

MEMORANDUM OF UNDERSTANDING (MOU)
Moriarty-Edgewood, Estancia, Mountainair Transition Team (MEM)

Alta Mira Specialized Family Services
NM FOCUS
New Mexico School for the Blind and Visually Impaired
New Mexico School for the Deaf
PMS Head Start-Torrance
Moriarty-Edgewood Schools
Estancia Municipal Schools
Mountainair Public Schools
Central Region Educational Cooperative

Mission: To facilitate smooth and effective transition for eligible children and families in Torrance County. The intent of this agreement is to integrate the activities that promote the delivery of services in a timely manner in compliance with federal and state laws and regulations.

Purpose: To establish working procedures among the parties of this MOU to coordinate and provide training, support, and available resources necessary to children and their families.

TEAM MEMBERS

I. Contact Information:

Program: Alta Mira Specialized Services
Address: 1605 Carlisle NE, Alb. NM 87110
Contact Person: Katie Wylie
Phone number: 505-262-0801
Fax number: 505-262-0845
kwylie@altamiranm.org

Program: New Mexico School for the Blind and Visually Impaired
Address: 801 Stephen Moody SE Albuquerque, NM 87123
Contact: Jeana Le Cam 800-437-3505, 505-239-2470
jeanalecam@nmsbvi.k12.nm.us

Program: PMS Head Start-Torrance County
Address: PO Box 607, Moriarty, NM 87035
Contact Person: Shana Perea
Phone Number: 505-832--5064
Fax Number: 505-832-4365
shana.perea@pmsnm.org

Program: Central Region Educational Cooperative
Address: 4216 Balloon Park Rd. NE, Albuquerque, NM 87109
Contact Person: Maria Jaramillo
Phone Number: 505-889-3412
Fax Number: 505-889-3422
mjaramilloacrecnm.org

Program: New Mexico School for the Deaf
Address: 1060 Cerrillos Rd, Santa Fe, NM 87505
Contact Person: Kate Lee
Phone Number: 505-629-7792
Fax Number: 505-875-0954
Kate.lee@nmsd.k12.nm.us

Program: Moriarty-Edgewood Schools
Address: 200 Center St, Moriarty, NM 87035
Contact Person: Kathrine Kelton
Phone Number: 505-832-5816
Fax Number: 505-832-5918
katherine.kelton@mesd.k12.nm.us

Program: Mountainair Public Schools
Address: 512 North Ross Mountainair, NM 87306
Contact: Dawn Apodaca
Phone: 505-847-2211.
Fax Number: 505-847-2298
dapodaca@mpschools.net

Program: Estancia Municipal Schools Address: 300 N 9th/P0 Box 68
Estancia, NM 87106
Contact Person: Cynthia Golden
Phone Number: 505-384-2007
Fax Number: 505-384-2017
Cynthia.golden@estancia.k12.nm.us

II. DESCRIPTION OF THE INVOLVED AGENCIES

Alta Mira-a Family Infant Toddler (FIT) Early Intervention Service Provider that serves children birth through three and their families who are determined eligible for services under IDEA Part C

New Mexico School for the Blind and Visually Impaired (NMSBVI)-a state supported school that serves children birth to 21 who are eligible for services under IDEA Part C and/or B

New Mexico School for the Deaf (NMSD)-a state supported school that serves children birth through six who are determined eligible for services under IDEA Part C and/or B

PMS Head Start-Torrance-a Head Start provider that serves children birth through five and their families who are determined eligible under Head Start criteria. It is mandated that Head Start make 10% of enrollment opportunities available to children with disabilities and actively recruit children with disabilities

Moriarty-Edgewood Schools, Estancia Municipal Schools, and Mountainair Public Schools-the Local Education Agencies (LEA) that serve children who are determined eligible for services under IDEA Part B

Central Region Educational Cooperative (CREC)-the Regional Education Cooperative (REC) to which Estancia Municipal Schools and Mountainair Public Schools are members and receive technical assistance from in the area of (special) education.

III. TERMS OF THE AGREEMENT

All members of the team agree to:

1. Meet at least 3 times a year.
2. Share opportunities for training staff development and other activities related to transition amongst team members.
3. Invite relevant staff members to attend transition trainings provided by Part B, C, or relevant state agencies.
4. Collaboration between team members is necessary. If at any point in the transition process there are concerns, members will contact each other and resolve the issues. If no resolution is reached, the transition coach can provide support and guidance.
5. In September and January, the team will be surveyed on the effectiveness of the current MOU, review annually and determine changes as necessary.

IV. RESPONSIBILITIES IN TRANSITION PROCESS

NOTIFICATION

NOTIFICATION: FIT providers must notify the local Education Agency (LEA) of children who reside in the LEA's educational jurisdiction and who are potentially eligible for Part B services. For this purpose, potentially eligible is considered those children eligible under the Part C's —established condition or —developmental delay category. The list should include children who will turn three within the next 7-12 months.

NMAC 7.30.8.13 TRANSITION (B) In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

NMAC 6.31.2.11 (5) (4) (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.

Fit Provider	LEA	Head Start
<p>On the first working day of January, April, July and October, the representative of the EI programs/Fit Providers (Alta Mira, NMSBVI and NMSD) will mail or fax a cumulative list of children including the child's name, DOB, parent/guardian name and mailing address to the Special Education Director (or designee) of the LEA (Moriarty-Edgewood, Estancia, Mountainair school districts). If a child is in the custody of Children Youth and Family Dept.(CYFD), information will include only the CYFD representative and CYFD address. If no children are transitioning to the district, the EI agency will send a statement indicating such. For a late referral, the FIT family Service Coordinator will notify the LEA at the time the Transition Referral form is sent to the LEA.</p>	<p>Special Education Director (or designee) will verify receipt of the list by email to the EI agency representative.</p>	<p>N/A</p>

Comments: Agencies will follow HIPAA or FERPA confidentiality requirements for the release of information.

TRANSITION PLANNING et REFERRAL TO LEA

TRANSITION PLANNING: By 24 months of age, but at least 6 months prior to the beginning of the school year in which the child turns three, the service coordinator meets with the family to identify and document the specific steps and actions that will support the child and family through the transition process. These individualized steps and actions are documented on the transition plan and are included in the IFSP.

REFERRAL TO LEA: The Transition Referral Form should be sent at least 60 days prior to the Transition Conference, and if possible at least six months prior to the child's third birthday. The FIT Transition Assessment Summary Form will be completed and sent to the LEA at least 30 days prior to the Transition Conference in order to support the use of Part C information in determining Part B eligibility.

NMAC 7.30.8.13 (C)

A. Transition planning shall begin early enough to allow the parents to exercise all their rights under state and federal statutes and regulations. Transition planning must be undertaken for each child and family at the initial IFSP. Transition planning shall be a process involving meeting(s) and progressive steps toward the smooth and effective transitioning of each child and family.

In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

c. Steps/actions shall be identified and included in the IFSP that support the child and family and ensure a smooth and effective transition with involvement of the parents, such steps/actions shall include, at a minimum:

1. Discussions with the parents regarding future program/service options to include preschool special education services and other community services that may be available and appropriate; representatives from these programs and services shall be included in these discussions to ensure an informed decision;
2. Preparing the child and family for the changes and adjustments to a new setting;
3. With parental consent and in accordance with regulation, the transmission of information, including evaluation and assessment information and copies of IFSPs to ensure continuity of services.

NMAC 6.31.2.11 (A) (4) (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.

FIT Provider	LEA	HEAD START
<p>As part of the transition plan, after EI Service Coordinator will ensure that the family is aware of the array of service and program options are available under Part B including home, day care centers, Head Start programs, schools and community-based settings.</p> <p>The EI Service Coordinator will meet with the family to identify and document the specific steps and actions that will support the child-care needs. These individualized steps and actions are documented on the transition plan and are included in the IFSP.</p>	<p>Special Education Directors (or designee) will coordinate efforts with EI providers to support parent and family involvement in the transition process. SPED directors (or designee) will coordinate with EI providers to facilitate visits by families to classrooms and/or learn about services provided by the school district.</p> <p>SPED directors (or designee) will verify receipt of the Referral Form and Assessment summary form by email to EI Agency.</p>	<p>If requested, Head Start will coordinate with early EI providers to facilitate visits by families to classrooms and /or learn about the Head Start program.</p>
<p>The EI Service Coordinator will fax, email, or mail (using confidentiality assurance) a Transition Referral Form to the SPED Director (or designee) at least 60 days prior to the Transition Conference, and if possible 6 months prior to the child's third birthday.</p>	<p>The LEA will review the information (using the REED process) and materials sent from the EI program in order to determine who will attend. If additional evaluations might be necessary, the SPED director (or designee) should be ready to sign consent for evaluation at the transition conference. The SPED director (or designee) should attend the transition conference.</p>	
<p>With parent consent, the EI Service Coordinator will send written invitation to all parties listed in the IFSP (Head Start, NMSBYI, NMSD and childcare providers).</p>		

Comments: To meet the needs of children who are in early care programs, the Child Care Inclusion Specialist will be available to: with parent permission, support the transition process by collaborating with area agencies and childcare providers regarding inclusion services and provide information to families regarding inclusion services within the transition process.

<p>NMSD will participate, when invited in transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.</p> <p>In case of a child with hearing loss, and in accordance with DOH procedure and with parent consent, the FIT Service Coordinator (FSC) will contact an NMSD Regional Supervisor for technical assistance during the Transition conference in discussing communication considerations and the continuum of educational options.</p> <p>NMSBVI will provide information to parents/guardian 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 ophthalmological report, if necessary prior to transition.</p> <p>NMSBVI will refer, with parent/guardian consent, to the local FIT early intervention providers or LEA when appropriate.</p> <p>With parent consent, the EI Service Coordinator will coordinate the completion and submission through fax or email (with confidentiality assurance) of the Transition Assessment Summary form to the SPED directors (or designee) at least 30 days prior</p>		
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to Transition Conference. Data will not be older than 6 months.		
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TRANSITION CONFERENCE: The FIT program is legally responsible for convening the Transition Conference. It is the responsibility of the Service Coordinator to invite an LEA representative to the Transition Conference with the approval of the family.

NMAC 7.30.8.13 (G) (7) TRANSITION

With approval of the parents, a Transition Conference shall be convened at least 90 days prior to the anticipated date of transition from early intervention services but no later than 90 days prior to the child's third birthday. If the child may be eligible for preschool services, including special education and related services offered through the local education agency, this conference shall include, at a minimum, the parents, the relevant early intervention service providers, and the local education agency representative(s). Other relevant service providers should be invited to attend this meeting. The transition process must take into account availability of Head Start and other childcare services in the community.

Subsection (A) (5) of NMAC 6.31.2.11 states that "Each LEA shall participate in transition planning conferences arranged by the designated Part C lead agency no less than 90 days prior to the child's third birthday, to facilitate informed choices for all families. "

FIT Provider	LEA	Head Start
<p>The EI Service Coordinator will (with consent of the parent(s)) convene and facilitate a Transition Conference at least 90 days and, at the discretion of all parties, but not more than 9 months prior to the child's third birthday. If the child is potentially eligible for Part B preschool services through the LEA, then the LEA representatives must be invited to participate in the Transition Conference.</p>	<p>Special Education Director (or designee) will participate in the Transition Conference arranged by the designated early intervention provider. Special Education Directors (or designee) will request the consent from the parent(s) using the Consent Form for Preschool Evaluation to conduct the evaluation for Part B.</p>	<p>If requested and with consent of the parent (s), Head Start will participate in the Transition Conference.</p>

<p>With consent of the parents, other relevant service providers, NMSBVI, NMSD, etc.).</p> <p>NOTE: please separate NMSBVI & NMSD statements below.</p> <p>In the case of a child with a documented hearing loss, the EI Service Coordinator will contact NMSD for technical assistance during the Transition Conference to discuss the continuum of educational options and communication considerations.</p> <p>In the case of a child with a documented visual impairment, the EI Service Coordinator will contact NMSBVI.</p> <p>NMSBVI will participate, when invited, in the transition conference for students who are blind or visually impaired.</p> <p>NMSBVI will provide current Functional Vision Evaluation and Learning Media Assessment, recommendations, and consultation as needed to the receiving program.</p> <p>NMSBVI will support the Transition team by providing consultation related to Consideration of Special Factors for Children who are Blind or Visually Impaired as mandated by IDEA.</p>	<p>Special Education Director (or designee) will provide the parents a copy of the procedural safeguards under the IDEA and obtain parental consent to conduct an initial evaluation.</p> <p>If parent consents, the Special Education Director (or designee) and group of qualified professionals will meet with the parent(s) immediately following the Transition Conference to review existing evaluation data including the IFSP, and information provided by parent(s) or other data as allowed, and based on that review, identify what additional data, if any, are needed to determine the child's eligibility for Part B services. Otherwise, this evaluation-planning meeting will be scheduled at a separate time.</p>	
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<p>The Family's Service Coordinator will facilitate this meeting to ensure the following:</p> <ul style="list-style-type: none"> Review the child's service and program options. Review the IFSP, evaluation, assessment information, and other relevant data/information. Review whether all current evaluation and/or assessments have been given to the LEA. With parental consent, refer child for an initial Part B evaluation. <p>The Family Service Coordinator (FSC) will document all outcomes and decisions in the part III of the Transition plan in the IFSP.</p>		
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Comments:

Collaboration between EI Service Coordinator and LEA designee will facilitate a smooth and effective transition including communicating frequently with the LEA personnel to coordinate the scheduling of conferences. Collaboration and communication will ensure the timely submission of all relevant documents. NMSBVI will: 1. Provide information to parents/guardian of children who are eligible to transition regarding options for services. 2. Coordinate transition information/efforts with other service providers. 3. Provide current assessment information, recommendations and consultation as needed to the receiving program. 4. Participate with parent permission and provide current functional vision assessment or determine if further vision assessment is needed. 5. Refer, when appropriate and with parental consent, to the local FIT early intervention providers or to the receiving LEA. When a parent does not sign consent for evaluation by the LEA, the EI Program will periodically offer the parent additional opportunities to sign the consent for Part B evaluation as long as the child is enrolled in EI. With parental consent the Child Care Inclusion Specialist will be available to attend the transition conference for the children in early care programs if requested.

INITIAL EVALUATION PART B ELIGIBILITY DETERMINATION

INITIAL EVALUATION FOR PART B: The LEA is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days. The purpose of the initial evaluation is to determine if the child is a child with a disability, and if the child requires special education and related services to benefit from the education program.

ELIGIBILITY DETERMINATION: Eligibility is determined after the initial evaluation procedures are completed including the careful review of existing evaluation and assessment information, observations and input from the parents.

NMAC 6.31.2.11 (A)(4)(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 to identify what additional data, if any, are needed to determine the child's eligibility for Part B services or develop an appropriate program.

NMAC 6.31.2.10

F. Eligibility determinations.

(1) General rules regarding eligibility determinations

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

FIT Provider	LEA	Head Start
<p>Parents who decide not to proceed with eligibility determination for Part B will be given contact information for the LEA in which they reside. It will be made clear that after they exit the FIT program, they may contact the Special Education Director (or designee) at the LEA and request an initial evaluation for eligibility in Part B.</p>	<p>The Special Education Director (or designee) will provide and explain to the parent(s) the Procedural Safeguards including prior written notice prior to the evaluation.</p> <p>The Special Education Director (or designee) will schedule a date for initial evaluation.</p>	

NMSBVI

NMSBVI 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.

NMSBVI

NMSBVI will participate at the Eligibility Determination Meeting for students who are blind or visually impaired.

When invited, the EI Service Coordinator will attend the EDT and/or IEP.

The Special Education Director (or designee) will conduct the initial evaluation in accordance with 34 CFR§ 300.304 to include a variety of measures and sources, including functional, aptitude, and achievement tests, and parent input, as well as information about the child's physical condition, social or cultural background.

Eligibility Determination Meeting

The Special Education Director (or designee) will assure that a group of qualified professionals and the parent of the child determine whether the child is a child with a disability in accordance with state and Federal regulations. With parental request and consent, the EI Service Coordinator or other EI representatives listed on the child's IFSP will be invited to the EDT meeting and/or the IEP.

The Special Education Director (or designee) will determine eligibility for Part B services that includes the review and use of existing Part C evaluations and assessments and the IFSP information as part of the initial evaluation. Tests must have been administered within the previous six

When invited, Head Start will attend the EDT and/or IEP.

	<p>months in order to be considered valid.</p> <p>The Special Education Director (or designee) will provide a copy of the evaluation report and the documentation of the eligibility determination to the parent (s), and, with parental consent, a copy of this documentation to the referring EI agency. In the event that the parent(s) do not provide consent, the LEA will provide a statement of eligibility determination to the EI agency.</p>	
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Comments:

For Children who are not eligible for Part B services and who attend early care programs, parents will be informed at the eligibility determination meeting about Child Care Inclusion services for the childcare providers.

For Children who are eligible for Part B services and who also attend early care program, parents will be informed at the EDT meeting about Child Care Inclusion Services for childcare providers.

In the event, that a child has a vision impairment or hearing loss, the LEA can contact NMSBVI and/or NMSD for consultation and assistance with evaluation.

The New Mexico School for the Deaf will: Provide current assessment information to be used in determining eligibility and program options. Support each family in acquiring a comprehensive and current evaluation including audiological prior to transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.

New Mexico School for the Blind and Visually Impaired will: Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.

INITIAL IEP MEETING

FTT Provider	LEA	HEAD START
<p>Post transition service coordination will be offered to the family as an option. If the parent(s) requests this service, it must be provided in accordance with the Family Infant and Toddler Program's service standards.</p> <p>NMSBVI 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, provide 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>The Special Education Director (or designee) will conduct the initial IEP meeting no later than 15 days prior to the child's entry into the preschool program.</p> <p>If a child is determined eligible for services through Part B, and parent intends to enroll child in services through a Part B agency, an IEP will be developed 15 days prior to the determined start date.</p> <p>The Special Education Director (or designee) at the request of the parent must send an invitation to the smooth transition services. The Special Education Director (or designee) will provide a copy of the procedural safeguards to the parents.</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. NMUSD Regional Early Childhood Consultants are available to IEP teams for support and consultation. LEA must begin Part B services on the child's third birthday or, the first day of school after the third birthday (only if the child has a summer birthday).</p>	<p>May attend the IEP if invited and consent is provided by parent/guardian.</p>

Comments:

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, provide 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.

NMSBVI will provide NMVCount information for students who are blind or visually impaired to the receiving program. The NMVCount 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).

The NM School for the Deaf can: Support the local LEA related to Special Considerations for Children who are Deaf or Hard of Hearing as mandated by IDEA. Provide referral to the NMSD Outreach School Age Consultation Program to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD preschool.

Confidentiality:


Confidentiality of information is required for the protection of children and families. Information shared between agencies will need a signed release by the parent/guardian. Consent to release information may be revoked at any time by the parent or legal guardian. Agencies that are known as Covered Entities will be compliant within the guidelines and regulations set by HIPAA and FERPA.

Term of Signatures:

This agreement is in effect until such time that any provider wishes to modify or cancel the agreement, at which time written notice and explanation must be submitted to all providers with thirty (30) day's notice and the transition team must reconvene to discuss modifications to or termination of the agreement. The agreement will be reviewed annually and updated if needed.
IN WITNESS WHEREOF, the following signatures are affixed.

IN WITNESS WHEREOF, the following signatures are affixed:

January, 2024


Maria Jaramillo (Jan 10, 2024 13:40 MST)

Jan 10, 2024

Maria Jaramillo, Director CREC

Date



Jan 10, 2024

Dawn Apodaca, Superintendent Mountainair Schools

Date


Cynthia Golden (Jan 18, 2024 11:38 MST)

Jan 18, 2024

Cynthia Golden, SPED Director Estancia


Date


Kathrine Kelton (Jan 18, 2024 11:29 MST)

Jan 18, 2024

Kathrine Kelton, Moriarty-Edgewood Schools

Date


Jeana Le Cam (Jan 10, 2024 20:52 MST)

Jan 10, 2024

Jeana Le Cam, NMSBVI Regional Supervisor

Date


Kate Lee (Jan 20, 2024 10:55 MST)

Jan 20, 2024

Kate Lee, NMSD Regional Supervisor

Date

Cindy Sims, Superintendent Estancia Schools

Date

Angelica Tafoya, Alta Mira

Date

PMS, Head Start, Torrance County

Date

Natalie Romero, MESD

Date

Signature: *Natalie Romero*
Natalie Romero (Mar 12, 2024 10:33 MDT)

Email: natalie.romero@mesd.us

Cindy
CINDY L SIMS (Jan 10, 2024 10:17 MST)

Jan 10, 2024

Cindy Sims, Superintendent Estancia Schools

Date

Angelique Tafoya
Angelique Tafoya (Jan 22, 2024 10:24 MST)

Jan 22, 2024

Angelica Tafoya, Alta Mira

Date



02/12/2024

PMS, Head Start, Torrance County

Date