

**Zuni Simple Steps to Success Transition Team
MEMORANDUM OF UNDERSTANDING**

Between

Zuni Public School District (ZPSD)
Dungarvin New Mexico
NM School for the Deaf-Parent Infant Child (PIC) Program

Pueblo of Zuni Head Start Program
NM School for the Blind & Visually Impaired

For the Period: May 2021 through June 2023

PROGRAM INFORMATION

Public School System	Early Intervention	Head Start	Other partners
<p>Zuni Public School District (ZPSD) Contact: Austin Clawson Address: PO Drawer A Zuni, NM 87327 Phone: (505) 782-5511 Fax: (505) 782-5506 Email: austin.clawson@zpsd.org</p>	<p>Dungarvin New Mexico Contact: Leandra Begay Address: 513 B. Williams St., Gallup, NM 87301 Phone: (505) 722-4383 Fax: (505) 722-2191 Email: lbegay@dungarvin.com</p>	<p>Pueblo of Zuni Head Start Program Contact: Francine Cheama Address: PO Drawer 449 Zuni, NM 87327 Phone: (505) 782-5758 Fax: (505) 782-4457 Email: francine.cheama@ashivi.org</p>	<p>NM School for the Blind and Visually Impaired (NMSBVI) Contact: Elizabeth Philips Address: 801 Stephen Moody St. SE Albuquerque, NM 87123 Phone: (505) 415-2684 Fax: (505) 291-5456 Email: elizabethphilips@nmsbvi.k12.nm.us</p>
<p>Zuni Public School District (ZPSD) Contact: Cherry Biaco Address: PO Drawer A Zuni, NM 87327 Phone: (505) 782-5750 Fax: (505) 782-5506 Email: cherry.biaco@zpsd.org</p>			<p>NM School for the Deaf (NMSD-) Contact: Wendy Prouse Address: 2851 County Rd. 116 Hesperus, CO 81326 Phone: (505) 860-4615 (cell) Fax: (970) 375-6272 Email: weno44@hotmail.com</p>

PURPOSE STATEMENT

The purpose of this agreement is to facilitate the integration and coordination of services to children, ages birth to 3 years of age, who are at risk for a developmental delay or have been identified as having a disability. Through interagency planning and family involvement, it is our goal to help children and families transition, adjust to and experience success in all settings. Additionally, the Zuni Simple Steps to Success (3 S's) Transition Team members will ensure coordinated and adequate planning among the members and will facilitate the integration and coordination of timely services for eligible children.

GOALS

The team members agree to collaborate in order to:

1. Create a service system flexible enough to meet the needs of children and families within available resources.
2. Provide information and support to assist families in clarifying their hopes, dreams, preferences, while supporting their participation in the transition process.
3. Support families to be equal partners and informed decision makers in the education and transition process.
4. Provide services that are culturally relevant and linguistically appropriate.
5. Ensure a system of identification, referral and information sharing in a timely manner.
6. Develop common terms, forms, protocols, testing and procedures to lessen duplication and to aid in meeting eligibility and enrollment requirements, when possible.
7. Share evaluation/Individual Family Service Plan (IFSP), and Early Childhood Outcomes (ECO) information, service needs and other information necessary to facilitate eligibility determination and plan for future service provision.
8. Ensure the process of moving from one service provider or service system to another is family friendly and seamless as possible.
9. Collaborate on technical assistance opportunities.
10. Review and update this agreement annually.

REGULATIONS, POLICIES AND PROCEDURES

Individuals with Disabilities Education Act Public School (Part B)	Individuals with Disabilities Education Act Early Intervention (Part C)	Head Start Disabilities Performance Standards Head Start (45 CFR 1308)
<p>Provide an evaluation to determine eligibility for special education and/or related services.</p> <p>Provide a Free Appropriate Public Education (FAPE) as required by Individuals with Disabilities Education Improvement Act (IDEA) 2004 to children ages 3-21.</p> <p>Develop and implement an Individualized Education Plan (IEP). Provide services in the Least Restrictive Environment (LRE).</p> <p>Support seamless transition efforts for children transitioning from IDEA Part C Early Intervention services.</p> <p>Provide Child Find activities for children ages 3-5 years of age.</p> <p>Assure that services for young children with disabilities that support the attainment of the expected outcomes are contained in the IEP.</p>	<p>Provide early identification through screening and multi-disciplinary evaluation for infants and toddlers, ages birth-3, and their families. Provide service coordination for eligible children and their families.</p> <p>Provide early intervention services, including the development and implementation of the IFSP in a natural environment.</p> <p>Work with appropriate community agencies to provide services to young children with developmental delays and their families, including identifying community, state and national resources.</p> <p>Provide transition services for eligible children and their families.</p>	<p>Recruit, enroll and serve eligible children from three through 4 years of age. Ten percent (10%) of the total number of enrollment opportunities in Head Start shall be available for children with disabilities who are eligible to participate.</p> <p>Screen enrolled children within 45 calendar days of the child's entry into the program for potential problems in the areas of health and development.</p> <p>With family's permission, promptly refer young children suspected of having a disability to the local school district to coordinate any needed evaluations to determine eligibility for Part B services, and participate in the development of an IEP for eligible children.</p> <p>Assure that children with disabilities receive all Head Start services to which they are entitled according to Head Start Program Performance Standards (45 CFR Subpart F 1302.60-1302.63).</p> <p>Establish collaborative relationships with community agencies to promote access to multiple resources.</p> <p>Participate in and support efforts for a smooth and effective transition for children who at age three will move to Head Start from Early Intervention.</p>

CHILD FIND/RECRUITMENT

NMAC 7.30.8.10 (A) CHILD IDENTIFICATION

The FIT program shall collaborate with the NM Department of Health and other state, federal and tribal government agencies in a coordinated child find effort to locate, identify and evaluate all children residing in the state who may be eligible for early intervention services. Child Find efforts shall include families and children in rural and in Native American communities, children whose family is homeless, children in foster care and wards of the state, and children born prematurely.

NMAC 6.31.2.10 (A)

Child Find. Each public agency shall adopt and implement policies and procedures to ensure that all children with disabilities who reside within the agency's educational jurisdiction, including children with disabilities attending private schools or facilities such as residential treatment centers, day treatment centers, hospitals, mental health institutions, detention and correctional facilities, children who are schooled at home, highly mobile children, children who reside on Indian reservations and children who are advancing from grade to grade, regardless of the severity of their disability, and who are in need of special education and related services, are located, evaluated and identified in compliance with all applicable requirements of 34 CFR Secs. 300.111, 300.131, 300.301-306 and these or other department rules and standards. For preschool children, Child Find screenings shall serve as interventions under Subsection B of 6.31.2.10 NMAC.

Public School System	Early Intervention	Head Start	Other Partners
ZPSD will collaborate with community agencies/partners to plan and coordinate regular Child Find activities in an effort to identify children who are at risk or who may have a developmental delay or disability at least one time through the school year.	Dungarvin / ELFS will collaborate with community agencies/partners to plan and coordinate regular Child Find activities in an effort to identify children who are at risk or who may have a developmental delay or disability.	1302.53 Head Start will recruit children that may be eligible by means of Child Find, the Zuni Indian Health Service, and word of mouth. Head Start will work in conjunction with ZPSD and on Child Find activities.	The Zuni SSS team will invite NMSBVI and NMSD to participate in Child Find activities.

SCREENING

NMAC 7.30.8.10 (E) SCREENING

- (1) A developmental screening for a child who has been referred may be conducted using a standardized instrument to determine if there is an indication that the child may have developmental delay and whether an evaluation to determine eligibility is recommended.
- (2) A developmental screening should not be used if the child has a diagnosis that would qualify them under established condition or biological/medical risk or where the referral indicates a strong likelihood that the child has delay in their development, including when a screening has already been conducted.
- (3) If a developmental screening is conducted:
 - (a) the written consent of the parent(s) must be obtained for the screening; and
 - (b) the parent must be provided written notice that they can request an evaluation at any point during the screening process.

Public School System	Early Intervention	Head Start	Other Partners
ZPSD will act on referrals for screenings received from other agencies for any child that may be	Dungarvin /ELFS will screen children birth to three years of age who show developmental concerns and conduct	1302.33 (a) (1) (2) In collaboration with each child's parent and parental consent, complete or obtain a current	The Zuni SSS team will refer children and families with vision or hearing concerns to NMSBVI and NMSD

<p>eligible for Part B services based on their age.</p>	<p>developmental evaluations and/or refer to appropriate outside agencies with parental consent if needed.</p>	<p>developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends school. A Program must use one or more research-based developmental standardized screening tools to complete the screening.</p>	<p>Regional Supervisor for further screening and/or evaluation.</p>
---	--	---	---

NOTIFICATION

NMAC 7.30.8.13 TRANSITION (B)

- (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 years.

Public School System	Early Intervention	Head Start	Other Partners
<p>The ZPSD Special Education Director will receive the notification of potentially eligible children during the quarterly Transition Team meetings in January, April, August and October.</p> <p>ZPSD Special Education Administrative Assistant will receive all referrals from Part C partner, Head Start and other community agencies/partners for children ages 3 to 5.</p>	<p>Dungarvin/ELFS Program Manager will provide a list of children who are currently being served through Part C and who may be potentially eligible for Part B services during the quarterly Transition Team meetings in January, April, August, and October. This notification will include the child's name, DOB and parent/guardian contact information.</p> <p>If a child is referred to Dungarvin /ELFS less than forty-five (45) days prior to their 3rd birthday, the Family Service Coordinator will refer the family to ZPSD, but <u>will not</u> conduct a comprehensive evaluation for Part C eligibility. The Family Service Coordinator will inform the family of preschool options available and will assist the family with a referral to ZPSD with the consent of the parent.</p>		<p>NMSD/PICP will provide a list of children who are currently being serviced through Part C and who may be potentially eligible for Part B services during the quarterly Transition Team meetings in January, April, August, and October. This will be accomplished through attendance at the meetings, snail mail, or secure fax. This notification will include the child's name, DOB and parent/guardian contact information.</p>

TRANSITION PLANNING

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.

Public School System	Early Intervention	Head Start	Other Partners
	The Family Service Coordinator will initiate the Transition Plan as part of the child's initial IFSP to inform the family of the transition process, program options, and LEA services. The Transition Plan will be updated and revised by the time the child turns twenty-four (24) months old. The plan will be finalized at least ninety (90) days before the child's third birthday, but no more than nine (9) months prior to the child's 3 rd birthday and/or		Upon request, NMSBVI and NMSD-PIC Program will provide information regarding options for services See attachment for services provided by NMSBVI and NMSD-PIC Program.

	finalized at the annual IFSP meeting or Transition Conference meeting.		
--	--	--	--

REFERRAL TO LEA

Public School System	Early Intervention	Head Start	Other Partners
<p>ZPSD Special Education Administrative Assistant will receive and document receipt of the Transition Referral Form from Part C partner, and NMSD.</p> <p>ZPSD will follow all confidentiality policies as set forth by the Family Educational Rights and Privacy Act (FERPA).</p>	<p>The Family Service Coordinator will complete and mail/hand deliver the Transition Referral Form to ZPSD sixty (60) days before the scheduled Transition Conference. If a child enters Dungarvin/ELFS between forty-five (45) days and ninety (90) days of the child's 3rd birthday, the Family Service Coordinator will discuss the transition process with the family during the intake visit and incorporate the Transition Plan into the initial IFSP. If the child is determined eligible under "established condition" or "developmental delay", the Family Service Coordinator will complete and mail/hand deliver the</p>	<p>Following screening and when further evaluation is warranted, Head Start will submit a referral to ZPSD Special Education for formal evaluation to assess the child's eligibility for services under IDEA as soon as possible, and not to exceed timelines required under IDEA</p> <p>Head Start and ZPSD will support families through the formal evaluation process.</p>	<p>NMSBVI and NMSD will follow all confidentiality policies as set forth by the Family Educational Rights and Privacy Act (FERPA).</p> <p>See attachment for services provided by NMSBVI and NMSD-PIC Program.</p>
<p>7.30.8.13 D (1) 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> <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.</p> <p>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.</p>			

	Transition Referral Form to ZPSD as soon as possible with parent consent.		
--	---	--	--

PRE-PLANNING FOR TRANSITION CONFERENCE

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.

Public School System	Early Intervention	Head Start	Other Partners
The ZPSD Special Education Administrative Assistant will receive, review, and document the receipt of the transition packet from Part C partner, and NMSD.	The Family Service Coordinator will mail/hand deliver the Transition Conference Written Invitation and Transition Assessment Summary Form to ZPSD at least thirty (30) days prior to the Transition Conference. If needed, the Family Service Coordinator will call and/or email NMSBVI and NMSD to inform them of the scheduled Transition Conference.	The Education/Disabilities Manager will receive, review, and document receipt of the transition packet from DUNGARVIN/ELFS for children who are interested in enrolling in Zuni Head Start. The Education/Disabilities Manager will make arrangements for reserving	As needed, NMSBVI and NMSD-PIC will receive, review, and document the receipt of the transition packet from DUNGARVIN/ELFS. Upon request, NMSBVI will provide a transitional functional vision assessment, which will be used to determine eligibility. NMSBVI will assist the family in obtaining an

	Transition Referral Form to ZPSD as soon as possible with parent consent.		
--	---	--	--

PRE-PLANNING FOR TRANSITION CONFERENCE

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.

Public School System	Early Intervention	Head Start	Other Partners
The ZPSD Special Education Administrative Assistant will receive, review, and document the receipt of the transition packet from Part C partner, and NMSD.	The Family Service Coordinator will mail/hand deliver the Transition Conference Written Invitation and Transition Assessment Summary Form to ZPSD at least thirty (30) days prior to the Transition Conference. If needed, the Family Service Coordinator will call and/or email NMSBVI and NMSD to inform them of the scheduled Transition Conference.	The Education/Disabilities Manager will receive, review, and document receipt of the transition packet from DUNGARVIN/ELFS for children who are interested in enrolling in Zuni Head Start. The Education/Disabilities Manager will make arrangements for reserving	As needed, NMSBVI and NMSD-PIC will receive, review, and document the receipt of the transition packet from DUNGARVIN/ELFS. Upon request, NMSBVI will provide a transitional functional vision assessment, which will be used to determine eligibility. NMSBVI will assist the family in obtaining an

<p>personnel who will attend the Transition Conference.</p> <p>The ZSPD Administrative Assistant will be responsible for entering the referring data into the Automated database.</p> <p>ZPSD staff Special Education Director will be able to receive documents throughout the calendar year.</p> <p>ZPSD's evaluators will evaluate primarily during the school year, while under contract.</p> <p>For students turning 3 in June, July or August, ZPSD will request that Part C partner's to have transition meeting no later than April 1st of current school year.</p>	<p>The transition packet will include the child's current IFSP, Early Childhood Outcomes (ECO) Summary Form, and most recent IDA report, present levels of development reports from related therapists if applicable, and hearing and vision screening results. The present level of development reports, and hearing/ vision screenings, must be current within six months of the Transition Conference. The most recent ECO will be provided at this time as well.</p> <p>The Family Service Coordinator will call the parents/guardians, and ZPSD, to arrange the Transition Conference for each child at least ninety (90) days before the child's third birthday, but no more than nine (9) months prior.</p> <p>At a minimum, the attendees shall include the parents/ legal guardians, the Family Service Coordinator, the child's early intervention providers, a representative from ZPSD.</p> <p>Additional relevant service providers will be invited to attend as appropriate per parental consent.</p>	<p>the Head Start conference room for the Transition Conference.</p>	<p>updated eye exam and vision diagnosis.</p> <p>Upon request, NMSD-PIC will support each family in acquiring a comprehensive and current evaluation including audiology prior to transition.</p> <p>See attachment for services provided by NMSBVI and NMSD-PIC Program.</p>
--	---	--	---

TRANSITION CONFERENCE

7.30.8.13 (G) (7) Transition Conference: The transition conference shall be facilitated by the family service coordinator to include:

- (a) a review of the parent(s)'s preschool and other service options for their child;
- (b) a review of and, if needed, a finalization of the transition plan;
- (c) a review of the current IFSP, the assessment summary and any other relevant information;
- (d) the transmittal of the IFSP, evaluation and assessments and other pertinent information with parental consent;
- (e) an explanation by an LEA representative of the IDEA Part B procedural safeguards and the eligibility determination process, including consent for the evaluation;
- (f) 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.
- (g) discussion of issues, including enrollment of the child, transportation, dietary needs, medication needs, etc.
- (h) 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.

Public School System	Early Intervention	Head Start	Other Partners
<p>The ZPSD Special Education Director will participate in the Transition Conference. In the absence of the Special Education Director, a Special Education staff member will be designated to attend.</p> <p>The ZPSD Special Education Director will explain the IDEA Part B procedural safeguards, child & parent rights, and the eligibility determination criteria and process.</p> <p>The ZPSD Special Education Director may request for initial consent for Part B evaluation from the parents/guardians. Upon receipt of signed informed parental consent, ZPSD will have 60 days to complete initial evaluations have an Eligibility Determination Team (EDT) meeting and develop an IEP. In the event the child turns 3 prior to the 60 day</p>	<p>The Family Service Coordinator will facilitate the Transition Conference and ensure that the following is completed and documented on the Transition Conference Form:</p> <ul style="list-style-type: none"> ● Review the child's services/program options; ● Ensure coordination of transition activities (e.g., school visits) including the provision of uninterrupted services for the child and family; ● Inform the family about and obtain consent for follow-up service coordination and developmental instruction for one month (up to four hours for each service) after the child exits from early intervention services; ● Review, revise and finalize the Transition Plan; 	<p>At the request of the parent, the Education/Disabilities Manager may participate in the Transition Conference. In the absence of the Education/Disabilities Manager, a Head Start staff member or designee will attend.</p> <p>The Education/Disabilities Manager will provide information/material about Head Start and explain the enrollment process with parent.</p>	<p>Upon request, NMSBVI will participate in transition conferences/meetings to assist the team and family in considering placement options and adaptations, as needed.</p> <p>Upon request, NMSD-PIC will participate in the Transition Conference and, if acting as FIT Service Coordinator, will facilitate the conference per FIT regulations.</p> <p>See attachment for services provided by NMSBVI and NMSD-PIC Program.</p> <p>At the request of the parent, other early childhood providers may participate in the Transition Conference.</p>

timeline, ZPSD will have an IEP meeting on or before the child's 3rd birthday.

In the event that the parent/guardian chooses not to consent to the Part B evaluation, they will be informed that this decision will result in Part B services not being provided and a Prior Written Notice will be provided to parent/guardian.

If the event that the parent/guardian chooses to delay their decision, ZPSD will honor this decision and inform the parent/guardian that their decision will cause Part B services to be delayed and will provide parent guardian a Prior Written Notice to document parental decision.

● Obtain signatures of all attendees. The Family Service Coordinator will be responsible for maintaining a schedule of Transition Conferences and reminding attendees at least one (1) week prior to the meeting.

INITIAL COMPREHENSIVE EVALUATION FOR PART B

- 6.31.2.10** 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.

Public School System	Early Intervention	Head Start	Other Partners
The ZPSD Multi-disciplinary Evaluation Team, which may include therapist, diagnostician, and school psychologist, will conduct the initial evaluation and any additional evaluations, as needed, to determine eligibility for Part B services. The ZPSD evaluators will contact the parent/ guardian by phone and/or home visits to schedule the initial evaluation.			Upon request, NMSBVI and NMSD will provide assessment/evaluation material, which will be used to determine eligibility. See attachments for services provided by NMSBVI and NMSD-PIC Program.

ZPSD evaluators will have 60 days to complete initial evaluations have an Eligibility Determination Team (EDT) meeting and develop an IEP. In the event the child turns 3 prior to the 60 day timeline, ZPSD will have an IEP meeting on or before the child's 3rd birthday.

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(B)(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(B)(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(B) (19) NMAC as authorized by 34 CFR §§ 300.8 and 300.39, "special education" in New Mexico may include speech-language pathology services.

Public School System	Early Intervention	Head Start	Other Partners
<p>The ZPSD Special Education Teacher assigned to the 3/4Y program will coordinate with the multidisciplinary team to arrange the meeting.</p> <p>The ZPSD Records Clerk will hand deliver the invitations for the Eligibility Determination Meeting to the parent/guardian, Part C partner, Zuni Head Start, and all participating ZPSD staff, as well as other partners involved.</p>	<p>Upon receipt of the written invitation and/or parental request, the Family Service Coordinator and the child's service providers will participate in the EDT meeting.</p>	<p>1302.62(a)(1)(2),(b)(1-4) For parents of children eligible for services under IDEA, the Education/Disabilities Manager will help parents understand the referral, evaluation, and service timelines required under IDEA; understand the eligibility and IEP process informing parents of their rights to invite the program to participate in all meetings; understand the purposes and results of the evaluations and services provided under IEP, and ensure their child's</p>	<p>By invitation of the family, NMSD and NMSBVI will participate in the EDT meeting.</p> <p>See attachments for services provided by NMSBVI and NMSD-PIC Program.</p>

		needs are accurately identified and addressed through the IEP.	
--	--	--	--

EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY SENT TO PARENT

<p>6.31.2.(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.</p>			
Public School System	Early Intervention	Head Start	Other Partners
<p>The ZPSD Special Education Administrative Assistant or Records Clerk will mail or hand deliver a copy of the documentation of eligibility or non-eligibility (EDT) to the parent/guardian, Part C partner, and the 3/4Year old providers within the community.</p> <p>The ZPSD Special Education Administrative Assistant or Records Clerk will mail or hand deliver a copy of the final evaluation report to the Parent. The Parent may provide consent for other partners to receive copies of the final evaluation reports.</p>	<p>The Family Service Coordinator will document receipt of and file the Part B determination of eligibility document in the child's file and enter relevant information in the FIT-KIDS database.</p> <p>If Dunganvin/Elfs does not participate in the EDT meeting, the Family Service Coordinator will contact ZPSD to verify if the child was determined eligible for Part B Services. The child's eligibility will be documented in the child's record and in the FIT-KIDS database.</p>	<p>The Education/Disabilities Manager will coordinate with the Special Education Teacher assigned to the 3/4Y program to plan for future provision of services.</p>	<p>As needed, NMSBVI and NMSD-PIC will document receipt of the Part B evaluation report and determination of eligibility document to plan for services and ensure that the child's needs are met.</p> <p>See attachments for services provided by NMSBVI and NMSD-PIC Program.</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.

7.30.8.13 I


(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.


Public School System	Early Intervention	Head Start	Other Partners
<p>The ZPSD Case Manager or designee will schedule the IEP meeting.</p> <p>The IEP team will develop the IEP along with the Parent.</p> <p>The ZPSD Case Manager will inform the parent/guardians of their right to invite other representatives such as, Part C partner, Head Start, family advocate, etc., to the IEP Meeting.</p> <p>ZPSD will provide interpretation in the Zuni language, as needed, and if requested by the parent.</p> <p>The ZPSD Records Clerk will mail or hand deliver a written invitation to the parents, Part C partner, parents choice of preschool provider, and any other relevant agencies (NMSBVI, NMSD) for a meeting to develop an Individualized Education Plan (IEP).</p> <p>ZPSD staff will be available during contracted school year to develop an IEP.</p>	<p>Upon parent/guardian request, the Family Service Coordinator and the child's service providers will participate in the IEP meeting to develop the IEP.</p>	<p>Upon parent/guardian request, the Zuni Head Start representative will participate in the IEP meeting to develop the IEP.</p> <p>1302.61(c). The IEP must include the areas of specific concern, annual goals, statement of services to be provided, and identification of the personnel responsible for the delivery of services.</p> <p>1302.61 (c)(1) (i-iii) Services must begin as soon as possible after the development of the IEP or within the first two weeks of program attendance.</p>	<p>By invitation of the family, NMSBVI and NMSD-PIC will participate in the IEP meeting.</p> <p>In the case of a child with a hearing loss, even if the hearing loss is not the child's primary condition, the Communication Considerations for Children with a Hearing Loss IEP addendum MUST be completed by the IEP team to facilitate discussion around the child's communication needs. NMSD Outreach staff are available to IEP teams for support and consultation.</p> <p>Discuss the Consideration of Special Factors (from IDEA-04): consideration of the child's 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 is responsible for determining the Literacy Learning Mode of each transitioning child: Auditory, Tactile, Visual, and for making recommendations about the recommended literacy mode for the child to the IEP team upon transition.</p>


				See attachments for services provided by NMSBVI and NMSD-PIC Program.
--	--	--	--	---


REVIEW, MODIFICATION AND/OR TERMINATION


This Interagency Agreement will be reviewed and revised by Zuni Public School District, Disability Services Inc., Zuni Head Start Program, New Mexico School for the Blind & Visually Impaired and New Mexico School for the Deaf on an as needed basis or at least once annually. This Agreement may be terminated by any party upon thirty (30) days written notice.



Randy Stokrey, Superintendent
Zuni Public School District
Date: 1-10-2022


Francine Cheema, Program Director
Pueblo of Zuni Head Start Program
Date: 1/11/22


Austin Clawson, Director of Special Education
Zuni Public School District
Date: 1-10-2022


Wendy Prouse, Northwest Regional Supervisor
NM School for the Deaf-Parent Infant Child Program
Date: 2/1/22


Bernadine Leekela, Director
Dungarvin New Mexico
Date: 01/11/2022


Cindy Faris, Coordinator Infant-Toddler Program
NM School for the Blind and Visually Impaired (NMSBVI)
Date: 2/10/22