



MEMORANDUM OF UNDERSTANDING

2024-2027

CONCERNING THE TRANSITION OF CHILDREN BETWEEN THE FOLLOWING
PRIMARY PARTNERS:

**HATCH VALLEY PUBLIC SCHOOLS
APRENDAMOS INTERVENTION TEAM
MULTICULTURAL EVALUATION & CONSULTATION ASSOCIATES (MECA)
TRESKO, INC. (TOTS)
NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED (NMSBVI)
NEW MEXICO SCHOOL FOR THE DEAF (NMSD)**

SECONDARY PARTNERS:

**DAY ONE HOME VISITING
CARIÑO HOME VISITING
MECA HOME VISITING**

PARTNERS:

LITTLE FOOTPRINTS EARLY CHILDHOOD DEVELOPMENT LEARNING CENTER

DESCRIPTION OF EACH AGENCY AND SERVICE EACH REPRESENTS:

- **Hatch Valley Public Schools** is a school district located in Dona Aña County in the south-central area of the State of New Mexico. The district's schools are all located in the Village of Hatch, except Garfield Elementary School, which is located in the community of Garfield.
- **FIT Family Infant Toddler Programs:** (Aprendamos Intervention Team, MECA, and Tresco TOTS) *FIT Programs:* **These programs within the NM Department of Health (NMDOH), are the state lead agencies designated to administer IDEA Part C Early Intervention in the State of New Mexico.**
- **Day One Home Visiting Program** is a non-profit EDECD funded program. The Parents as Teachers affiliate home visiting program which provides services up until the age of five.
- **Carino Home Visiting** provides free home visits to expectant parents and households with children under five (5). There is no income criteria, prenatal education is provided, parent education, focus on supporting developmental milestones, car and home safety and lending library. Family support services are provided for families determined to be at risk, in crisis, and or requiring additional intervention.

*The Targeted Interventions Home Visiting Program provides services to families that are referred or identified during participation in the Home Visiting program in general to be at risk and/or in need of a higher level of intervention. This also includes targeting Early Childhood Investment Zones and communities at-risk due to: infant mortality, premature birth, low-birth-weight infants and other indicators of at-risk prenatal,

maternal, newborn or child health; poverty; crime; domestic violence; high rates of high-school dropouts; substance abuse; unemployment; or child maltreatment.

- **MECA Home Visiting** provides support to expectant parents and any family of children 0-5 years old. Questions are answered about a baby's development and families are connected with local resources and support systems.
- **NMSBVI** program provides vision services to children birth-3 years who have diagnosed vision impairment or who are at risk for receiving a visual impairment diagnosis.
- **New Mexico School for the Deaf (NMSD)** provides for the unique needs of children and students who are deaf/hard of hearing, their families, and professional partners by providing a comprehensive array of school and statewide programs.
- **Little Footprints Early Childhood Development Learning Center** was established twenty-one years ago and offers a safe nursery and classroom facilities available for children six weeks to twelve years of age. The center offers various activities that are specifically designed to encourage each child's growth, through cooperative play and creative activities, kids reach their social, emotional and physical milestones naturally and with ease in Hatch, NM.

VISION: The Hatch Valley Public Schools (HVPS) and the Early Childhood Community will provide a smooth, effective and timely transition that supports children and families throughout the community and will establish family partnerships to ensure continuity of services to facilitate and help children achieve their potential.

- I. PURPOSE:** The purpose of this agreement/MOU, is to establish specific, effective and collaborative transition procedures and timelines that will assist HVPS and the Early Childhood Community in realizing their vision; in supporting the children and families from the FIT program to HVPS and/or other agency supports and services.
- II. REQUIREMENTS IMPACTING THIS AGREEMENT:** All members of the Hatch Valley Early Childhood Community agree to:
 - a) Meet quarterly to discuss, review, and revise this agreement/MOU.
 - b) Provide notification of upcoming professional development opportunities that impact young children.
 - c) Plan and conduct collaborative Child Find screening activities for the identification of children who may qualify for early childhood intervention services.
 - d) Provide information to families about available services and provide referrals to appropriate community agencies.
 - e) Inform service providers within each agency about this agreement/MOU.
 - f) Recognize that the determination of eligibility is a decision made according to the criteria established for each program or agency.
 - g) Eligibility criteria and services available to children and their families will be provided to the programs and agencies participating as a member of the Early Childhood Community, and as part of this agreement/MOU.
- III. DEFINITION OF TERMS:** (Refer to the NM C to B Transition manual (2019) pg. 3 for a comprehensive list of terms).
 - **DD** - Developmental Delay
 - **ECEP** - Early Childhood Evaluation Program

- **EDT** - Eligibility Determination Team
- **FAPE** - Free Appropriate Public Education
- **FIT** - Family Infant Toddler (FIT) Early Intervention Service Programs
- **IDEA** - Individuals with Disabilities Education Act:
 1. **Part B** - Assistance for Education of all school age children with disabilities.
 2. **Part C** - Services for infants and toddlers with disabilities (birth to 3) or at risk for developmental delay and their families.
- **IEP** - Individualized Education Program
- **IFSP** - Individualized Family Service Plan
- **LEA** - Local Education Agency: Public School or PED approved Charter School
- **NM DOH** - NM Department of Health
- **NM PED-SEB** - NM Public Education Department/Special Education Bureau
- **Parent** - 34 C.F.R. 300.20, a “parent” is defined as a natural or adoptive parent of a child, a guardian (but not the State if the child is a ward of the state), a person acting in the place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare) or a surrogate parent who has been appointed in accordance with Section 300.515.
- **PWN** - Prior Written Notice
- **REED** - Review of Existing Evaluation Data

IV. IMPLEMENTATION OF AGREEMENT: Copies of this agreement/MOU will be provided to the programs and agencies who are a part of the Early Childhood Community. Copies will be distributed by the LEA after the annual meeting scheduled in November of each year, and after each agency or program representative signs in agreement with the contents of the agreement/MOU. Each agency or program is responsible for its own ongoing training of Part C and Part B Transition requirements.

V. MONITORING AND EVALUATION OF THE AGREEMENT: All of the agencies and programs that are a part of the Early Childhood Community will ensure that this agreement/MOU meets the requirements of the FIT Programs and the LEA to facilitate a smooth and effective transition for eligible children and their families. The LEA will be notified in writing (e.g. email, letter etc.) indicating that a change to this agreement/MOU needs to be made to meet state requirements throughout the school year. The program and agency representatives will refer to the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019), to ensure a comprehensive and coordinated effort of the transition process.

VI. INTERAGENCY DISPUTE PROCESS: The Early Childhood Community agrees to follow the dispute/conflicts resolution(s) between the agencies in this agreement/MOU by:

- (1) If there is a dispute relating to the identification, evaluation, or educational placement, or any issue related to the student and the family being referred by a FIT provider, the FIT provider will submit an email to the LEA explaining the dispute/conflict.

- (2) The FIT provider will allow the LEA at least two weeks to respond to the complaint (by email or phone call).
- (3) If deemed necessary, a meeting will be scheduled to resolve the dispute and provide written documentation of steps taken to correct the issue.
- (4) It is the intent of the LEA to encourage and support the resolution of any dispute in a prompt, efficient, and effective manner (not to exceed 30 days).

VII. DURATION: This agreement/MOU will be in effect from February 1, 2024 through January 31, 2027. If an update or review of this agreement/MOU needs to be made, the Early Childhood Community agrees to schedule quarterly and attend a meeting to address updates and/or revisions prior to the expiration of this agreement/MOU.

VIII. WORKING PROCEDURES, TIMELINES AND RESPONSIBILITIES IN THE TRANSITION PROCESS:

- **NOTIFICATION: Shared data on potentially eligible children sent to LEA:**

The FIT Program service provider agency must notify the 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 to be those children eligible under the Part C’s “**established condition**” or “**developmental delay**” categories. The list should include children who will turn three within the next 12 months [the list should be cumulative (i.e., each quarter, children turning three within the next 12 months will be added to the list)]. Refer to page 4 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

Refer to page 5 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

Federal Regulations: 34 CFR 303.209 (b) Notification to the SEA and appropriate LEA.

(i) Subject to paragraph (b) (2) of this section, not fewer than 90 days before the third birthday of the toddler with a disability if that toddler may be eligible for preschool services under Part B of the Act...

State Rules: 7.30.8.13 Transition (B) (1), the FIT program shall provide notification to NMPED-SEB...

(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. (3) The notification...shall: (a) include children who are potentially eligible for preschool special education services under IDEA Part B; potentially eligible children are those 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 this agreement; and (d) be provided not fewer than 90 days before the child’s third birthday who is potentially eligible for IDEA Part B.

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.

This information will be provided to Hatch Valley Public Schools-Special Education Department- PO Box 790 Hatch, NM 87937 - (575) 267-8290 or (575) 267-8200 in person at 204 Hill Street Hatch, NM or via email to : tfogle@hatchschools.net and or bramirez@hatchschools.net .

FIT Providers	LEA	Other
<p>Each EI agency will provide appropriate information as per state guidance and in alignment with HIPAA & FERPA requirements. (Information will include the child's first and last name, middle initial, date of birth, the LEA of residence, and parent contact information.)</p> <p>Each EI agency will provide HVPS with a list of children who may be potentially eligible for early intervention services under the categories of "Established Condition" or "Developmental Delay" for the upcoming school year (January-December) by Jan 15th, Apr 15th, July 15th, Oct 15th.</p> <p>This information will be sent to HVPS in an electronic format via email to SPED Administrative Assistant and SPED Director.</p> <p>For children entering EI late, refer to late referrals in the Referral</p>	<p>-Invite relevant district providers to review information and attend transition meeting</p> <p>-arrange a place to hold transition meeting</p>	<p>NMSD will refer children potentially eligible to the appropriate Part C or Part B agency for eligibility determination.</p>

- **TRANSITION PLANNING: Individualized steps and services added to IFSP.**

For all children receiving FIT services, the transition plan will be initiated at the child’s initial IFSP meeting and the family service coordinator will inform the parent(s) regarding the timelines for their child’s transition. **At 24 months of age**, the transition plan will be updated to include documentation that the family service coordinator has informed the parent(s) of the early childhood transition options for their child, including home, Part B preschool special education, Head Start, childcare centers, private preschools, or other community-based settings etc.

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. This meeting will include the

parent(s) and any person(s) requested by the parent, or agency/program representative directly involved in conducting evaluations or providing early intervention services to the child or family.

Refer to the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019). Pages 6-8.

Federal Regulations: 34 CFR Section 303.209 (d) Transition Plan: The State lead agency must ensure that for all toddlers with disabilities - (1) (i) It reviews the program options for the toddler with a disability for the period from the toddler’s third birthday through the remainder of the school year; and (ii) Each family of a toddler with a disability who is served under this part is included in the development of the transition plan (2) It establishes a transition plan in the IFSP not fewer than 90 days (not more than 9 months before the third birthday - at the discretion of all parties).(3)The transition plan in the IFSP includes: (i) Steps for the toddler with a disability and his/her family to exit from the Part C program; and (ii) Any transition services that the IFSP team identifies as needed by that toddler and the family.

State Rules 7.30.8.13 (c) Transition Plan: (1) A transition plan shall be developed with the parents(s) for each eligible child and family that addresses support 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)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 FSC 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 FSC has informed the parents of the early childhood transition options and plans to visit those settings, and (c) at least 90 days, and not more than nine months, before 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.

FIT Providers	LEA	Other
<p>At 24 months of age, the transition plan will be updated to include documentation that the Family Service Coordinator has informed the parent(s) of the early childhood transition options for their child, including home, Part B preschool special education, Head Start, childcare centers, private preschools, or other community-based settings, etc. The Family Service Coordinator will assist the family in visiting any of these settings.</p> <p>If the child's third birthday falls within the summer months, transition activities need to occur</p>	<ul style="list-style-type: none"> -Explain public school process to families -Introduce families to school staff and providers -Give families a tour of school as appropriate 	<p>NMSD will:</p> <ul style="list-style-type: none"> ~Provide information to parents/guardians of children who are eligible to transition regarding options for services. ~Coordinate transition information and efforts with other service providers. ~Support each family’s effort to have a current audiology report prior to transition. ~Provide current assessment information,

<p>early enough to allow sufficient time for all activities to take place so that the LEA is prepared to [provide Part B needed special education and related services]. The transition team participants will consider meeting earlier to meet all timelines. Transition activities include referral to the LEA (60 days prior to conference), coordinating the conference, sending written invitations and the Transition Summary Form to the LEA (30 days prior to the Transition Conference, the Transition Conference (at least 90 days prior to the child's 3rd birthday, but not more than 9 months prior) and the Initial Evaluation for Part B (within 60 days of parental consent and prior to the child's 3rd birthday.</p> <p>Transition date shall occur by the first school day after the child turns 3. For children referred to the FIT program fewer than 45 days before the child's third birthday, the early intervention agency will not conduct intake or an evaluation to determine FIT eligibility. The FIT program will let the family know of preschool options available in the community, e.g., preschool special education, Head Start, private preschools, etc., and will assist with a referral to the LEA with the consent of the parent(s).</p> <p>If the child is referred to the FIT Program between 45 and 90 days of the child's third birthday and, therefore, the Transition Conference cannot be held at least 90 days before the child's third birthday, the Family Service Coordinator will discuss the process for transition with the family during the intake process and the transition plan will be incorporated into the initial IFSP. The FIT program will evaluate and</p>		<p>recommendations and consultation as needed to the receiving program.</p>
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<p>if the child is determined eligible, a referral must be made to the LEA with parental consent. The Family Service Coordinator will check the box "90 day timeline for his meeting cannot be met due to the child not being enrolled in the FIT Program at that time."</p> <p>The Family Service Coordinator will consider the parent(s) needs for child care in the transition planning process.</p> <p>Completion of activities relating to the planning of a child's transition will be documented on the Transition Plan page of the child's IFSP. Parents will be informed that they must attend the Transition Conference if found to be potentially eligible for Part B services. The family will be fully informed of the array of services and program options available under Part B including home, Head Start programs, schools or community-based Settings.</p> <p>The Family Service Coordinator will consider the parent(s) needs for childcare in the transition planning process.</p>		
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- **REFERRAL TO THE LEA:** Referral form sent to LEA with Part C parent consent.

The family service coordinator, with parental permission, will complete and submit the State Transition Referral Form to the LEA. The referral shall include: the child’s name, date of birth, address of residence, and contact information for the parent(s), including name(s), address(es), and phone number(s). The transition referral form should be sent at least **60 days prior to the transition conference**, and if possible at least 6 months prior to the child’s third birthday...

State Rules: 7.30.8.13 D. A transition referral shall be submitted by the FSC, with parental consent, to the LEA at least 60 days prior to the transition conference.

- **Late Referrals** (i.e., children referred to the FIT program within 90 days of their third birthday). For children referred to the FIT program **fewer than 45 days** before the child’s third birthday, the EI provider agency **will not conduct intake or an evaluation to determine FIT eligibility**.

The FIT program will let the family know of preschool options available in their community... and **will assist with a referral to the LEA with the consent of the parent(s).**

- If the child is referred to the FIT program **between 45 and 90 days** of the child’s third birthday and therefore, the transition conference cannot be held at least 90 days before the child’s third birthday, the FSC will discuss the process for transition with the family during the intake process and the transition plan will be incorporated into the initial IFSP. This could be different depending on each individual case. The LEA shall document the date of the late referral in the STARS/NOVA database with the “*90-day timeline for this meeting cannot be met due to child not being enrolled in the FIT Program at that time*” as provided by the FSC as the corresponding noncompliance reason code.

Refer to pages 8 - 20 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

Federal Regulations: 34 CFR 303.209 (b) (ii) Subject to paragraph (b) (2) of this section, if the lead agency determines that the toddler is eligible for EI services under Part C more than 45 days, but less than 90 days before the third birthday and if the toddler may be eligible for preschool services under Part B, the lead agency, as soon as possible after determining eligibility, notifies the SEA and the LEA in which the toddler with a disability resides. (iii) Subject to paragraph (b) (2) of this section, if a toddler is referred to the lead agency fewer than 45 days before that toddler’s third birthday and that toddler may be eligible for preschool services under Part B, the lead agency, with parental consent, refers the toddler to the SEA and LEA, but the lead agency is not required to conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances.

State Rules: 7.30.8.13 D (2) For children who enter FIT program less than 90 days before their third birthday, the FSC shall submit a referral, with parental consent, as soon as possible to the LEA. (3) For children referred to the FIT program less than 45 days before the child’s third birthday, the FSC shall submit a referral to the LEA, with parental consent, but EI provider agency will not conduct an evaluation to determine eligibility in accordance with the referral and intake provisions of this rule.

- **Late Referrals during the Summer Months after the school year has ended.**

The FIT provider and the LEA shall work together to establish arrangements regarding who in the LEA will receive referrals and other information during the summer months and specific dates when LEA personnel will be available. The FSC will contact the LEA at the beginning of the school year to confirm receipt of FIT information, debrief on the current status, and support all efforts of determining Part B eligibility and, for the child who is eligible for Part B, begin school as early as possible.

State Rules: 6.31.2.11 (5) (H) In compliance with 34 CFR Sec. 300.101 (b) (2), if a child’s third birthday occurs during the summer months, the child’s IEP team shall determine the date when services under the IEP or IFSP will begin.

FIT Providers	LEA	Other
With parent consent, the Family Service Coordinator or	-Send to Sped Director and/or Admin Assistant	NMSD will: ~ Coordinate with the EI

<p>agency designee will utilize a Transition Referral form in requesting the presence of HVPS for all children eligible for Part C under "Established Conditions" or "Developmental Delay". Children. eligible under the "at risk categories" may be referred if they are showing greater concern in articulation, voice or fluency at the time of referral, or as requested by parents. This will occur at least 60 days prior to the Transition Conference and if possible 6 months prior to the child's third birthday.</p> <p>If a family whose child is potentially eligible for Part B services refuses to be referred to HVPS, the Family Service Coordinator or agency designee will provide the family with prior written notice that Part C services will end on the day the child turns three. Families will also be provided with Part C procedural safeguards and HVPS Child Find information.</p> <p>The Family Service Coordinator can inform the parents of options for preschool and assist them with applying for these options.</p> <p>If a child is referred to FIT fewer than 45 days prior to the child's third birthday, an evaluation by FIT will not be conducted. The Family Service Coordinator can inform the parents of options for preschool and assist them with applying for these options.</p> <p>If the child is referred to FIT between 45 and 90 days prior to the child's third birthday, and</p>	<p>-Late referrals will be evaluated for completion timelines on a case by case basis</p> <p>-Summer referrals will be addressed on a case by case basis</p>	<p>Team to make referrals to appropriate agencies.</p> <p>NMSBVI will refer, with parent/guardian consent, to the local FIT early intervention providers or LEA when appropriate.</p>
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<p>is determined eligible, a referral must be sent to the LEA with parent permission as soon as possible.</p> <p>These children would not be included in the Annual Performance Review (APR) indicators C8c.</p> <p>If the child's third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all activities to take place so that the LEA is prepared to provide Part B needed special education and related services. The transition team participants will consider meeting earlier to meet all timelines. Transition activities include referral to the LEA (60 days prior to conference) coordinating the conference, sending written invitations and the Transition Summary Form to the LEA (30 days prior to the Transition Conference, the Transition Conference (at least 90 days prior to the child's 3rd birthday, but not more than 9 months prior) and the Initial Evaluation for Part B (within 60 days of parental consent and prior to the child's 3rd birthday.)</p>		
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- **PRE-PLANNING and PLANNING TRANSITION CONFERENCE:** Review of all current evaluations and/or assessments have been given to the LEA. Explain Part B and C procedures and safeguards. Provide Prior Written Notice (PWN). Obtain consent for evaluation. Complete IFSP Transition Conference page; discuss program options and next steps with LEA.

The FIT program is legally responsible for convening the transition conference. The FSC shall send a written invitation to the LEA to attend the transition conference (at least 30 days prior to the conference) with approval from the parent. The FSC and the LEA will schedule the conference **earlier than 90 days** before the child's third birthday. LEA personnel are required to participate in the transition conference, however, if the **LEA does not respond** to timely attempts, the FIT provider agency must still hold a transition conference. The FSC will report under Indicator 8C, the FSC must provide parents at the

conference with information about Part B preschool services...a subsequent transition conference may be scheduled with the LEA so that the family will be fully informed.

Federal Regulations: 34 CFR 300.124 Transition of children from the Part C program to preschool programs. (a) Children participating in EI programs assisted under Part C of the Act, and who will participate in preschool programs assisted under Part B, experience a smooth and effective transition to those preschool programs...

Part C IDEA 2004 Statute: 20 USC 1437 (a)(9)(A)(ii)(II). In the case of a child who may be eligible for such preschool services, with the approval of the family of the child, convene a conference among the lead agency, the family, and the LEA not less than 90 days before the child is eligible for the preschool services, to discuss any such services that the child may receive.

State Rules: 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 more than 9 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, NMSD, NMSBVI, etc.).

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.

Refer to pages 11- 20 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

FIT Providers	LEA	Other
<p>HVPS will be invited to participate for all children that are potentially eligible. Invitation will be sent at least 30 days prior to the Transition Conference. With parent consent invitation will also be sent to the involved parties: Preschools and specialty programs (NMSD, NMSBVI, CMS, etc.).</p> <p>The Family Service Coordinator or designee with parent consent will be responsible for ensuring all documentation including the Assessment Summary Form, ECO, evaluations, IFSP, hearing and Vision (if available) are complete and emailed to Part B</p>	<ul style="list-style-type: none"> -Invite to Sped Director and/or Admin Assistant -LEA will invite relevant district providers and staff to meeting and to review FIT assessments -Review of FIT assessments will guide next steps for LEA evaluation -When appropriate, consent will be obtained at a transition conference or as soon as possible thereafter. -LEA will share procedural safeguards with parents. -LEA will have 	<p>NMSD will:</p> <ul style="list-style-type: none"> ~ Support each family in acquiring a comprehensive and current evaluation, including audiological, prior to transition. ~ Provide technical assistance to the transition team in discussing communication considerations and the continuum of educational options. <p>NMSBVI will provide information to parents/guardians of transitioning students who are blind or visually impaired regarding options for services.</p>

<p>Child Find Office as well as other involved agencies at least 30 days prior to the Transition Conference.</p> <p>Assessment information is defined by FIT as current if it is within 6 months of the Transition Conference.</p> <p>Completion of activities relating to the planning of a child's transition will be documented on the Transition Plan page of the child's IFSP.</p> <p>The Family Service Coordinator will (with the approval of the family(s)) convene and facilitate a Transition Conference at least 90 days but not more than nine months prior to the child's third birthday.</p> <p>With approval of the family, other relevant service providers should be invited (childcare providers, etc.).</p> <p>The Family Service Coordinator shall facilitate this meeting to ensure the following:</p> <ul style="list-style-type: none"> • Review the child's service and program options. <p>-Review the IFSP, evaluation, assessment information, and other relevant data/information.</p> <p>-Will provide any additional information such as ECEP report or any other documentation that would support the process.</p> <p>-With parental consent, the transmission of information, including evaluation and assessment information and IFSPs to the receiving agency.</p> <p>-Review whether all current evaluation and/ or assessments have been given to the LEA.</p>	<p>evaluations completed within 60 days of consent, as needed.</p> <p>-Eligibility meetings will be held within 75 days of consent.</p>	<p>NMSBVI will support each family in acquiring a comprehensive and current evaluation including ophthalmological report, if necessary prior to transition. NMSBVI 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 and Visually Impaired as mandated by IDEA.</p>
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- With parental consent, refer child for an initial Part B evaluation.

Minimally, attendees to the Transition Conference should include the parent(s) and two or more individuals from separate disciplines or professions within the FIT program, one of whom must be the Family Service Coordinator, LEA representative(s) and any other agency considered for future service.

The Family Service Coordinator shall document all outcomes and decisions of the Transition Conference in the IFSP.

If a parent does not consent to the Part B evaluation and eligibility determination the service coordinator should provide them with prior written notice that Part C services will end at the time of their child's third birthday. The service coordinator will also provide the family a copy of their procedural safeguards at this time. (taken from the Transition Guidance Document).

Completion of activities will be documented at the Transition Conference utilizing a Transition Conference and Transition Conference Signature Page of the IFSP in which all activities and next steps are listed along with signatures of all who have participated.

Copies of the Transition Conference page and signature page shall be sent to all participants with parental consent.

- **INITIAL COMPREHENSIVE EVALUATION FOR PART B:** The Part B Team reviews updated assessment data (including Part C assessment); the Team determines if additional data and assessments are needed; the Team conducts initial comprehensive evaluation(s) in all areas of suspected disability(ies).

The LEA is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days, in all areas of suspected disability. The purpose of the initial comprehensive evaluation is to determine if the child is a child with a disability and if the child requires special education and related services to benefit from the education program. The LEA may consider the assessments that the FIT Providers have provided, including the information provided on the Transition Assessment Summary Form and attachments. The LEA should use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. The instruments should be used in accordance with documented instructions and purpose for which they were designed.

Federal Regulations: 34 CFR 300.15 Evaluation means procedures used in accordance with 300.304 through 300.311 to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.

34 CFR 300.301 Initial Evaluations; each public agency must conduct a full and individual initial evaluation, in accordance with 300.304 and 300.306, before the initial provision of special education and related services to a child with a disability. Initial evaluations must be conducted within 60 days of receiving parental consent for the evaluation.

34 CFR 300.304 Use a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child...

34 CFR 300.305 Additional requirements for Evaluations and Re-Evaluations, as part of an initial evaluation (if appropriate) and as part of any Re-Evaluation

Refer to pages 21-28 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

FIT Providers	LEA	Other
If a parent does not consent to the Part B evaluation and Eligibility determination the Family Service Coordinator will provide them with contact information for the LEA. It should be made clear to the family that after they exit the FIT program, they may contact the LEA in the future and request an initial evaluation.	-Once consent is obtained, evaluations will be completed within 60 days -LEA will arrange time for parents to bring student in for requested additional evaluations, as needed. -Evaluations will be reviewed with parents within 75 days of consent -Meetings can be held in	NMSD will: ~Participate with the parent’s permission and will provide current information regarding present levels of performance and relevant assessment information. NMSBVI will provide a current Functional Vision Evaluation and Learning Media Assessment for students who

	person or via digital means, however signatures will need to be obtained for initial placements.	are blind or visually impaired, to be used in eligibility determination and programming design.
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- **ELIGIBILITY DETERMINATION MEETING:** Eligibility is determined after the initial evaluation procedures are complete, including the careful review of existing evaluation and assessment information, observations, and input from the parents. A team of qualified professionals, including the parents, determines whether the child meets the New Mexico Part B eligibility requirements. With parent consent, documentation of the eligibility determination for Part B will also be sent to the referring FIT provider.

Federal Regulations: 34 CFR §300.306 Determination of eligibility. (a) Upon completion of the administration of assessments and other evaluation measures— (1) A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, as defined in §300.8, in accordance with paragraph (b) of this section and the educational needs of the child; and (2) The public agency provides a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent... (2) If a determination is made that a child has a disability and needs special education and related services, an IEP must be developed for the child in accordance with §§300.320 through 300.324.

State Rules: 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... (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...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...

Refer to pages 29-33 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019)

FIT Providers	LEA	Other
All agencies will attend eligibility determination meeting when invited.	-Eligibility meetings can be held in person or by digital means. -Special Education staff will arrange meetings with parents	NMSD will: ~Participate with parent permission on the IEP team to provide current information regarding present levels of

	<p>with 7-10 days' notice.</p> <p>-Copies of evaluations will be given to parents no later than 2 days before eligibility meetings, along with parent rights and meeting invitation.</p> <p>-LEA will invite relevant district staff to attend meetings</p>	<p>performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p>~Make a referral to NMSD's Outreach Program for IEP support at parent's request.</p> <p>NMSBVI will participate at the Eligibility Determination Meeting for students who are blind or visually impaired.</p>
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- **INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED:** What are the provisions for developing an initial IEP for children transitioning from Part C to Part B and does the IEP need to be in place by the child's third birthday?

The initial IEP meeting for a preschool child with a disability must occur within **30 calendar days** from the determination that the child is a child with a disability and eligible for special education and related services. For the child transitioning from the FIT Program, an invitation to the initial IEP team meeting must, at the request of the parent, be sent to the FIT family service coordinator or other representatives of the FIT system to assist with the smooth transition of services...The notice includes, but is not limited to, information about time, location and purpose of the meeting, and that the parents may invite the Part C family service coordinator or other representatives of the Part C system to the initial IEP team meeting. The IEP team is required to consider the content of the child's IFSP when developing the child's first IEP.

Federal Regulations: 34 CFR § 300.124 Transition of children from the Part C program to preschool programs. The State must have in effect policies and procedures to ensure that— (a) By the third birthday of a child described in paragraph (a) of this section, an IEP or, if consistent with § 300.323(b) and section 636(d) of the Act, an IFSP, has been developed and is being implemented for the child consistent with § 300.101(b); 34 CFR § 300.323...34 CFR § 300.323(1) A meeting to develop an IEP for a child is conducted within 30 days of a determination that the child needs special education and related services; and (2) as soon as possible following development of the IEP, special education and related services are made available to the child in accordance with the child's IEP.

Refer to pages 34-38 of the NM Guidance: Children Transitioning from IDEA Part C to Part B manual (2019).

FIT Providers	LEA	Other
<p>Early Intervention consultation after transition is available for up to 12 hours total (within 90 days after the</p>	<p>-Parent rights will be explained at time of invitation to meeting.</p> <p>-Special Education Pre-School staff will</p>	<p>NMSD Outreach Program will:</p> <p>~Participate in the IEP development, when applicable.</p> <p>~Support the team in the completion of the Communication Considerations for</p>

<p>child turns 3) across all services/ disciplines that the child was receiving under the IFSP, so that the early intervention personnel can provide consultation to the LEA, or early childhood staff regarding the child's intervention needs.</p> <p>Post transition service coordination activities must be documented in the IFSP.</p>	<p>develop an IEP in conjunction with parents -Parents will receive a copy of all documents at the time of the meeting.</p>	<p>children with a hearing loss as mandated by IDEA.</p> <p>NMSBVI will participate, with parent/guardian permission, on the IEP team for students who are blind and 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 and 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>
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**IN WITNESS WHEREOF, the following signatures are affixed:
SIGNATURES/DATES/AGENCY NAME:**

Name of Person Signing, Title: Taryn Fogle, Director **Date**
Agency Name: Hatch Valley Public Schools

B Miranda
Brenda Miranda (May 8, 2024 16:09 MDT)

Name of Person Signing, Title: Brenda Miranda, Quality Assurance Manager **Date:**
Agency Name: Aprendamos Intervention Team

Brittany Donaghe
Brittany Donaghe (May 9, 2024 07:42 MDT)

Name of Person Signing, Title: Brittany Donaghe, Regional Director **Date**
Agency Name: Multicultural Evaluation & Consultation Associates (MECA)

Name of Person Signing, Title: Olga Chavez **Date**
Agency Name: Tresco TOTS, Inc.

Sophia Diaz **Date**
Sophia Diaz (May 9, 2024 12:23 MDT) 5/9/24

Name of Person Signing, Title: Sophia Diaz, COMS **Date**
Agency Name: New Mexico School for the Blind & Visually Impaired (NMSBVI)

Bertha J Goldblatt **Date**
Bertha J Goldblatt (May 16, 2024 20:14 MDT) 5/16/2024

Name of Person Signing, Title: Bert Goldblatt, SW Regional Supervisor **Date**
Agency Name: New Mexico School for the Deaf (NMSD)

Name of Person Signing, Title: **Date**
Agency Name: Little Footprints Early Childhood Learning Center

Charlotte Montoya **Date**
Charlotte Montoya 5/17/24

Name of Person Signing, Title: Charlotte Montoya, PED C to B Transition Coach **Date:**
Agency Name: Central Regional Cooperative #5 (CREC 5)