
Day One Home Visiting (Age 0-3)
Discovery Child Development Center
Doña Ana County Head Start (Age 3-5 years)
Jardin de los Niños
La Clinica de Familia/Primero los Niños Early Head Start (Age Birth-3 years)
Las Cruces Public Schools Head Start (Age 3-5 years)
Las Cruces Public Schools New Mexico Pre-K (4-years)
MECA Home Visiting
The Children's Garden

The above listed agencies are collectively described as the

“Las Cruces Early Childhood Community”

**Revised January 2020
Effective through May 2024**

In WITNESS WHEREOF, the following signatures are affixed:

Program: **Aprendamos**
Address: 301 Perkins Dr Suite B
Contact Person: Celina Waller, Director of Children and Family Services
Contact Person: Krystal Chavarria, Program Manager
Phone Number: 575-526-6682
E-Mail: cwaller@aitkids.com; kchavarria@aitkids.com

DocuSigned by:
Signature: *Celina Waller* Date: 10/22/2020
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Signature: *Krystal Chavarria* Date: 11/9/2020
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Program: **Cariño Home Visiting**
Address: 301 Perkins Dr. Las Cruces, NM 88005
Contact Person: Christina Armenta
Phone Number: 575-619-0039
E-Mail: carmenta@aitkids.com

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Program: **Day One Home Visiting**
Address: 2325 East Nevada Ave. Las Cruces, NM 88001
Contact Person: Monica Whitman, Program Manager
Phone Number: 575-650-3395
E-Mail: mwhitman@trescoinc.org

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Signature: *Monica Whitman* Date: 10/23/2020
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Program: **Discovery Child Development**
Address: 3300 Del Rey Blvd, LC, NM 88012
Contact Person: Amanda Valverde
Phone Number: 575-382-0338
E-Mail: amvalver@yahoo.com

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Signature: *Amanda Valverde* Date: 10/21/2020
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Program: **Doña Ana County Head Start**
Address: 4101 Sam Steel Way, Building C-300 Las Cruces 88001
Contact Person: Brianda Tzintzun, Disabilities Specialist
Phone Number: 575-656-8911
Fax Number: 575-646-3047
E-Mail: tzintzun@nmsu.edu

DocuSigned by:
Signature: *Brianda Tzintzun* Date: 10/22/2020
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Program: **Jardin de los Niños**
Address: 999 West Amador, Suite E Las Cruces, NM 88005
Contact Person: Michelle S. Adames, Ph.D.
Phone Number: 575-522-2111
E-Mail: michelle.adames@jardinlc.org

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Signature: *Michelle S. Adames* Date: 10/21/2020
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Program: **La Clincia De Familia, Early Head Start**
Address: 385 Calle de Alegra, LC 88005
Contact Person: Yvonne Rojas
Phone Number: 575-532-0515
Fax Number: 575-532-0524
E-Mail: yrojas@lcdfnm.org

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Signature: *Yvonne Rojas* Date: 10/21/2020
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Program: **Las Cruces Public Schools**
Address: 505 S. Main, Ste 249 LC, NM 88001
Contact Person: Michael Montoya, Assistant Superintendent of Special Education
Contact Person: Deanna Wilkinson, Special Education Administrator
Phone Number: 575-527-6642
E-Mail: dwilkinson@lcps.net

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Signature: *Michael Montoya* Date: 10/21/2020
DocuSigned by:
Signature: *Deanna Wilkinson* Date: 10/21/2020
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Program: **LCPS Head Start**

Address: 755 E. Chestnut, Las Cruces 88001
Contact Person: Dr. Maria Artiaga, Executive Director of Early Childhood
Contact Person: Dr. Christina Freeman, Head Start Director
Phone Number: 575- 527-6020
Fax Number: 575-527-0081

E-Mail: cfreeman@lcps.net
Signature: Maria Artiaga Date: 10/21/2020

Signature: Christina Freeman Date: 10/22/2020

Program: **LCPS New Mexico Pre-K**

Address: 505 S. Main Street, Las Cruces 88001
Contact Person: Dr. Maria Artiaga, Executive Director of Early Childhood
Contact Person: Dana Critchlow, NM PreK Administrator
Phone Number: 575- 527-5877
Fax Number: 575-527- 5865

E-Mail: dcritchlow@lcps.net
Signature: Maria Artiaga Date: 10/21/2020

Signature: Dana Critchlow Date: 10/23/2020

Program: **MECA Therapies**

Address: 1350 Hillrise Circle, 88011
Contact Person: Cassandra Varela
Phone Number: 575-522-9595
Fax Number: 575-522-9564
E-Mail: cassandra@mecatherapies.com

Signature: Cassandra Varela Date: 10/23/2020

Program: **MECA Home Visiting**

Address: 2919 Hillrise Dr. Las Cruces, NM 88011
Contact Person: Rebecca Fevrier
Phone Number: 575-522-9595
E-Mail: rebeccameca@gmail.com

Signature: Vanessa Morse Date: 11/16/2020

Updated Contact: Vanessa Morse replaced R. Fevrier

Amended 6.10.2020

Program: **New Mexico School for the Blind & Visually Impaired**

Address: 801 Stephen Moody St. SE, Albuquerque 87123
Contact Person: Lourdes Cruz
Phone Number: 575-415-5999
Fax Number: 915-877-3121
E-Mail: lourdescruz@nmsbvi.k12.nm.us

Signature: Lourdes Cruz Date: 10/21/2020

Program: **New Mexico School for the Deaf**

Address: 1060 Cerrillos Road Santa Fe, NM 87505
Contact Person: Bert Goldblatt
Phone Number: 505-690-9233
Fax Number: 505- 476-6424
E-Mail: bgoldblatt@nmsd.k12.nm.us

Signature: Bert Goldblatt Date: 10/21/2020

Program: **The Children's Garden PreK Program**

Address: 2740 Northrise Drive, Las Cruces, NM 88011
Contact Person: Lupe Nevarez
Contact Person: Selma Ramos Nevarez
Phone Number: 575-644-8017/575-644-4136
E-Mail: lupe@thechildrensgardenlc.com or selma@thechildrensgardenlc.com

Signature: Lupe Nevarez Date: 11/16/2020

Signature: Selma Ramos Nevarez Date: 10/23/2020

Program: **Tresco TOTS**

Address: 2325 E. Nevada, Las Cruces, NM 88004
Contact Person(s): Cathy Gonzales
Phone Number: 575-527-4900
Fax Number: 575-571-4058
E-Mail: marmendariz@trescoinc.org

Signature: Cathy Gonzales Date: 12/8/2020

Updated email is CGonzales@trescoinc.org

Program: **Doña Ana County Head Start**

Address: 4101 Sam Steel Way, Building C-300 Las Cruces 88001

Contact Person: Barbara Martinez-Griego, Executive Director

Phone Number: 575-646-7933

Fax Number: 575-646-3047

E-Mail: bmgriego@nmsu.edu

Signature: Barbara Martinez-Griego Date: 11/7/2020

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Program: **Migrant Seasonal Head Start Program**

Address: PO Box 450355 Laredo, TX, 78041

205 NM Highway 228, Mesquite NM, 88048

Contact Person: Cynthia Yates-Coaxum, Site Manager

Contact Person: Maria Tapia, Disabilities Mental Health Coordinator

Phone: 830-310-8283

E-Mail: mtapia@cdimshs.org

Signature: _____ Date: _____

Signature: Maria Tapia Date: 10/21/2020

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Program: **NM Early Childhood Transition Teams**

Address: 5323 Menaul Blvd. North East Alb. Nm 87110

Contact Person: Shelly Harrelson, Doña Ana County Part C to B Transition Coach

Phone Number: 505-259-2407

E-Mail: sharrelson@crecnm.org

Signature: Shelly Harrelson Date: 10/21/2020

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I. PURPOSE:

The purpose of this agreement is to establish specific, collaborative procedures and timelines that will assist the Las Cruces Early Childhood Community in realizing their vision for transitioning students from Part C to B and ensure compliance with federal and state laws and regulations. The Las Cruces Early Childhood Community will provide smooth, effective, and timely transitions for young children served under the Part C to ensure continuity of services.

The Las Cruces Early Childhood Community adheres to the following values and beliefs:

1. We value the development of advocacy skills in parents.
2. We value parental involvement before, during and after transition.
3. We believe that the needs of the child guide the decision-making process.
4. We value the cultural diversity of all children and families.
5. We believe that parents should be provided the opportunity to make informed choices.
6. We value the collaborative teamwork necessary to improve outcomes for children.

II. TERMS OF THE AGREEMENT:

1. Meet yearly to review and revise (as necessary) this agreement.
2. Meet quarterly to plan for collaborative child find and transition activities.
3. Notify all members of professional development opportunities that impact young children, space permitting.
4. Inform families about available service options and provide referrals to appropriate community agencies.
5. Inform service providers within each agency about the responsibilities agreed to as per this Memorandum of Understanding (MOU.)
6. Recognize and inform staff and families that the determination of eligibility is a decision to be made according to the criteria of each agency.
7. Accept the responsibility of each agency to inform MOU participants of their eligibility criteria and services.
8. Implement transitions from part C to Part B as per the terms of this agreement.
9. Early Childhood Transition Team will participate in joint professional development with staff and parents, to include resource sharing.

III. DESCRIPTION OF THE INVOLVED AGENCIES SERVING LAS CRUCES

Las Cruces Public Schools (LCPS) Developmentally Delayed Preschool- is the Part B provider responsible for working with families and FIT (Part C) providers to fulfill smooth and effective transitions. The requirements as established by the Individual with Disabilities Act (IDEA), New Mexico Administrative Code (NMAC), are followed.

Early Intervention (EI) Agencies/FIT Providers - (Aprendamos Intervention Team, MECA Therapies, Tresco TOTS) "Provide Early Intervention services to parents and children who have developmental delays or may be at risk for developmental delays. (IDEA Part C.)

New Mexico School for the Deaf (NMSD) provides for the unique needs of children and students who are deaf/hard of hearing, their families, and professional partners by providing a comprehensive array of school and statewide programs.

New Mexico School for the Blind and Visually Impaired (NMSBVI) provides statewide direct services to families of children 0-3 years of age who have a diagnosed visual impairment or who are considered to be at risk for receiving a VI diagnosis. Services are delivered in the family home or in another community environment that supports the child and his/her family.

Head Start provides comprehensive services to young children and their families. It is mandated that Head Start make 10% of enrollment opportunities available to children with disabilities and actively recruit children with disabilities whose income is within the U.S. Poverty Guidelines. Head Start will work with FIT service coordinators to assist families in the Head Start application process including reviewing developmental and financial eligibility requirements. This process may be scheduled prior to the Transition Conference in order to assure enrollment in Head Start.

New Mexico Pre-K provides comprehensive services to young children and parental engagement support and guidance to their families. NM PreK works collaboratively with LCPS 619 to provide an inclusive program to actively recruit and enroll children with disabilities. NM PreK also works collaboratively with LCPS Head Start, Doña Ana County Head Start and La Clinica de Familia Early Head Start in activities such as sharing professional development opportunities for staff, transitioning children from Early Head Start to Head Start and NM PreK. NM PreK enrolls children via random selection.

Jardin de los Niños is a non-profit organization with a Five-Star early childhood educational program certified by the FOCUS Program of New Mexico. We provide early childhood education, therapeutic intervention, and comprehensive services to homeless and near homeless children, from the ages of six weeks to 10 years. Jardin de los Niños also supports the whole family from a holistic, strengths-based approach.

The Children's Garden is a for-profit business with a Five-Star Early Childhood Educational by the FOCUS Program of New Mexico as well as following and maintaining policies and procedures of the NECPA Five Star Accreditation Standards. The Children's Garden Early Pre-K for three year old children and Pre-K for four year old children which provides an Extended Day educational program. We provide access to a voluntary high-quality pre-kindergarten program that provides developmentally appropriate activities for New Mexico Children, supports a linguistically and culturally appropriate curriculum and focuses on school readiness. The Children's Garden collaborates with Las Cruces Child Find in regards to developmental screenings to having children dual-enrolled in LCPS DD Pre-School and The Children's Garden PreK Programs.

Discovery Child Development Center provides early education for children from birth to five (5) years of age including a comprehensive Afterschool Program serving children currently enrolled in Kindergarten through sixth grade. DCDC is a 12 month program which works closely with outside agencies to offer a well rounded program for early intervention if needed.

Multicultural Evaluation and Consultation Associates (MECA) - We work with clients and their families in natural setting within the home and community (home, Daycare, etc) through our Early Childhood Program. We also provide outpatient services through our Children's Outpatient Clinic in Las Cruces.

Day One home visiting Program is a non-profit CYFD funded, Parents as Teachers affiliate home visiting program which provides Level I & I+ services to families.

IV. DEFINITION OF TERMS

- ❖ **IDEA**-Individuals with Disabilities Education Act
 - **Procedural Safeguards**-The procedural safeguards required by the Individuals with Disabilities Education Act (IDEA) are intended to protect the interests of families and children with special needs, as well as the special education and early intervention systems. Procedural safeguards are the checks and balances of the system, not a piece separate from the system.
 - **Part C**-The part of the IDEA which provides services to eligible children birth to 3 years of age and their families.
 - **Part B**-The part of the IDEA which provides services to children with disabilities ages 3 to 21 years of age.
 - **CHILD FIND** - Child Find is the process of identifying, locating and evaluating individuals (birth to 21) suspected of having a developmental delay or disability.

- ❖ **DOH**-Department of Health
 - **FIT**-Family -Infant Toddler program (Part C programs)
 - **EI**-Early Intervention program
 - **IFSP**-Individual Family Service Plan

- ❖ **NMPED or PED**- New Mexico Public Education Department
 - **SEB**- Special Education Bureau
 - **LEA**-Local Education Agency (School District) (Part B programs)
 - **IEP**- Individualized Education Program
 - **FAPE**-Free and Appropriate Public Education
 - **EDT**-Eligibility Determination Team
 - **NM TEAM** (New Mexico Technical Evaluation and Assistance Manual)- NM PED's guidance for eligibility determination in Part B under the IDEA
 - **STARS**- Student Teacher Accountability Reporting System

- ❖ **Privacy Acts:**
 - **FERPA**-Family Educational Rights Privacy Act
 - **HIPPA**- Health Information Patient Privacy Act

V. RESPONSIBILITIES IN TRANSITION PROCESS:

The following are the working procedures and timelines including the responsibilities of the involved agencies in the transition process:

NOTIFICATION

- Data on potentially eligible children sent to LEA.
- Local level data shared

NMAC 7.30.8.13 TRANSITION (B) (1) 7.30.8.13 TRANSITION (8)(1) The FIT program shall provide notification to the public education department, special education bureau, of all potentially eligible children statewide who will be turning three years old in the following twelve-month period. (2) The early intervention provider agency shall notify the LEA of all potentially eligible children residing in their district who will turn three years old in the following twelve-month period. This will allow the LEA to conduct effective program planning. (3) The notification from the early intervention provider agency to the LEA shall:

(a) include children who are potentially eligible for preschool special education services under the Individuals with Disabilities Education Act (IDEA) Part B; potentially eligible children are those children who are eligible under the developmental delay or established condition categories;

{b) include the child's name, date of birth, and contact information for the parent(s);

(c) be provided at least quarterly in accordance with the process determined in the local transition agreement; and (d) be provided not fewer than 90 days before the third birthday of each child who is potentially eligible for IDEA Part B.

NMAC 6.31.2.11 (A) (5) (a) Each LEA shall survey Part C programs within its educational jurisdiction in its child find efforts to identify children who will be eligible to enter the LEA's Part B preschool program in future year

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>Each EI agency will provide appropriate information as per state guidance and in alignment with HIPPA & FERPA requirements. (Information will include the child's first and last name, middle initial, date of birth, the LEA of residence, and parent contact information.)</p> <p>Each EI agency will provide LCPS with a list of children who may be potentially eligible for early intervention services under the categories of "Established Condition" or "Developmental Delay" for the upcoming school year (January-December) by Jan 15th, Apr 15th, July 15th, Oct 15th.</p>	<p>LCPS will use the Part C notification list to project future allocation of resources and to help plan for upcoming transition conferences.</p> <p>The DD Preschool Administrator, or designee, will acknowledge receipt and ability to open the electronic format (CD) of the early Intervention program's notification by e-mail to</p>	<p>Head Start and NM PreK share a program brochure with Part C Agencies regarding their services that are eligible to young children.</p>	

<p>This information will be sent to LCPS in an electronic format of a CD or by hard copy. (Deliver to the Special Education Secretary for LCPS Special Education.</p> <p>For children entering EI late, refer to late referrals in the Referral section of this MOU.</p>	<p>individual EI agency director or their designees.</p> <p>For children entering EI late, refer to late referrals in the Referral section of this MOU.</p>		
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TRANSITION PLANNING

- Individualized steps and services added to IFSP

NMAC 7.30.8.13 (C)

- (1) A transition plan shall be developed with the parent(s) for each eligible child and family that addresses supports and services after the child leaves the FIT program.
- (2) The transition plan shall be included as part of the child's IFSP and shall be updated, revised and added as needed.
- (3) The following is the timeline for developing the transition plan:
 - (a) at the child's initial IFSP meeting, the transition plan shall be initiated and shall include documentation that the family service coordinator has informed the parent(s) regarding the timelines for their child's transition;
 - (b) by the time the child is 24 months' old, the transition plan will be updated to include documentation that the family service coordinator has informed the parent(s) of the early childhood transition options for their child and any plans to visit those settings; and
 - (c) at least 90 days, and not more than nine months before the child's third birthday, the transition plan shall be finalized at an annual IFSP or transition conference meeting that meets the attendance requirements of this rule.

6.31.2.11(A)(4)

Each public agency shall develop and implement appropriate policies and procedures to ensure a smooth and effective transition from Part C to Part B programs for preschool children with disabilities within the agency's educational jurisdiction, in compliance with 34 CFR Sec. 300.124. Each LEA and other public agencies as appropriate shall make reasonable efforts to establish productive working relations with local Part C programs and when given reasonable notice shall participate in the transition planning conferences arranged by local Part C providers.

6.31.2.11(A)(5)

- (b) Each LEA shall promote parent and family involvement in transition planning with Part C programs, community programs and related services providers at least six months before the child is eligible to enter the LEA's Part B preschool program.
- (c) Each LEA shall establish and implement procedures to support successful transitions including parent training, professional development for special educators and general educators, and student and parent self-advocacy training and education.
- (d) Each LEA shall assist parents in becoming their child's advocates as the child makes the transition through systems.

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>At 24 months of age, the transition plan will be updated to include documentation that the Family Service Coordinator has informed the parent(s) of the early childhood transition options for their child, including home, Part B preschool special education, Head Start, childcare centers, private preschools, or other community-based settings, etc. The Family Service Coordinator will assist the family in visiting any of these settings.</p> <p>If the child's third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all activities to take place so that the LEA is prepared to [provide Part B needed special education and related services]. The transition team participants will consider meeting earlier to meet all timelines. Transition activities include referral to the LEA (60 days prior to conference), coordinating the conference, sending written invitations and the Transition Summary Form to the LEA (30 days prior to the Transition Conference, the Transition Conference (at least 90 days prior to the child's 3rd birthday, but not more than 9 months prior) and the Initial Evaluation for Part B (within 60 days of parental consent and prior to the child's 3rd birthday).</p> <p>Transition date shall occur by the first school day after the child turns 3.</p> <p>For children referred to the FIT program fewer than 45 days before the child's third birthday, the early intervention agency will not conduct intake or an evaluation to determine FIT eligibility. The FIT program will let the family know of preschool options available in the community, e.g., preschool special education, Head Start, private preschools, etc., and will assist with a referral to the LEA with the consent of the parent(s).</p>	<p>Las Cruces Public Schools will routinely communicate with FIT providers about public school programs activities and resources and coordinate with FIT providers to allow parents to learn more about services available.</p> <p>Las Cruces Public School will provide informational brochures about DD Pre School and Child Find procedures to FIT providers.</p> <p>FIT providers will be informed of the procedure to schedule classroom visits for parents.</p>	<p>Transition conferences will be attended by Head Start and/or NM PreK staff whenever possible for children who meet the age requirements for program. Brochures with program descriptions are provided to parents during transition meetings.</p>	<p>New Mexico School for the Deaf (NMSD) & New Mexico School for the Blind and Visually Impaired (NMSBVI) will:</p> <p>Provide a comprehensive overview of the transition process and provide information on services to families, including eligibility and enrollment information.</p> <p>NMSD will: Participate in EI transition planning meetings and help the team and family consider placement options and adaptations that may be needed.</p> <p>NMSBVI will:</p> <ul style="list-style-type: none"> • Provide information to parents/guardians of children who are eligible to transition regarding options for services • Participate in EI team meetings to complete the vision portion of the

<p>If the child is referred to the FIT Program between 45 and 90 days of the child's third birthday and, therefore, the Transition Conference cannot be held at least 90 days before the child's third birthday, the Family Service Coordinator will discuss the process for transition with the family during the intake process and the transition plan will be incorporated into the initial IFSP. The FIT program will evaluate and if the child is determined eligible, a referral must be made to the LEA with parental consent. The Family Service Coordinator will check the box "90 day timeline for his meeting cannot be met due to the child not being enrolled in the FIT Program at that time."</p> <p>The Family Service Coordinator will consider the parent(s) needs for child care in the transition planning process.</p> <p>Completion of activities relating to the planning of a child's transition will be documented on the Transition Plan page of the child's IFSP. Parents will be informed that they must attend the Transition Conference if found to be potentially eligible for Part B services. The family will be fully informed of the array of services and program options available under Part B including home, Head Start programs, schools or community- based settings.</p> <p>The Family Service Coordinator will consider the parent(s) needs for child care in the transition planning process.</p>			<p>transition assessment summary form.</p> <ul style="list-style-type: none"> • Participate in transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.
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REFERRAL TO LEA
<ul style="list-style-type: none"> • Referral form sent to LEA with parent consent
<p>7.30.8.13 D (1)</p> <p>A transition referral shall be submitted by the family service coordinator with parental consent, to the LEA at least 60 days prior to the transition conference. The transition referral shall include at a minimum the child's name, the child's date of birth, the child's address of residence, and the contact information for the parent(s) including name(s), address (es), and phone number(s).</p>

7.30.8.13 D (2)

For children who enter the FIT program less than 90 days before their third birthday, the family service coordinator shall submit a referral, with parental consent, as soon as possible to the LEA. This referral shall serve as the notification for the child. No further notification to the LEA shall be required for the child. (3) For children referred to the FIT program less than 45 days before the child's third birthday, the family service coordinator shall submit a referral to the LEA, with parental consent, but the early intervention provider agency will not conduct an evaluation to determine eligibility in accordance with the referral and intake provisions of this rule.

7.30.8.7 K

"Consent" means informed written prior authorization by the parent(s) to participate in the early intervention system. The parent has been fully informed of all information relevant to the activity for which consent is sought in the parent's native language and mode(s) of communication and agrees to the activity for which consent is sought. The parent(s) shall be informed that the granting of consent is voluntary and can be revoked at any time. The revocation of consent is not retroactive.

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>With parent consent, the Family Service Coordinator or agency designee will utilize a Transition Referral form in requesting the presence of LCPS for all children eligible for Part C under "Established Conditions" or "Developmental Delay". Children eligible under the "at risk categories" may be referred if they are showing greater concern in articulation, voice or fluency at the time of referral, or as requested by parents. This will occur at least 60 days prior to the Transition Conference and if possible 6 months prior to the child's third birthday.</p> <p>If a family whose child is potentially eligible for Part B services refuses to be referred to LCPS, the Family Service Coordinator or agency designee will provide the family with prior written notice that Part C services will end on the day the child turns three. Families will also be provided with Part C procedural safeguards and LCPS Child Find information.</p>	<p>Upon receipt of the referral form, the LEA staff is required to record the date of the written referral into the Student Teacher Accountability Reporting System (STARS) database, for children referred from Part C to Part B, regardless of eligibility.</p> <p>For parents who have refused to sign the Transition Referral Form, LCPS will provide materials regarding Child Find Services to the FIT for distribution in the event parents perceive a need for services in the future.</p>	<p>Head Start & NM PreK will consider all applicants who meet the eligibility requirements when referred from Part C.</p> <p>Head Start & NM PreK will assist parents to complete their application to determine eligibility for Head Start services.</p> <p>Head Start & NM PreK will make referrals to LCPS Child Find Office for any child who is suspected of having a disability.</p>	<p>NMSD will:</p> <p>Provide referral to the NMSD Center for Educational Consultation and Training for School-Age Children Services (formerly Outreach Program) and to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD Preschool.</p> <p>NMSBVI will:</p> <p>Refer, with parent consent, to the local FIT early intervention providers or LEA, when appropriate.</p>

<p>The Family Service Coordinator can inform the parents of options for preschool and assist them with applying for these options.</p> <p>If a child is referred to FIT fewer than 45 days prior to the child's third birthday, an evaluation by FIT will not be conducted. The Family Service Coordinator can inform the parents of options for preschool and assist them with applying for these options.</p> <p>If the child is referred to FIT between 45 and 90 days prior to the child's third birthday, and is determined eligible, a referral must be sent to the LEA with parent permission as soon as possible.</p> <p>These children would not be included in the Annual Performance Review (APR) indicators C8c.</p> <p>If the child's third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all activities to take place so that the LEA is prepared to provide Part B needed special education and related services. The transition team participants will consider meeting earlier to meet all timelines. Transition activities include referral to the LEA (60 days prior to conference) coordinating the conference, sending written invitations and the Transition Summary Form to the LEA (30 days prior to the Transition Conference, the Transition Conference (at least 90 days prior to the child's 3rd birthday, but not more than 9 months prior) and the Initial Evaluation for Part B (within 60 days of parental consent and prior to the child's 3rd birthday).</p>	<p>LCPS will work with FIT agencies and family to facilitate the transition process for these children.</p> <p>LCPS staff as required will document the date of a late referral in the STARS database and the corresponding noncompliance reason code.</p> <p>LCPS will communicate with the FIT providers to establish a plan for accommodating transition meeting needs during the summer months for children who are late referrals after the school year has ended.</p> <p>LCPS will provide the FIT providers the information that will outline the process during the summer months in order to meet 100% compliance with Indicator 12. The IEP team will determine the date when</p>		
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	services under the IEP will begin.		
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PRE-PLANNING FOR TRANSITION CONFERENCE

- Coordinate among parents, FIT, LEA on conference date.
- Provide written invitation to Transition Conference to LEA and all parties.
- Send Transition Assessment Summary Form to LEA
- LEA reviews materials and determines who will attend.

7.30.8.13 E. Invitation to the transition conference:

The family service coordinator shall submit an invitation to the Transition Conference to the LEA and other preschool programs at least 30 days prior to the Transition Conference.

7.30.8.13 F. Transition assessment summary:

- (1) The family service coordinator shall submit a completed transition assessment summary form to the LEA at least 30 days prior to the Transition Conference.
- (2) Assessment results, including present levels of development, must be current within six months of the Transition Conference.

7.30.8.13 G. Transition Conference: The Transition Conference shall:

- (1) be held with the approval of the parent(s);
- (2) be held at least 90 days and no more than nine months prior to the child's third birthday;
- (3) meet the IFSP meeting attendance requirements of this rule;
- (4) take place in a setting and at a time that is convenient to the family;
- (5) be conducted in the native language of the family, or other mode of communication used by the family, unless it is clearly not feasible to do so;
- (6) with permission of the parent(s), include other early childhood providers (early head start/Head Start, child care, private preschools, New Mexico School for the Deaf, New Mexico School for the Blind and Visually Impaired, etc.).

6.31.2.11 A. (3) (b)

The Part B eligibility determination team shall review current assessments and shall determine the additional data and assessments needed for the comprehensive evaluation. Current assessments are defined as assessments, other than medical assessments, conducted no more than six months prior to the date of the meeting of the Part B eligibility determination team.

6.31.2.11.A (4)

Each public agency shall develop and implement appropriate policies and procedures to ensure a smooth and effective transition from Part C to Part B programs for preschool children with disabilities within the agency's educational jurisdiction, in compliance with 34 CFR Sec. 300.124. Each LEA and

other public agencies, as appropriate, shall make reasonable efforts to establish productive working relations with local Part C programs and, when given reasonable notice, shall participate in the transition planning conferences arranged by local Part C providers.

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>LCPS will be invited to participate for all children that are potentially eligible. Invitation will be sent at least 30 days prior to the Transition Conference. With parent consent invitation will also be sent to the involved parties: Head Start, Early Head Start, Preschools and specialty programs (NMSD, NMSBVI, CMS, etc.).</p> <p>The Family Service Coordinator or designee with parent consent will be responsible for ensuring all documentation including the Assessment Summary Form, ECO, evaluations, IFSP, hearing and Vision (if available) are complete and hand delivered/mailed to Part B Child Find Office as well as other involved agencies at least 30 days prior to the Transition Conference. Assessment information is defined by FIT as current if it is within 6 months of the Transition Conference.</p> <p>Completion of activities relating to the planning of a child's transition will be documented on the Transition Plan page of the child's IFSP.</p>	<p>LCPS will review the information sent by the Part C family service coordinator in order to determine who will attend the Transition Conference from Part B.</p> <p>LCPS will work with FIT agencies to:</p> <ul style="list-style-type: none"> • Explore the option of LCPS staff providing question/answer to EI Agency FSC's, open to community partners. • Utilize EI agencies template for scheduling Transition Conferences. • Establish an annual scheduling calendar for transition meetings. <p>In the event files are not complete they will be returned to the FIT agency. The director of the agency will be contacted describing the missing information in the file and request updated information as long as it does not interfere with the meeting of timelines Incomplete information from FIT does not allow LCPS to continue our responsibilities in t following the guidelines.</p>	<p>Head Start and NM PreK staff will participate in annual calendar, transition conferences and meetings.</p>	<p>New Mexico School for the Deaf will:</p> <p>Support each family in acquiring a comprehensive and current evaluation, including audiological, prior to transition.</p> <p>Coordinate transition information/ efforts with other service providers.</p> <p>New Mexico School for the Blind & Visually Impaired will:</p> <ul style="list-style-type: none"> • Coordinate transition information/ efforts with other service providers • Support each family's efforts to have a current ophthalmologic report prior to transition
TRANSITION CONFERENCE			
<ul style="list-style-type: none"> • Explain Part B and C procedures and safeguards • Provide prior written notice • Review if all current evaluations and/or assessments have been given to the LEA. • Obtain consent for evaluation 			

- Complete IFSP Transition Conference page; discuss program options and next steps with LEA

7.30.8.13 (G) (7)

Transition conference: The transition conference shall be facilitated by the family service coordinator to include:

- a review of the parent(s)'s preschool and other service options for their child;
- a review of and, if needed, a finalization of the transition plan;
- a review of the current IFSP, the assessment summary and any other relevant information;
- the transmittal of the IFSP, evaluation and assessments and other pertinent information with parental consent;
- an explanation by an LEA representative of the IDEA Part B procedural safeguards and the eligibility determination process, including consent for the evaluation;
- as appropriate, discussion of communication considerations (if the child is deaf or hard of hearing) and Braille determination (if the child has a diagnosis of a visual impairment), autism considerations, and considerations for children for whom English is not their primary language.
- discussion of issues, including enrollment of the child, transportation, dietary needs, medication needs, etc.
- documentation of the decisions made on the transition page and signatures on the Transition Conference signature page, which shall be included as part of the IFSP. Copies of the Transition Conference page and signature page shall be sent to all participants.

6.31.2.11 (A) (5)(e)

Each LEA shall participate in transition planning conferences arranged by the designated Part C lead agency no less than 90 days prior to the anticipated transition or the child's third birthday, whichever occurs first, to facilitate informed choices for all families.

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>The Family Service Coordinator will (with the approval of the family(s)) convene and facilitate a Transition Conference at least 90 days but not more than nine months prior to the child's third birthday.</p> <p>With approval of the family, other relevant service providers should be invited (Head Start, child-care providers, etc.). Head Start invitations will be sent to contact person on signature page.</p> <p>The Family Service Coordinator shall facilitate this meeting to ensure the following:</p> <ul style="list-style-type: none"> • Review the child's service and program options. 	<p>LCPS will participate in transition planning to facilitate informed choices for all families.</p> <p>If EI agencies do not schedule the transition conference 90 days prior to the child's third birthday, LCPS will document this information in STARS.</p> <p>Review if all current documents have been given to LCPS. In order to support determination of eligibility and the Child's transition on his or</p>	<p>Provide family with information about the Head Start & NM PreK programs to include full-day center-based.</p> <p>Review developmental information and financial/application process with family if requested. In the event a Head Start &/or NM PreK representative cannot</p>	<p>New Mexico School for the Deaf will:</p> <p>Participate in the Transition Conference and provide information regarding current assessment information, communication considerations, continuum of educational options, and adaptations that may be needed.</p>

<ul style="list-style-type: none"> • Review the IFSP, evaluation, assessment information, and other relevant data/information. • Will provide any additional information such as ECEP report or any other documentation that would support the process. • With parental consent, the transmission of information, including evaluation and assessment information and IFSPs to the receiving agency. • Review whether all current evaluation and/ or assessments have been given to the LEA. • With parental consent, refer child for an initial Part B evaluation. <p>Minimally, attendees to the Transition Conference should include the parent(s) and two or more individuals from separate disciplines or professions within the FIT program, one of whom must be the Family Service Coordinator, LEA representative(s) and any other agency considered for future service.</p> <p>The Family Service Coordinator shall document all outcomes and decisions of the Transition Conference in the IFSP.</p> <p>If a parent does not consent to the Part B evaluation and eligibility determination the service coordinator should provide them with prior written notice that Part C services will end at the time of their child's third birthday. The service coordinator will also provide the family a copy of their procedural safeguards at this time. (taken from the Transition Guidance Document).</p> <p>Completion of activities will be documented at the Transition Conference utilizing a Transition Conference and Transition Conference Signature</p>	<p>her third birthday, the LEA representative must provide prior notice regarding consent to evaluate. The contents of the prior notice must include:</p> <ul style="list-style-type: none"> • A description of the actions proposed by the LEA, • A description of each evaluation or assessment to be used, and • A statement regarding Part B Parent and Students Rights and a copy of the Part B Procedural Safeguards. <p>Provide and explain Part B services, procedures and safeguards. If family is ready to proceed with Eligibility determination:</p> <ul style="list-style-type: none"> • LCPS will provide prior written notice and obtain consent for evaluations if necessary. • Intake meeting will take place immediately following transition meeting if possible and appropriate. <p>LCPS is responsible for documenting the status of the child and tracking that information in STARS. Documentation of refusal to provide consent is also in the Parent Consent for Evaluation Form (see Appendix D)</p> <p>For parent(s) who do not provide consent:</p>	<p>be present, literature regarding the programs will be provided during the Transition Conference meeting.</p>	<p>Support the Transition team by providing consultation related to the Communication Considerations for Children who are Deaf or Hard-of-Hearing as mandated by IDEA.</p> <p>New Mexico School for the Blind & Visually Impaired will:</p> <ul style="list-style-type: none"> • Provide information to parents/guardian of children who are eligible to transition regarding options for services • Participate, when invited in transition conferences/ meetings and help the team and family consider placement options and adaptations that may be needed • Provide current assessment information, recommendations and consultation as needed to the receiving program.
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<p>Page of the IFSP in which all activities and next steps are listed along with signatures of all who have participated.</p> <p>Copies of the Transition Conference page and signature page shall be sent to all participants with parental consent.</p>	<ul style="list-style-type: none"> ● LCPS will provide information regarding Child Find Services in the event the parent perceives a need in the future. <p>The LEA is responsible for documenting the status of the child and tracking that information in STARS.</p>		
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INITIAL COMPREHENSIVE EVALUATION FOR PART B

- Part B team reviews current available assessment data (including Part C assessments)
- Part B team determines additional data and assessments needed.
- Part B team conducts initial comprehensive evaluation process in all areas of suspected disability.

6.31.2.10

- E. Procedural requirements for the assessment and evaluation of culturally and linguistically diverse children.
1. Each public agency must ensure that tests and other evaluation materials used to assess children are selected, provided and administered so as not to be discriminatory on a racial or cultural basis and are provided and administered in the child's native language or other mode of communication, such as American sign language, and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to select, provide or administer pursuant to 34 CFR Sec. 300.304(c)(1).
 2. Each public agency must ensure that selected assessments and measures are valid and reliable and are administered in accordance with instructions provided by the assessment producer and are administered by trained and knowledgeable personnel.
 3. Each public agency must consider information about a child's language proficiency in determining how to conduct the evaluation of the child to prevent misidentification. A child may not be determined to be a child with a disability if the determinant factor for that eligibility determination is limited English proficiency. Comparing academic achievement results with grade level peers in the public agency with similar cultural and linguistic backgrounds should guide this determination process and ensure that the child is exhibiting the characteristics of a disability and not merely language difference in accordance with 34 CFR Sec. 300.306(b)(1).
 4. Each public agency must ensure that the child is assessed in all areas related to the suspected disability.
 5. Policies for public agency selection of assessment instruments include:
 - a. assessment and evaluation materials that are tailored to assess specific areas of educational need; and

- b. assessments that are selected ensure that results accurately reflect the child's aptitude or achievement level.
6. Public agencies in New Mexico shall devote particular attention to the foregoing requirements in light of the state's cultural and linguistic diversity. Persons assessing culturally or linguistically diverse children shall consult appropriate professional standards to ensure that their evaluations are not discriminatory and should include appropriate references to such standards and concerns in their written reports.

6.31.2.11 (A) (3)

To ensure effective transitioning from IDEA Part C programs to IDEA Part B programs, each public agency must conduct a full and individual initial comprehensive evaluation at no cost to the parent and in compliance with requirements of 34 CFR Secs. 300.300, 300.301, 300.302, 300.304 and 300.305 and other department rules and standards before the initial provision of Part B special education and related services to a child with a disability. (a) The initial comprehensive evaluation process shall be conducted in all areas of suspected disability.

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
<p>If a parent does not consent to the Part B evaluation and eligibility determination the Family Service Coordinator will provide them with contact information for the LEA. It should be made clear to the family that after they exit the FIT program, they may contact the LEA in the future and request an initial evaluation.</p>	<p>LCPS is responsible for conducting the initial comprehensive evaluations in all areas of suspected disability. Prior to conducting further testing to determine eligibility, qualified professionals will review any existing data, including evaluation and information provided by parents, FIT programs, assessments and teacher observations.</p> <p>LCPS will ensure they have obtained written informed parental consent and conduct the evaluation within 60 days.</p> <p>The purpose of the initial comprehensive evaluation is to determine if the child is a child with a disability and if the child requires special education and related services to benefit from an educational program.</p> <p>LCPS will follow the New Mexico Technical Evaluation and Assessment Manual: <i>Determining Eligibility for IDEA Part B special Education Services (T.E.A.M.)</i>, to guide their efforts. LCPS will use a variety of assessment tools and strategies to gather functional and developmental information about the child. This will include:</p> <ul style="list-style-type: none"> Information from the parents 	<p>Brochures regarding LEA early childhood services are provided to families during all transition meetings.</p>	<p>New Mexico School for the Deaf (NMSD) & New Mexico School for the Blind and Visually Impaired (NMSBVI) will:</p> <p>Support each family in acquiring a comprehensive and current evaluation including audiological/ ophthalmological prior to transition.</p> <p>New Mexico School for the Blind & Visually Impaired will:</p> <ul style="list-style-type: none"> Participate, with parent permission, and provide current information regarding present levels of performance and relevant assessment information to be used in eligibility

	<ul style="list-style-type: none"> Information related to enabling the child to be involved and progress in age-appropriate activities. <p>Other factors that will be considered are health, vision, hearing, social emotional status, academic performance, communication and motor skills.</p> <p>LCPS will consider the assessments that the FIT providers have provided. This information is provided on the Transition Assessment Summary Form and attachments.</p> <p>LCPS is responsible for obtaining and/or conducting current hearing and vision screening.</p> <p>LCPS will refer to Part B Preschool Existing Data Review to ensure a full and individual initial evaluation has been conducted including reviewing all existing data.</p> <p>The eligibility determination meeting will be held after the initial evaluation procedures are complete. A team of qualified professionals, including the parents, determines whether the child meets the New Mexico Part B eligibility requirements.</p> <p>LCPS will provide to the parent, at no cost to the parent, a copy of the evaluation report and the documentation of the child's eligibility. With consent of the parent, documentation of the eligibility determination for Part B will also be sent to the referring FIT provider.</p>		<p>determination and programming design.</p> <ul style="list-style-type: none"> Provide current assessment information, recommendations and consultation as needed to the receiving program. Prepare the Transition Functional Vision Evaluation for meetings when given sufficient notice by the child's service coordinator.
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ELIGIBILITY DETERMINATION MEETING

6.31.2.11(A)(5)(f)

Each LEA shall designate a team, including parents and qualified professionals, to review existing evaluation data for each child entering the LEA's preschool program in compliance with 34 CFR Sec. 300.305 and, based on that review, identify what additional data, if any, are needed to determine the child's eligibility for Part B services or develop an appropriate program.

6.31.2.10

F. Eligibility determinations.

(1) General rules regarding eligibility determinations

(a) Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306.

(b) The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

6.31.2.7(8)(2) "Child with a disability"

means a child who meets all requirements of 34 CFR Sec. 300.8 and who:

(a) is aged 3 through 21 or will turn 3 at any time during the school year;

(b) has been evaluated in accordance with 34 CFR Secs. 300.304-300.311 and any additional requirements of these or other public education department rules and standards and as having one or more of the disabilities specified in 34 CFR Sec. 300.8 including intellectual disability; a hearing impairment including deafness; a speech or language impairment; a visual impairment including blindness; emotional disturbance; orthopedic impairment; autism; traumatic brain injury and other health impairment; a specific learning disability; deaf-blindness; or being developmentally delayed as defined in 6.31.2.7(8)(4) NMAC and who has not received a high school diploma; and

(c) at the discretion of each local educational agency and subject to the additional requirements of Subsection 2 of Paragraph F of 6.31.2.10 NMAC, the term "child with a disability" may include a child aged 3 through 9 who is evaluated as being developmentally delayed and who, because of that condition, needs special education and related services.

(6.31.2.7(8) (19) NMAC

as authorized by 34 CFR §§ 300.8 and 300.39, "special education" in New Mexico may include speech-language pathology services.)

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
All agencies will attend eligibility determination meeting when invited.	<p>Once the LCPS initial comprehensive evaluation is complete, an Eligibility Determination Team meeting will be held in compliance with all procedural safeguards (as stated in IDEA and NMAC)</p> <p>A team of qualified professionals, including the parents, determines whether the child meets the New Mexico Part B eligibility requirements.</p> <p>The parent may invite FIT and any agencies to the eligibility determination meeting.</p> <p>LCPS will provide to the parent, at no cost, a copy of the evaluation report and the documentation of the child's eligibility.</p>	Head Start & NM PreK will coordinate with LCPS to attend the Eligibility Determination Team meetings.	

EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY SENT TO PARENT

6.31.2.10

F. Eligibility determinations.

- (1) General rules regarding eligibility determinations
- (a) Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306.
 - (b) The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

FIT PROVIDER	LEA	HEAD START	OTHER
If eligibility determination (EDT/MDT) form is not received from LEA within 30 days of (EDT) meeting, the FIT Provider will follow up with LEA to obtain status.	<p>LCPS will provide to the parent at no cost to the parent, a copy of the evaluation report and the documentation of the child’s eligibility.</p> <p>With consent of the parent, documentation of the eligibility determination for Part B will also be sent to the referring FIT provider no later than 30 calendar days after the child turns 3 for timely referrals.</p>		

INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED

6.31.2.11 A (5) (g) Development of IFSP, IEP or IFSP-IEP.

(i) The IFSP, IEP, or IFSP-IEP will be developed by a team constituted in compliance with 34 CFR Sec. 300.321 that includes the parents. For children transitioning from Part C programs to Part B programs, the team must also include one or more early intervention providers who are knowledgeable about the child. "Early intervention providers" are defined as Part C service coordinators or other representatives of the Part C system.

7.30.8.131 (1)
 The family service coordinator and other early intervention personnel shall participate in a meeting to develop the IEP (or IFSP-IEP) with parent approval.

(2) the family service coordinator, with parent consent, shall provide any new or updated documents to the LEA in order to develop the IEP.

(3)

FIT PROVIDER	LEA	HEAD START & NM PreK	OTHER
Early Intervention consultation after transition is available for up to four hours total (within 30 days) across all services/ disciplines that the child was receiving under the IFSP, so that the early intervention	The initial IEP meeting for preschool child with a disability must occur within 30 calendar days, or by their 3 rd birthday, from the determination that the child is a child with a disability and eligible for special education and related services.	If child qualifies for Head Start or NM PreK, the staff will have access to IEP.	New Mexico School for the Deaf (NMSD) will: Participate in the IEP meeting and provide current assessment information. Support the IEP team in the completion of the Communication Considerations for Children with Hearing Loss IEP Addendum as mandated by IDEA.

<p>personnel can provide consultation to the LEA, or early childhood staff regarding the child's intervention needs.</p> <p>Post transition service coordination activities must be documented in the IFSP.</p>	<p>The IEP Meeting will be conducted at the school where the child will attend pre-school unless another placement is required.</p> <p>The IEP team will consider the content of the child's IFSP when developing the child's first IEP.</p> <p>With parent consent: The Part C coordinator, Head Start, NM PreK, NMSBVI and NMSD (if applicable) will be invited to the IEP at the parent(s)' request.</p> <p>An IEP will be in place by the child's third birthday.</p> <ul style="list-style-type: none"> • If a child's birthday falls on a weekend, the child would transition by the Friday prior to the weekend. • If a child's birthday falls during the winter or spring break, he or she would transition by the Friday prior to the break. • For children whose third birthday is in the summer, the IEP will be developed by their third birthday and the student will begin school on the first day of school. 		<p>New Mexico School for the Blind & Visually Impaired (NMSBVI) will:</p> <ul style="list-style-type: none"> • Participate, with parent permission, on IFSP/IEP team. • Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design. • Attend the IFSP/IEP meeting, and provide with parent permission, current transitional functional vision assessment or determine if further vision assessment is needed for children we are serving in the birth to three programs, assist in setting goals and objectives, provide suggestions for environmental modifications and provide recommendations for level of service. • Complete the Consideration of Special Factors form (from IDEA 2004): consideration of the child's future needs and appropriate reading and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille). • NMSBVI staff are responsible for determining the Literacy Mode (auditory, visual, tactile) of each transitioning child who we are serving in our infant toddler program, completing the Consideration of Special Factors Form, and for making recommendations concerning the literacy mode for the child to the IEP team upon transition.
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VI. INTERAGENCY DISPUTE PROCESS:

In the event of a dispute or concerns relating to the MOU and/or transition process, all cooperating agencies agree to contact specific agency in which the concern arises in attempt to resolve concerns. If concerns cannot be resolved in this way, or if concerns affect the larger group, concerns will be addressed during the quarterly SCOTS Meetings. If a dispute cannot be resolved by the MOU team members, the team agrees that the lead representative from the NM Early Childhood Transition Initiative will be contacted for guidance.

VII. CONFIDENTIALITY:

All parties in this agreement will follow the confidentiality regulations set forth by each party's policies and regulations. Assure that the privacy requirements for handling confidential, child and family information contained in HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Education Rights and Privacy Act) are followed.

VIII. PUBLIC AWARENESS:

The signees agree to meet at least quarterly throughout the year to plan and coordinate efforts that facilitate early identification and seamless transition. Efforts may include Child Find, Health Fairs and other public awareness activities.