

**LINCOLN COUNTY TRANSITION TEAM**

**MEMORANDUM OF UNDERSTANDING**  
**CONCERNING**  
**THE TRANSITION OF CHILDREN BETWEEN**

**Region 9 Developmental Services (Part C)**  
**and**

**Local Education Agencies (LEAs) (Part B)**

Capitan Municipal Schools  
Carrizozo Municipal Schools  
Corona Municipal Schools  
Hondo Valley Public Schools  
Ruidoso Municipal Schools

**and**

**Community Partners:**

New Mexico School for the Deaf (NMSD)  
New Mexico School for the Blind and Visually Impaired (NMSBVI)  
Region 9 Head Start/EHS, Region 9 Child Find, & Region 9 Home Visiting  
Parents  
Local Child Care  
Parents Reaching Out (PRO)

The above-listed agencies are collectively described as the  
**“Lincoln County Transition Team”**

**January 1, 2020-January 1, 2024**  
**Update: December 2022**

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## I. Purpose

The purpose of this agreement is to establish clear collaborative procedures and timelines that will support a seamless system for the transition of children and their families from Part C services to Part B and/or other programs and services. The *Lincoln County Transition Team* will work collaboratively to ensure uninterrupted educational and developmental support and services for the children and families in Lincoln County, New Mexico. In addition, this agreement will ensure compliance with federal and state laws and regulations.

## II. Requirements Impacting this Agreement

1. SB 330 Language became effective on July 1, 2012
2. Federal regulation for Part B, “Assistance to State for the Education of Children and Disabilities; 34CFR part 300, and Final Regulations dated August 14, 2016, require in section 300.124: Transition of Children from Part C Early Intervention programs to part B Preschool programs.
3. Federal regulation for Part C of IDEA, “Early Intervention Program for Infants and Toddlers with Disabilities” 34 CFR Part 303, Amended by Regulations Issued April 14, 1998 require in section 303.148.
4. Section 303.653 of the regulations to Part C of the Act-Transition services.
5. Meet 2 times a year (Fall, & Spring) for collaborative child find and transition activities as well as to review and revise this agreement.

## III. Definition of Terms

- IDEA – Individual with Disabilities Education Act
  - Procedural Safeguards – The procedural safeguards required by the IDEA are intended to protect the interests of families and children with special needs, as well as the special education and the early intervention 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 3-21 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.
- ECECD –Early Childhood Education and Care Department
  - FIT – Family –Infant Toddler program (Part C Program)
  - EI – Early Intervention program
  - IFSP – Individualized Family Service Plan
- NMPED or PED – New Mexico Public Education Department
  - SEB – Special Education Bureau
  - LEA – Local Education Agency (School District) (Part B 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.
  - IEP – Individual Education Program
  - STARS – Student Teacher Accountability Reporting System
- Privacy Acts:
  - HIPAA – Health Insurance Portability and Accountability Act
  - FERPA – Family Educational Rights Privacy Act
- Other: NMAC – New Mexico Administrative Code & MOU – Memorandum of Understanding

**IV. Duration**

The duration of this agreement will be from January 1, 2020– January 1, 2024 and reviewed annually.

**V. Member Contact Information**

<p><b>Capitan Municipal Schools</b> Vicki Beets, SPED Director 150 Forest St., PO Box 278 Capitan, NM 88316 (575) -354-8537 <a href="mailto:vicki.beets@capitantigers.org">vicki.beets@capitantigers.org</a></p>	<p><b>Ruidoso Municipal Schools</b> Dr. Melvina Edmister, SPED Director Percy Echavia, Child Find/C to B Coordinator 199 W White Mountain Dr, Ruidoso- Physical Ruidoso, NM 88355 Phone: (575) 630-7013 Fax (575) 258-6333 <a href="mailto:torresm@ruidososchools.org">torresm@ruidososchools.org</a> <a href="mailto:echaviap@ruidososchools.org">echaviap@ruidososchools.org</a></p>	<p><b>Local Child Care Representative</b> J'lane Zamora, Rocking Horse Learning Center Director PO Box 644 Carrizozo, NM 88301 575-937-7721 <a href="mailto:jlane@tularosa.net">jlane@tularosa.net</a></p>
<p><b>Carrizozo Municipal Schools</b> Cirsten Vega, SPED Director 800 Avenue D Carrizozo, NM 88301 (575)648-2346 <a href="mailto:cirsten.vega@carrizozogrizzlies.org">cirsten.vega@carrizozogrizzlies.org</a></p>	<p><b>Parent Representative</b> Wendi Hulett 211 Sudderth Dr. Ruidoso, NM 88345 <a href="mailto:whulett@phs.org">whulett@phs.org</a> (575) 257-8200</p>	<p><b>New Mexico School for the Deaf</b> Karla Sanchez 1060 Cerrillos Rd Santa Fe, NM 87505 (505) 469-7455, (505)476-6424 (FAX) <a href="mailto:Karla.sanchez@nmsd.k12.nm.us">Karla.sanchez@nmsd.k12.nm.us</a></p>
<p><b>Corona Public Schools</b> Roe Anne Lightfoot, SPED Director PO Box 258 Corona, NM 88318 (575) 849-1911 <a href="mailto:roeanne.lightfoot@cpscardinals.org">roeanne.lightfoot@cpscardinals.org</a></p>	<p><b>New Mexico School for the Blind &amp; Visual Impaired</b> Lynn Little, Developmental Vision Specialist PO Box 773 Mescalero, NM 88340 (575) 491-9568 <a href="mailto:lynnlittle@nmsbvi.k12.nm.us">lynnlittle@nmsbvi.k12.nm.us</a></p>	<p><b>Parents Reaching Out (PRO)</b> Dolores Harden 2501 Yale BLVD SE, Suite 200 Albuquerque, NM 87106 (505) 247-0192 &amp; (505) 247-1345 <a href="mailto:DHarden@parentsreachingout.org">DHarden@parentsreachingout.org</a></p>
<p><b>Hondo Valley Public Schools</b> Jeremy Martin, SPED Director Bryan Lewis, Reading Specialist PO Box 55 Hondo, NM 88336 (575) 653-4411 <a href="mailto:jeremy.martin@hondoeagles.org">jeremy.martin@hondoeagles.org</a> <a href="mailto:bryan.lewis@hondoeagles.org">bryan.lewis@hondoeagles.org</a></p>	<p><b>Region 9 Head Start/EHS</b> Physical Address Head Start: 199 W White Mountain Dr, Ruidoso Head Start (575) 257-5025 EHS – Physical Location: 2710 Sudderth, Ruidoso EHS – (575) 630-0355 Calla Goeller, Head Start/EHS Director <a href="mailto:calla.goeller@regionix.org">calla.goeller@regionix.org</a> Jordan Reynolds, Head Start Education Coordinator <a href="mailto:jordan.reynolds@regionix.org">jordan.reynolds@regionix.org</a> Brandie Yoxall Coach/EHS Disabilities Coordinator <a href="mailto:brandi.yoxall@regionix.org">brandi.yoxall@regionix.org</a></p>	
<p><b>Region 9 Developmental Services &amp; Home Visiting</b> <b>Mailing see Region 9, Physical 2710 Sudderth, Ruidoso, 88345</b> <b>(575) 802-0297 (575) 630-0326-Fax</b> Melina Romero, DS/HV Director <a href="mailto:melina.romero@regionix.org">melina.romero@regionix.org</a> Carolina Hernandez, FSC/DS, Developmental Services <a href="mailto:carolina.hernandez@regionix.org">carolina.hernandez@regionix.org</a> Keri French, Home Visiting/Supervisor- <a href="mailto:keri.french@regionix.org">keri.french@regionix.org</a> Gloria Magana, Home Visitor II – <a href="mailto:gloria.magana@regionix.org">gloria.magana@regionix.org</a></p>		<p><b>Region 9 Education Cooperative</b> –2002 Sudderth, Ruidoso, NM 88345 (575) 257-2368 (575) 257-2141 - Fax Bryan Dooley, Executive Director – <a href="mailto:bryan.dooley@regionix.org">bryan.dooley@regionix.org</a> Dahn Freed, Ed Services/Deputy Director – <a href="mailto:dahn.freed@regionix.org">dahn.freed@regionix.org</a> Toby Smith, Child Find Coordinator <a href="mailto:tody.smith@regionix.org">tody.smith@regionix.org</a></p>

## **VI. Summary of Member Agencies**

**Member LEA** – is the Part B provider responsible for working with families and Region 9 Developmental Services (Part C) providers to fulfill a smooth and effective transition. The requirements are adhered to as established by the Individual with Disabilities Act (IDEA) and New Mexico Administrative Code (NMAC).

**Region 9 Developmental Services (DS)** – Provides Early Intervention services to parents and children in Lincoln County who meet the eligibility criteria for the Family Infant and Toddler program (Part C).

**Region 9 Home Visiting** – Provides in-home support through the Parents as Teachers curriculum to families who are expecting a baby through to age 5 in Lincoln County.

**Parent Representative** – A parent of a child/children who has or has had special needs.

**New Mexico School for the Blind and Visually Impaired (NMSBVI)**-NMSBVI will provide support and services for children who are blind or visually impaired.

**New Mexico School for the Deaf (NMSD)** may provide support and services for children within the community who are deaf or hearing impaired. If a hearing impairment is identified after the transition, the LEA will contact NMSD for support and services.

**Region 9 Head Start/Early 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 a disability whose income is within the US Poverty Guidelines. Head Start will work with Region 9 Developmental Services Family Services Coordinator to assist families in the Head Start application process including reviewing developmental and financial eligibility requirements. This process may be scheduled before the Transition Conference to ensure enrollment for Head Start.

**Region 9 Child Find-** Upon request from the LEA, Child Find screenings are conducted to help districts identify students who might need early intervention services. Comprehensive screenings provide valuable information to schools and families regarding the developmental needs of children. Free developmental screenings are provided in collaboration with communities and member school districts through Region 9 to help locate, identify, and evaluate children with developmental delays or disabilities ages three through 21. Collaboration between community resources, early childhood program providers, and school districts increase the efficiency of services to children and families and maximizes their educational support.

**Local Child Care** – Local Child Care agencies provide care for children in facilities within Lincoln County and work with the LEAs and Region 9 Developmental Services to support successful transitions.

**Parents Reaching Out (PRO)** - A non-profit organization that works with parents, caregivers, educators, and other professionals to promote healthy, positive, and caring experiences for families and children. PRO's mission is to enhance positive outcomes for families and children in New Mexico through informed decision-making, advocacy, education, and resources. Parents Reaching Out provides networking opportunities for families to connect with and support each other.

## 1. 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 (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.

### 1. Notification - Plan

FIT PROVIDER	LEA	HEAD START	OTHER
<p><b>LEA 3Y Quarterly Reports</b></p> <ul style="list-style-type: none"> <li>• Quarterly, the Developmental Services Director will send the LEA SPED Directors a list of children turning 3 years old in the following 12-month period from the designated quarter.</li> <li>• The list will contain the child's name, date of birth, and contact information for the parent(s).</li> <li>• Late referrals and summer referrals to Part C will be emailed to Part B LEA SPED Directors immediately.</li> </ul> <p><b>LEA Notification Due</b></p> <ul style="list-style-type: none"> <li>• August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and May 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>• LEA SPED Directors will receive Quarterly Reports from the Developmental Services Director and plan for resources and the upcoming transition conference.</li> <li>• LEA will notify the PED.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with the 3Y program for children potentially enrolled in both the Head Start and 3Y program.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• The family considers possible program options.</li> </ul>

## 2. 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 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.

### 2. Transition Planning - Plan

FIT PROVIDER	LEA	HEAD START	OTHER
<ul style="list-style-type: none"> <li>• Transition planning will be initiated at the initial IFSP, updated at 24 months, finalized at least 90 days, and not more than 9 months before the child’s 3<sup>rd</sup> birthday.</li> <li>• For children referred to the Developmental Services (DS) program fewer than 45 days before the child’s 3<sup>rd</sup> birthday, DS will not conduct intake or an evaluation to determine FIT eligibility. The DS program will refer to the Region 9 Child Find Coordinator or LEA Child Find services and provide information on preschool options available in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Lincoln County LEAs specified in this MOU will partner with families as requested regarding Part B services.</li> <li>• As allowed by public health orders, the LEAs will offer visits to classrooms and/or learn about the services provided.</li> </ul>	<ul style="list-style-type: none"> <li>• If the family is interested in applying to the Head Start program; a Head Start staff person will provide information regarding how to apply, and eligibility requirements, and provide the application forms to the parent or the Family Services Coordinator.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• The Family learns of options, activities, and timelines related to transition.</li> <li>• Family signs the transition plan within the IFSP.</li> </ul>

FIT PROVIDER	LEA	HEAD START	OTHER
<p><b>(Transition Planning Continued)</b></p> <ul style="list-style-type: none"> <li>• If the child is referred to DS between 45 and 90 days of the child's 3<sup>rd</sup> birthday and therefore; the Transition Conference cannot be held at least 90 days before the child's 3<sup>rd</sup> 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. Developmental Services 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 the meeting cannot be met due to the child not being enrolled in the DS program at this time."</li> <li>• The Family Services Coordinator will inform the parents that they must attend the Transition Conference. The family will be informed of the different options in the community, such as Part B, Head Start, school, Child Care, community, or home-based programs or settings.</li> </ul>			



### 3. REFERRAL TO LEA

- Referral form sent to LEA with parent consent

**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).

**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.

### 3. Referral to LEA - Plan

FIT PROVIDER	LEA	HEAD START	OTHER
<ul style="list-style-type: none"> <li>• The Family Services Coordinator will obtain signed parent consent to refer their child to the LEA.</li> <li>• The Family Services Coordinator will refer the child to the LEA 60 days before the transition conference and/or if possible 6 months before the child’s 3<sup>rd</sup> birthday.</li> <li>• The Family Services Coordinator will upload the referral to GOOGLE Docs and share it with the SPED director or designee. An email will follow to verify it has been received.</li> <li>• Late referrals will be sent to the LEA SPED Director or designee immediately with a follow-up phone call from the Family Services Coordinator or DS Director.</li> <li>• Summer referrals will be sent to the LEA Administration office to be processed accordingly by the Family Services Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• The LEA SPED Director or Ruidoso ECE Director will confirm with the Family Services Coordinator that they have received the referral.</li> <li>• A late referral will be processed accordingly upon receipt.</li> <li>• Summer months will be received by the Administration office and processed according to LEA procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Head Start will consider all applicants who meet the eligibility requirements when referred from Part C.</li> <li>• Head Start Enrollment Coordinator will explain the application process and determine eligibility for Head Start.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• The family considers possible program options.</li> <li>• The parent/guardian signs the transition referral form for the LEA.</li> <li>• NMSBVI will refer, with parent/guardian consent, to the local FIT early intervention providers or LEA when appropriate.</li> </ul>

#### 4. 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.

**4. Pre-Planning for the Transition Conference - Plan**

FIT PROVIDER	LEA	HEAD START	OTHER
<ul style="list-style-type: none"> <li>• The Family Service Coordinator and the team will coordinate among parents, LEA, and other partners to schedule the Transition Conference date, time and location, including virtually if approved by parents.</li> <li>• Depending on the needs of the family and child other partners may be included in the invitation such as Head Start, Child Care, NMSBVI or NMSD</li> <li>• The Family Services Coordinator will send a written invitation to the LEA, parent, and other parties by email, hand-delivered, or mail at least 30 days before the Transition Conference.</li> <li>• The Family Services Coordinator obtains the family's signature to release information and sends it to the LEA. A 3<sup>rd</sup> Party Release of Information will be given to the parent to provide medical records to the school district if requested by the LEA.</li> <li>• The Family Services Coordinator and team complete the Transition Assessment Summary form, including all pertinent information current within 6 months and send it to the LEA. Additional documentation requested by the LEAs includes Therapy Progress Updates, Classroom Observation form, and Infancy and Childhood History Adjective Checklist.</li> <li>• The Family Service Coordinator and the team will consider the timeline for children who turn 3 over the summer and communicate this with the LEA and schedule the Transition Conference with ample time.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate among parents, DS, and LEA staff on conference dates.</li> <li>• The LEA SPED Director receives the Transition Assessment Summary form, documents receipt, and Medical Records (if release signed by parent) and distributes it to the pertinent staff for review of materials, and determines who will attend the Transition Conference on behalf of the LEA.</li> <li>• The LEA as part of an initial evaluation, as appropriate, must conduct a Review of Existing Evaluation Data (REED) on the child, including existing evaluations, observations, and information provided by the parents, to determine what additional data, if any, are need to determine whether the child is a disability, as defined in §300.8 and the educational needs of the child. Data that is being reviewed must be within six months before the date of the meeting of the Part B eligibility determination team.</li> <li>• Prepare for an early Transition Conference for children who turn 3 years old over the summer.</li> </ul>	<ul style="list-style-type: none"> <li>• If invited, Head Start staff will plan for staff to attend Transition Conference with Head Start information, application, and required document list.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• The family reviews and signs the transition assessment form and coordinates with the Family Service Coordinator to schedule the Transition Conference.</li> <li>• The family informs the Family Service Coordinator that they would like invited to the Transition Conference.</li> <li>• <b>NMSD</b> -If invited, NMSD staff will plan to attend Transition Conference pertinent information.</li> <li>• <b>NMSBVI</b> will provide information to parents/guardians of transitioning students who are blind or visually impaired regarding options for services. NMSBVI will support each family in acquiring a comprehensive and current evaluation including an ophthalmological report, if necessary prior to transition.</li> </ul> <p><b>Child Care</b></p> <ul style="list-style-type: none"> <li>• If invited, Child Care staff will plan to attend Transition Conference pertinent information.</li> </ul>

## 5. TRANSITION CONFERENCE

- 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) 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.

**5. Transition Conference - Plan**

FIT PROVIDER	LEA	HEAD START	OTHER
<ul style="list-style-type: none"> <li>• The Family Service Coordinator, with approval from the family, will convene and facilitate a Transition Conference at least 90 days but not more than nine months before the child’s third birthday.</li> <li>• The Family Service Coordinator will (with the approval from the parent) invite other relevant service providers, such as Head Start, Early Head Start, Child Care, State Schools, etc...</li> <li>• The Family Service Coordinator shall facilitate the Transition Conference meeting to ensure the following:               <ul style="list-style-type: none"> <li>• Review the child’s service and programs offered</li> <li>• Review the IFSP, evaluation assessment information, and other relevant data/information.</li> <li>• With parental consent, transmit information, including information, and other relevant data/information.</li> <li>• With parental consent, transmit information, including evaluation and assessment information and IFSPs to the receiving agency.</li> <li>• Additional documentation requested by the LEAs includes Therapy Progress Updates, Classroom Observation form, and Infancy and Childhood History Adjective Checklist.</li> <li>• Review whether all current evaluations and/or assessments have been given to the LEA</li> <li>• With parental consent, refer the child for an initial Part B evaluation.</li> <li>• Complete the IFSP Transition Conference page and document the outcomes and decisions of the Transition Conference in the IFSP.</li> <li>• In partnership with the LEA, the Family Service Coordinator will explain Part B and C procedures and safeguards.</li> <li>• If the parent would like the Family Service Coordinator invited to the EDT/IEP, a copy of the request will be provided to the LEA representative.</li> </ul> </li> </ul> <p>If the parent does not consent to the Part B evaluation and</p>	<ul style="list-style-type: none"> <li>• The SPED Director or LEA designee will attend and participate in the Transition Conference.</li> <li>• The LEA will Review the Existing Evaluation Data form with parents at the meeting and explain the evaluation process.</li> <li>• The LEA will provide prior written notice to the parent/and or guardian, explain Part B procedural safeguards, the evaluation and eligibility determination process, and provide consent forms if determined appropriate at this time.</li> <li>• The Child Find Coordinator will support the LEA with the coordination of any additional information that may be necessary for part B to conduct the full and individual evaluation, including, but not limited to vision/hearing screenings, conducting interviews with parents, supporting communicating, and updating case history.</li> </ul>	<ul style="list-style-type: none"> <li>• Head Start considerations are discussed as appropriate.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• The family approves, attends, and participates in the Transition Conference. Note: The parent has the right to delay or refuse to continue with the eligibility process.</li> <li>• <b>NMSBVI</b> will participate, when invited, in the transition conference for students who are blind or visually impaired. NMSBVI will provide current Functional Vision Evaluation and Learning Media Assessment, recommendations, and consultation as needed to the receiving program. NMSBVI will support the Transition team by providing consultation related to Consideration of Special Factors for Children who are Blind or Visually impaired.</li> </ul> <p><b>NMSD</b></p> <ul style="list-style-type: none"> <li>• Participate in the Transition Conference and provide information regarding current assessment information, communication considerations, continuum of education options, and adaptations that may be needed.</li> <li>• Support the Transition team by providing consultation related to the Communication Considerations for the children who are deaf or hard of hearing as mandated by IDEA.</li> </ul>

FIT PROVIDER	LEA	HEAD START	OTHER
eligibility determination the Family Service Coordinator should provide them with prior written notice that Part C services will end at the time of their child’s 3 <sup>rd</sup> birthday. The Family Service Coordinator will also provide that family a Copy of their procedural safeguards at this time.			

**6. 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.

**6. Initial Evaluation for Part B - Plan**

FIT Provider	LEA	Head Start	Other
<ul style="list-style-type: none"> <li>• The Family Service Coordinator as well as other DS staff will support the family in their participation in the evaluation process.</li> <li>• 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 DS program, they may contact the Region 9 Child Find Coordinator or LEA in the future and request in the initial evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• The LEA will notify appropriate staff to conduct the initial full and individual evaluation in all areas of suspected disability within 60 days at no cost to the parent.</li> <li>• The Part B team determines additional data and assessments needed with prior written notice.</li> <li>• Part B team conducts an initial comprehensive evaluation process in all areas of suspected disability.</li> </ul>		<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• Attend scheduled evaluation time and provide input to the evaluation team throughout the process.</li> </ul> <p><b>NMSD</b></p> <ul style="list-style-type: none"> <li>• Participate in the evaluation process if invited.</li> <li>• <b>NMSBVI</b> will provide a current Functional Vision Evaluation and Learning Media Assessment for students who are blind or visually impaired, to be used in eligibility determination and programming design.</li> </ul>

## 7. 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.)



7. **Eligibility Determination Meeting Plan**

FIT Provider	LEA	Head Start	Other
<ul style="list-style-type: none"> <li>• If the Family Services Coordinator or other members of the IFSP team are invited to the Eligibility Determination meeting, they will attend as well as support the family's attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• The LEA will invite the parent and other parties as appropriate, to an Eligibility Determination Meeting, including the Family Service Coordinator if the family has made this request at the Transition Conference.</li> <li>• The LEA will provide a copy of the Eligibility Determination Team report to the parent at the meeting.</li> <li>• The Eligibility Determination Meeting and the IEP may be held together.</li> <li>• These activities will occur before the child's 3<sup>rd</sup> birthday.</li> </ul>	<ul style="list-style-type: none"> <li>• Designated staff will attend the Eligibility Determination Meeting if invited.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• Attend the Eligibility Determination Meeting.</li> </ul> <p><b>NMSD, Child Care, &amp; other</b></p> <ul style="list-style-type: none"> <li>• Attend the Eligibility Determination Meeting if invited.</li> <li>• <b>NMSBVI</b> will participate at the Eligibility Determination Meeting for students who are blind or visually impaired.</li> </ul>

**8. 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.

**8. Evaluation Report and Documentation of Eligibility Sent to Parent - Plan**

FIT Providers	LEA	Head Start	Other
<ul style="list-style-type: none"> <li>• The DS program will receive a copy of the eligibility determination from the LEA within 15 days of the meeting, with parent consent.</li> </ul>	<ul style="list-style-type: none"> <li>• The LEA will provide to the parent at no cost a copy of the evaluation report and the documentation of the child’s eligibility.</li> <li>• With parent consent, documentation of the eligibility determination for Part B will also be sent to the DS within 15 days of the eligibility meeting</li> </ul>	<ul style="list-style-type: none"> <li>• If the child is enrolled in Head Start, provide the Disability Coordinator with a copy of the eligibility report and IEP with parent consent.</li> </ul>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>• Receive a copy of the evaluation report and the documentation of the child’s eligibility.</li> </ul> <p><b>NMSBVI and/or NMSD</b></p> <ul style="list-style-type: none"> <li>• With parent consent receive a copy of the evaluation report and the documentation of the child’s eligibility.</li> </ul>

**9. 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.

## 9. IEP Developed Plan




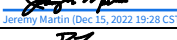
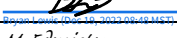
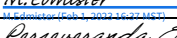
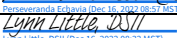
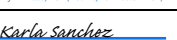
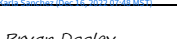
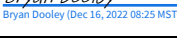

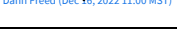
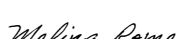
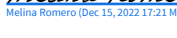
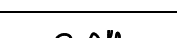

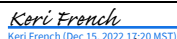


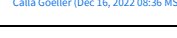

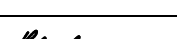
FIT Provider	LEA	Head Start	Other
<ul style="list-style-type: none"> <li>Support the family to attend the IEP and assist with the development of the IEP and coordinate participation of appropriate early intervention staff with parent approval.</li> <li>In the case of a child who was previously served under Part C of the Act, an invitation to the initial IEP Team meeting must, at the request of the parent, be sent to the Part C service coordinator or other representatives of the Part C system to assist with the smooth transition of services.</li> </ul>	<ul style="list-style-type: none"> <li>The LEA will invite the parent and other parties as appropriate, to an IEP meeting.</li> <li>If the LEA invites someone with knowledge or special expertise about the child and fails to inform the parents of that person's attendance, the parents may request that the meeting be rescheduled until the LEA provides the parent the required notice of 'who will be in attendance.' Alternatively, the LEA may choose to conduct the IEP Team meeting without that individual's attendance to avoid rescheduling the meeting.</li> <li>In the case of a child who was previously served under Part C of the Act, an invitation to the initial IEP Team meeting must, at the request of the parent, be sent to the Part C Family Service Coordinator or other representatives of the Part C system to assist with the smooth transition of services.</li> <li>These activities will occur before the child's 3<sup>rd</sup> birthday.</li> </ul>	<ul style="list-style-type: none"> <li>If invited, a Head Start representative will attend the IEP meeting</li> </ul> <p>NMSBVI will participate, with parent/guardian permission, on the IEP team for students who are blind or visually impaired. NMSBVI will assist in setting goals, provided suggestions for environmental modifications, and recommendations for services. NMSBVI will provide input on the Consideration of Special Factors for students who are blind or visually impaired including instruction in Braille.</p> <p>NMSBVI will provide NMVICount information for students who are blind or visually impaired to the receiving program. The NMVICount is the federal APH census that provides support and educational materials to the district and students through the NM-IRC lending library, such as textbooks (braille, adapted textbooks), enlarged materials, and other adapted materials available from APH (The American Printing House for the Blind). Phone contact for NM-IRC: (575-439-4438).</p>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>Attend the IEP meeting.</li> </ul> <p><b>NMSD</b></p> <ul style="list-style-type: none"> <li>Attend the IEP meeting if invited.</li> </ul>

## 10. Post Transition Services - Plan

FIT Provider	LEA	Head Start	Other
<ul style="list-style-type: none"> <li>The IFSP team may participate in Collaborative Consultation meetings after the child's 3<sup>rd</sup> birthday and the Family Services Coordinator may provide services 1 month after the transition.</li> </ul>	<ul style="list-style-type: none"> <li>LEA and another community program will partner with the Part C program as appropriate.</li> </ul>	<p>If the child is enrolled in Head Start, the program will partner with the Part C program as appropriate.</p>	<p><b>Family</b></p> <ul style="list-style-type: none"> <li>The family receives support and assistance as needed.</li> </ul>

**XVIII Signature Page** In witness whereof the following signatures are affixed:

Perseveranda Echavia

Name	School District/Organization	Title	Signature	Date
Vicki Beets	Capitan Municipal Schools	SPED Director	 Vicki Beets (Dec 15, 2022 18:00 MST)	Dec 15, 2022
Cirsten Vega	Carrizozo Municipal Schools	SPED Director	 Cirsten Vega (Dec 15, 2022 15:26 MST)	Dec 15, 2022
RoeAnne Lightfoot	Corona Public Schools	SPED Director	 RoeAnne Lightfoot (Feb 2, 2023 15:26 MST)	Feb 2, 2023
Jeremy Martin	Hondo Valley Public Schools	SPED Director	 Jeremy Martin (Dec 15, 2022 19:28 CST)	Dec 15, 2022
Bryan Lewis	Hondo Valley Public Schools	Reading Specialist	 Bryan Lewis (Dec 19, 2022 09:44 MST)	Dec 19, 2022
Dr. Melvina Edmister	Ruidoso Municipal Schools	SPED Director	 M. Edmister (Feb 1, 2023 14:42 MST)	Feb 1, 2023
Percy Echavia	Ruidoso Municipal Schools	Child Find/C to B Coordinator	 Perseveranda Echavia (Dec 16, 2022 08:57 MST)	Dec 16, 2022
Lynn Little	NMSBVI	Developmental Vision Specialist	 Lynn Little, DSH (Dec 16, 2022 08:32 MST)	Dec 16, 2022
Karla Sanchez	NMSD	Southeast Regional Supervisor	 Karla Sanchez (Dec 16, 2022 07:41 MST)	Dec 16, 2022
Bryan Dooley	Region 9 Education Cooperative	Executive Director	 Bryan Dooley (Dec 16, 2022 08:25 MST)	Dec 16, 2022
Dahn Freed	Region 9 Education Cooperative	Ed. Services/Deputy Director	 Dahn Freed (Dec 16, 2022 11:00 MST)	Dec 16, 2022
Melina Romero	Region 9 Education Cooperative, Developmental Services & Home Visiting	Developmental Services/Home Visiting Director	 Melina Romero (Dec 15, 2022 17:21 MST)	Dec 15, 2022
Carolina Hernandez	Region 9 Developmental Services	Family Services/ Developmental Specialist	 Carolina Hernandez (Dec 20, 2022 15:04 MST)	Dec 20, 2022
Keri French	Region 9 Home Visiting	Home Visiting Supervisor	 Keri French (Dec 15, 2022 17:20 MST)	Dec 15, 2022
Gloria Magana	Region 9 Home Visiting	Home Visitor II	 Gloria Magana (Feb 1, 2023 15:29 MST)	Feb 1, 2023
Calla Goeller	Region 9 Education Cooperative Head Start/EHS	Head Start/EHS Director	 Calla Goeller (Dec 16, 2022 08:36 MST)	Dec 16, 2022
Jordan Reynolds	Region 9 Education Cooperative Head Start	Head Start Education Coordinator	 Jordan Reynolds (Feb 1, 2023 10:00 MST)	Feb 1, 2023
Brandie Yoxall	Region 9 Education Cooperative Head Start/EHS	Disabilities Coordinator	 Brandie Yoxall (Feb 6, 2023 13:01 MST)	Feb 6, 2023
Wendi Hulett	Parent Representative	Parent	 Wendi Hulett (Feb 7, 2023 08:54 EST)	Feb 7, 2023
Dolores Harden	Parents Reaching Out		 Dolores Harden (Feb 2, 2023 16:30 MST)	Feb 2, 2023
J'lane Zamora	Rocking Horse Learning Center	Director	 J'lane Zamora (Feb 3, 2023 10:00 MST)	Feb 3, 2023
Toby Smith	Region 9 Education Cooperative	Child Find Coordinator	 Toby Smith (Dec 16, 2022 10:22 MST)	Dec 16, 2022