

MEMORANDUM OF UNDERSTANDING

for

Valencia County (Trailblazers Team)

Transition from IDEA Part C Services to IDEA Part B Services

TEAM MEMBERS

PARTICIPATING AGENCIES

The following agencies, considered stakeholders, have participated in the development of this agreement and agree to sign this agreement indicating their willingness and commitment to participate:

La Vida Felicidad	Executive Director
Belen Consolidated Schools	Superintendent
Los Lunas Schools	Superintendent
School of Dreams Academy (SODA)	Superintendent
Mid-West NMCAP, Head Start/Early Head Start	Director HS/EHS
New Mexico School for the Deaf	Regional Supervisor
New Mexico School for the Blind and Visually Impaired	Regional Prov.
UNNM/CDD FOCUS Program	
Native American Professional Parent Resources (NAPPR)	Executive Director
Alberta House, Positive Outcomes	Director
PEI (Presbyterian Ear Institute)	Executive Director
Pueblo Of Isleta Head & Child Care Center	Executive Director/Disabilities Coordinator

PURPOSE

The purpose of this agreement is to facilitate the integration and coordination of services to children with special needs ages 0 to 5 in order to create a service system flexible enough to meet the needs of children and families within available resources. Through interagency planning and family involvement, it is our goal to help children and families transition, adjust to and experience success in all settings.

OBJECTIVES

1. Ensure that any children with suspected disabilities and children with or at risk for developmental delays are identified as early as possible and referred to the appropriate agency(ies).
2. Ensure that children with disabilities and children with or at risk for developmental delays as defined by the Individuals with Disabilities Education Act (IDEA) and the Head Start Disability Services Performance Standards receive appropriate and necessary services.
3. Maximize education, health and developmental outcomes for families whose children have special needs.
4. Support families to be equal partners and informed decision makers in the education and transition process.
5. Provide for successful transitions between, among and within agencies.
6. Provide services that are culturally relevant and linguistically appropriate.
7. Ensure that the privacy requirements for handling confidential, private child and family information contained in HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) are followed.

DEFINITION OF TERMS

FERPA - Family Educational Rights and Privacy Act

FTT – Family Infant Toddler (FIT) Early Intervention Service Programs in this agreement refer to:

- Alberta House, Positive Outcomes
- La Vida Early Intervention
- Native American Professional Parent Resources (NAPPR)
- UNM/CDD FOCUS Program

Part B – Assistance for Education of all school age children with disabilities

Part C – Services for infants and toddlers with disabilities (birth-3) or risk for developmental delay and their families

LEA – Local Education Agency in this agreement refer to:

- Belen Consolidated Schools
 - Los Lunas Schools
 - School of Dreams Academy (SODA)
- IHP - Individualized Education Program
- IFSP – Individualized Family Service Plan
- EDT – Eligibility Determination Team
- IDEA - Individuals with Disabilities Education Act
- NMMSD - New Mexico School for the Deaf Parent Infant Child Program serves children statewide
- NMSBVI - New Mexico School for the Blind and Visually Impaired serves children statewide
- PEI – Presbyterian Ear Institute serves children in the near-Metro area; private preschool and kindergarten services to children with hearing loss (with or without other impairments) seeking the listening and spoken language option
- MWNNMCAP – Mid-West New Mexico Community Action Program
- HS – Head Start
- EHS – Early Head Start

Potentially eligible - Those children eligible under the Part C’s “established condition” or “developmental delay” category

IMPLEMENTATION OF AGREEMENT

A copy of this agreement will be provided to each listed stakeholder and will be available on line at <http://cdd.unm.edu/ec/Transition/teams.ECT.htm>. Each participating agency involved in the development of this agreement will assure, either through policy and procedure and/or staff training, all individuals implementing or participating in the requirements to meet the required activities of this MOU understand their role and responsibility.

EFFECTIVE DATE AND TERMINATION:

This agreement will be effective April 1, 2021 and will remain in effect for four (4) years or until such time that any provider wishes to modify or cancel this agreement, at which time written notice and explanation must be submitted to all providers with thirty (30) days notice and the transition team must reconvene to discuss modification to or termination of the agreement. The agreement will be reviewed and updated, if needed, annually.

Trailblazers will convene a meeting of stakeholders at least once each year to review and evaluate the effectiveness of the MOU and collaborative efforts related to this process. If no changes are made, date of review will be noted in meeting minutes.

INTERAGENCY DISPUTE PROCESS

The event of a dispute or concerns relating to the MOU and/or transition process, all cooperating agencies agree to contact the specific agency in which the concern arises in an attempt to the resolve concerns. If the concerns cannot be resolved in this way, or if the concerns affect the larger group, concerns will be addressed during the quarterly Trailblazer Meetings.

ALL AGENCIES AGREE TO:

1. Share information about trainings, available resources, and collaborate on the development of needed resources.
2. Plan and conduct collaborative Child Find/ identification and screening activities.
3. Work collaboratively to coordinate transition meetings, evaluations, and assessment activities.
4. Inform families about options for services available that are appropriate to the unique needs of each child and family.
5. Provide education and training within their agencies to personnel regarding the terms of this agreement.
6. Work together to advocate for resources to address the needs of families and children in the communities we serve.

VII. WORKING PROCEDURES, TIMELINES AND RESPONSIBILITIES IN TRANSITION PROCESS

NOTIFICATION

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

NMAC 7.30.8.13 TRANSITION (B) (1) 7.30.8.13 TRANSITION (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 no 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.

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>The FIT Program service provider agency will notify the LEA of children who reside in the LEA's educational jurisdiction and who are potentially eligible for Part B services.</p> <ul style="list-style-type: none"> • The list should include children who will turn three within the next 12 months. • The notification will include the child's first name, last name, middle initial, and date of birth, the LEA in which the child resides, and contact information for the parent. 	<p>The LEA will acknowledge receipt of the list of potential children provided by the FIT provider(s).</p> <ul style="list-style-type: none"> • The LEA representative receiving the list will record the date the list was received, sign it and mail, fax, or email this documentation back to FIT provider. 	<p>Head Start will be proactive in maintaining ongoing communication with parents, Part C providers and the LEA to support uninterrupted services. All meetings shall be held in a private meeting location to preserve confidentiality.</p>	<p>Agencies will follow HIPAA or FERPA confidentiality requirements for the release of information according to each agency's policy.</p>

NOTIFICATION CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>This notification will be provided to the LEA by the first working day of each quarter: July, October, January and April by mail, fax, or email with confidentiality statement by the FIT providers NAPPR, FOCUS, New Mexico School for the Deaf, La Vida, and Positive Outcomes/ Alberta House.</p> <ul style="list-style-type: none"> • This notification provides the LEA with a list of children who will potentially transition to their school district within the next year, in order for the LEA to project future allocation of resources. • The list should be cumulative (i.e. each quarter, children who will turn three within the next 12 months will be added to the list). • If 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 representative will send a statement indicating such. 	<ul style="list-style-type: none"> • The LEA will protect this information as an educational record under FERPA in a manner which will not permit personal identification of Part C children and their parents to anyone other than the LEA. • The LEA will not contact the family directly at this early stage of the transition process 		

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 FTT 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.

TRANSITION PLANNING CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>Provide a comprehensive overview of the transition process and provide information about services and supports available to families.</p> <p>(NOTE FOR FIT</p> <p>Providers: be sure to build in LEA option discussions within internal procedures)</p> <ul style="list-style-type: none"> • Begin transition planning with each family 24 months of age, but at least 6 months prior to the child's third birthday. 	<p>The LEA representatives will include opportunities for families to visit classrooms and/or learn about services provided by the school district. Virtual tours may be conducted.</p> <ul style="list-style-type: none"> • All information given to parents throughout the transition process will be provided in the native language or other mode of communication used by the parents. • The LEA will routinely communicate with FIT providers about public school programs, activities, and resources. 	<p>Transition planning is undertaken for each child and family at least 6 months prior to the child's third birthday.</p> <ul style="list-style-type: none"> • To be eligible for Head Start, a child must be 3 years old. • Head Start programs and other agencies will keep part C providers aware of programs available to children and families. • All agencies will assist parents in becoming their child's advocates as the child makes transition between the agencies. • All agencies will address strategies for the transition of children into Head Start from Early Head Start. 	<p><u>NMSD WILL:</u> Work together with other local FIT providers, Early Head Start, Head Start, and/or LEAs to best meet the needs of children who are deaf or hard of hearing and support attainment of outcomes and goals contained in the IFSP/IEP.</p> <p>Provide a comprehensive overview of the transition process and provide information on services to families, including eligibility and enrollment information.</p> <p><u>NMSBVI WILL:</u> Provide information to parents/guardians of children who are eligible to transition regarding options for services.</p> <p>Coordinate transition information/efforts with other service providers.</p> <p><u>PEI WILL:</u> Provide information to parents/guardians of children who are eligible to transition regarding options for services.</p> <p>Coordinate transition information/efforts with other service providers, to best meet the needs of children who are deaf and/or hard of hearing.</p>

- Referral form sent to LEA with parent consent

REFERRAL TO LEA

7.30.8.13 D (1)			
<p>A transition referral shall be submitted by the family service coordinator with parental consent, to the LEA at least 60 days prior to the transition conference. The transition referral shall include at a minimum the child's name, the child's date of birth, the child's address of residence, and the contact information for the parent(s) including name(s), address (es), and phone number(s).</p>			
7.30.8.13 D (2)			
<p>For children who enter the FITT 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 FITT program less than 45 days before the child's third birthday, the family service coordinator shall submit a referral to the LEA, with parental consent, but the early intervention provider agency will not conduct an evaluation to determine eligibility in accordance with the referral and intake provisions of this rule.</p>			
7.30.8.7 K			
<p>"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. The parent(s) shall be informed that the granting of consent is voluntary and can be revoked at any time. The revocation of consent is not retroactive.</p>			
FIT PROVIDER	LEA	HS/EHS	OTHER
<p>The Service Coordinator will submit a Transition Referral Form to the Local Education Agencies (LEAs), designated by the parents, at least 60 days prior to the Transition Conference, and if possible 6 months prior to the child's third birthday, for all children eligible for Part C under "Established Condition" or "Developmental Delay".</p> <p>Children eligible under the "at risk categories" may be referred if they are showing greater concern at the time of referral.</p> <p>If a parent refuses the referral to be made to Part B, the service coordinator should provide the parent(s) with Prior</p>	<p>The LEA Child Find Representative will acknowledge receipt of Transition Referral Form and Assessment Summary Form by recording the date received and by signing who received the file. A copy of this cover page will be given to FITT provider.</p>	<p>Refer, with family's permission, a child found to be at risk for or to have possible developmental delays to the appropriate LEA (three through five years) for evaluation in accordance with IDEA regulations.</p> <p>Participate in the development of the IFSP/ IEP, including FITT Transition Conferences and transition to kindergarten meeting, when appropriate.</p>	

REFERRAL TO LEA CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>Written Notice that Part C services will end at the time of their child's third birthday. The Family Service Coordinator will also provide the family a copy of their procedural safeguards at this time.</p> <p>The FIT provider will notify the LEA of children considered late referrals as soon as possible in the transition process.</p> <ul style="list-style-type: none"> • If a child's third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all transition activities to take place when school personnel are available. • The FIT provider will follow up on referrals and update each child's status in the transition process. For any child for whom a referral was sent to the LEA and for whom there are changes that must be communicated to the LEA: <ul style="list-style-type: none"> ✓ The FIT provider will notify the LEA within 2 business days if a child has formally exited the FIT Program. ✓ The FIT provider will notify the LEA if there is a change in the family's status that impacts the transition process as soon as the change is known to the FIT provider, (e.g. - the family moves to another LEA district) • If a referral is received less than 45 days before the child turns three, the early intervention provider agency will not complete an evaluation to determine eligibility and will assist the family with a referral to Part B Preschool Special Education and other preschool programs as appropriate. 			

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.

PRE-PLANNING FOR TRANSITION CONFERENCE CONTINUED

FTT PROVIDER	LEA	HS/EHS	OTHER
<p>The Family Service Coordinator will work with the family, the LEA, and other key providers to determine a date for the Transition Conference. The conference should be scheduled earlier than 90 days before the child's third birth day as this is a minimum timeline. The Transition Conference (must be at least 90 days prior to the child's third birthday and no more than 9 months prior.</p> <p>If the child is potentially eligible for Part B preschool services through the local education agency (LEA), then the LEA representatives will be invited to participate in the Transition Conference.</p> <p>Provide Prior Written Notice of the Transition Conference.</p> <p>The Service Coordinator will submit a Transition Referral Form to the Local Education Agency (LEA) at least 60 days prior to the Transition Conference, and if possible 6 months prior to the child's third birthday.</p> <p>With parental consent, the Service Coordinator will coordinate the completion and submission of the Transition Assessment Summary Form utilizing current assessment information to the LEA at least 30 days prior to the Transition Conference. Assessment data and/or evaluations are considered current if they are within 6 months of the Transition Conference.</p>	<p>Work with the FTT Family Service Coordinator to determine a date for the Transition Conference.</p> <p>Review the information sent by the Part C Family Service Coordinator in order to determine who will attend the Transition Conference from Part B.</p>	<p>Early Head Start will work with the Early Intervention provider to coordinate a joint transition conference with parental consent.</p>	

PRE-PLANNING FOR TRANSITION CONFERENCE CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>In addition to the Transition Assessment Summary Form pertinent assessment/ evaluation reports, IFSPs, and other information that may support Part B eligibility determination need to be included in files sent to the LEA.</p> <p>Only information that originates with the FIT Program shall be sent.</p> <p>When the Transition Conference is scheduled the Family Service Coordinator will send the transition invitation to the LEA representative, the parent/guardian, Head Start and any other applicable service providers including NMSBVI, NMSD, and PEI (if appropriate). The invitation will be sent at least 30 days prior to the Transition Conference.</p> <p>If a child's third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all transition activities to take place when school personnel are available.</p>			

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.

TRANSITION CONFERENCE CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>Schedule, convene, and facilitate an individual Transition Conference to include parents/guardians and appropriate staff from the receiving LEA(s), Head Start or other service provider (e.g. PEI, day care, private therapy). Transition Conference can also be scheduled via video conferencing as needed.</p> <p>In the case of a child who is deaf or hard of hearing and in accordance with DOH procedure, the service coordinator should contact an NMSD regional consultant for technical assistance in discussing the continuum of educational options.</p> <p>In the case of a child with a documented visual impairment, the FIT Service Coordinator will contact NMSBVI for technical assistance in discussing the continuum of educational options.</p> <p>The Service Coordinator will (with the approval of the parent(s)) convene and facilitate a Transition Conference at a point in time which will provide the family at least 90 days and, at the discretion of all parties, but not more than nine months prior to the child's third birthday.</p>	<p>The LEA, of the parents choosing, will assist family in identifying who the family wants to attend their eligibility determination meeting (EDT) and, if appropriate, the IEP meeting.</p> <p>The LEA will obtain consent from parents for any service providers who they want to attend the EDT. The LEA will identify who will be responsible for inviting those individuals.</p> <ul style="list-style-type: none"> The LEA Child Find Team, of the parents choosing, will review existing data to determine, in conjunction with families and FIT early intervention service coordinator/ case managers what additional information, if any, is needed for eligibility determination for IDEA Part B services. The LEA Child Find Team will give procedural safeguards and may obtain consent for evaluation at the Transition Conference. It is important to note the family must fully understand what signing consent means and the resulting actions that will occur. 	<p>A Head Start representative will provide information about Support Services, eligibility and the application process to attend Head Start.</p>	<p>NMSD WILL: Participate in the Transition Conference and, if acting as FIT Service Coordinator, facilitate that conference per FIT regulations.</p> <p>Support each family in acquiring a comprehensive and current evaluation, including audiological information. Prior to transition -by providing evaluation options including use of the NMSD evaluation services for a child attending the NMSD preschool.</p> <p>Support the IEP team by providing consultation related to Special Considerations for Children who are Deaf or Hard-of-Hearing as mandated by IDEA at the Transition Conference and IEP meeting.</p> <p>PEI WILL: Participate in the Transition Conference and, support each family in acquiring a comprehensive and current</p>

TRANSITION CONFERENCE CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<ul style="list-style-type: none"> • The Family Service Coordinator shall facilitate this meeting to ensure the following: <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. ○ With parental consent, the transmission of information, including evaluation and assessment information and IFSPs to the receiving agency. ○ Review whether all current evaluation and / or assessments have been given to the LEA. ○ With parental consent, refer child for an initial Part B evaluation at the LEA of choice. 	<ul style="list-style-type: none"> • The LEA, of the parents choosing, will provide Prior Written Notice of consent to evaluate. <ul style="list-style-type: none"> • If parent consent is not obtained at the Transition Conference, the LEA in collaboration with the FIT Provider will make reasonable attempts to obtain consent in order to determine eligibility by the child's third birthday. <ul style="list-style-type: none"> ○ The Transition Conference Team will determine a date by which the parent must decide on an LEA, not to exceed 15 days. • Evaluation date will be scheduled and completed within 60 days of parental consent. • Parents who decide not to proceed with eligibility determination for Part B services should be given contact information for the LEA(s) in which they reside. The family will fully understand that after they exit the FIT program, they may contact one LEA in the future and request an initial evaluation. 	<p>When invited we will participate in the transition conference. To review program options.</p>	<p>evaluation, including audiological information. Prior to transition -by providing evaluation options including use of the PEI evaluation services for a child attending the PEI preschool.</p> <p>Support the IEP team by providing consultation related to Special Considerations for Children who are Deaf or Hard-of-Hearing as mandated by IDEA at the Transition Conference and IEP meeting.</p> <p><u>NMSBVI WILL:</u> Participate, when invited, in transition conferences/ meetings and help the team and family consider placement options and adaptations that may be needed.</p> <p>Discuss the Consideration of Special Factors (mandated by IDEA) at the Transition Conference and IEP meeting. Consideration of the child's needs, and appropriate reading</p>

TRANSITION CONFERENCE CONTINUED

FTT PROVIDER	LEA	HS/EHS	OTHER
			<p>and writing media (including an evaluation of the child's future needs for instruction in Braille or the use of Braille). NMSBVI staff is responsible for determining the Literacy Learning Mode of each transitioning child: Auditory, Tactile, Visual, and for making recommendations about the recommended literacy mode for the child to the IEP team upon transition.</p> <p>NOTES: Collaboration between FTT Family Service Coordinator and the LEA designee will facilitate a smooth and effective transition including communicating frequently with LEA personnel to coordinate the scheduling of conferences.</p> <p>Collaboration and communication will ensure the timely submission of all relevant documents.</p> <p>If parent consent is not obtained at the transition conference, the LEA in collaboration with the FTT Provider will make reasonable attempts to obtain consent in order to determine eligibility by the child's third birthday.</p>

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.

INITIAL COMPREHENSIVE EVALUATION FOR PART B CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>If a parent does not consent to the Part B evaluation and eligibility determination, the EI Service Coordinator will provide them with Prior Written Notice that Part C services will end at the time of their child's third birthday.</p> <p>The FIT Family Service Coordinator will also provide the family a copy of their procedural safeguards at this time.</p>	<p>The LEA, of the parents choosing, is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days 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.</p> <ul style="list-style-type: none"> The LEA will draw information from a variety of sources such as parent input, as well as information about the child's physical condition, social or cultural background, and adaptive behavior. Prior to conducting evaluations to determine eligibility, the LEA team will review any existing data, including evaluations and information provided by parents and the FIT Program. The LEA may consider the assessments that the FIT Providers have provided, including the Transition Assessment Summary Form. <p>Specific evaluations considered necessary for determining eligibility but not available from the FIT Provider are the responsibility of the LEA to complete, including hearing and vision. Hearing and vision screenings should be current within one year.</p>	<p>For enrolled children, EHS staff shall, with parent's consent, provide requested information regarding child's adaptive behavior, strengths and challenges.</p>	<p><u>NMSD WILL:</u> Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p>Provide consultation regarding appropriate assessment/evaluation for children with hearing loss</p> <p><u>NMSBVI WILL:</u> Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p><u>PEI WILL:</u> Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</p> <p>Provide consultation regarding appropriate assessment/evaluation for children with hearing loss</p>

INITIAL COMPREHENSIVE EVALUATION FOR PART B CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
	<ul style="list-style-type: none"> If the LEA has determined that sufficient data exist and that no additional data are needed, it is not necessary for LEA evaluation teams to perform additional assessments as part of the initial evaluation process, if the instruments and procedures used by the FIT program meet the requirements in IDEA 324 CFR 300. The LEA Child Find Team will conduct any needed evaluations to determine eligibility for IDEA Part B service. LEA will conduct evaluation in the child's home language or mode of communication within 60 days of parental consent and notify parent in writing of date, time and location of EDT meeting. LEA will invite FIT provider to eligibility determination meeting if parental consent is obtained to do so. 		<p>In the event that a child has a vision impairment or hearing loss, the LEA may contact NMSD, and/or PEI, and/or NMSBVI for consultation and assistance with evaluation.</p>

ELIGIBILITY DETERMINATION TEAM 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.)

ELIGIBILITY DETERMINATION TEAM MEETING CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>If a referral is received less than 45 days before the child turns three at the time of referral, the early intervention provider agency will not complete an evaluation to determine eligibility and will assist the family with a referral to Part B Preschool Special Education and other preschool programs as appropriate.</p> <ul style="list-style-type: none"> Family Service Coordinator will contact the LEA to verify if child was made eligible for Part B. Child's eligibility will be documented in the child's record. 	<p>A team of qualified professionals, including the parents, determines whether the child meets the New Mexico Part B eligibility requirements.</p> <ul style="list-style-type: none"> The LEA will use a "Determination of Eligibility for Special Education" form. The LEA Child Find Team will conduct meeting to determine eligibility (EDT meeting) for Part B services. Parent and FIT providers (with parental consent) will be given copies of the evaluation report and eligibility determination report. The LEA will assist FIT service coordinator / case manager in identifying other available resources for families whose children do not meet eligibility requirements under IDEA, Part B. 	<p>Head Start, with parental consent, will receive a copy of eligibility determination paperwork for files at the time of the EDT meeting</p> <ul style="list-style-type: none"> In the event the child does not meet the Part B eligibility criteria but meets Head Start criteria and is enrolled, the Head Start program will have process and procedures for the follow up monitoring to ensure the child is progressing with general education supports 	

EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY SENT TO PARENT

6.31.2.10

F. Eligibility determinations.

(1) General rules regarding eligibility determinations

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

FIT PROVIDER	LEA	HS/EHS	OTHER
	<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 FIT Family Service Coordinator if in attendance at the meeting.</p> <p>If the FIT Provider is unable to attend the meeting, the LEA will mail copies of the Evaluation Report and documentation of eligibility with parental consent to the FIT provider.</p>		

INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED

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

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

7.30.8.13 I (1)

The family service coordinator and other early intervention personnel shall participate in a meeting to develop the IEP (or IFSP-IEP) with parent approval. (2) The family service coordinator, with parent consent, shall provide any new or updated documents to the LEA in order to develop the IEP.

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>Participate, with the parent/guardian permission, in the development of IEP (Individualized Education Plan).</p> <p>Early intervention services will be provided in accordance with the IFSP to children and families until the date specified on the IFSP.</p> <p>At time of transition, Part C will provide LEA with information on current levels</p>	<p>Designated LEA representative will schedule, notify parent in writing of date, time and location of, and conduct IEP meeting no later than 15 days prior to the child's entry date to Part B preschool services. With parent's written consent, the LEA designated representative will send an invitation to Part C representative and/or representatives of other agencies.</p> <ul style="list-style-type: none"> Designated LEA representative will provide a copy of the Procedural Safeguards to the parents during the IEP meeting. 	<p>Appropriate agency representatives from Head Start shall be in attendance at the IEP meeting.</p> <ul style="list-style-type: none"> Head Start will assist parents to communicate with teachers and other school personnel so that parents can participate in decisions related to their child's education. If the child is to attend Head Start, with parental consent, Head Start will receive a copy of the IEP. Head Start will coordinate with Part B to assist in transition to kindergarten. 	<p><u>NMSBVI will:</u> Participate, with parent permission, on IFSP /IEP team.</p> <p><u>NMSD will:</u> participate on the IFSP /IEP team as invited by the parent, LEA or FIT provider. In the event NMSD is the service coordination agency they will contact the local LEA, through its Joint Powers Agreements, and other FIT providers in order to collaboratively consider placement options and participate in and conduct IFSP /IEP meetings.</p> <p>Provide referral to the NMSD CECT-Center for Educational Consultation and Training to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD Preschool.</p>

INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED CONTINUED

FIT PROVIDER	LEA	HS/EHS	OTHER
<p>Post transition services 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 Toddler Program's service standards and documented in the IFSP.</p>	<ul style="list-style-type: none"> Despite the format of the meeting the LEA will ensure that all agencies, with parental consent, will be invited to attend the IEP and will be notified of the date and time of IEP. 		<p>In the case of a child with a hearing loss, NMSD Regional Consultants are available to IEP teams for support and consultation.</p> <p><u>PEI WILL:</u> participate on the IEP team as invited by parent consent, LEA or FITT provider.</p>

ALL AGENCIES AGREE TO:

1. Share information about available resources and collaborate on the development of needed resources.
2. Plan and conduct collaborative transition meetings Child Find/ identification and screening activities.
3. Work collaboratively to coordinate evaluation and assessment activities.
4. Inform families about options for services available that are appropriate to the unique needs of each child and family.
5. Provide education and training within their agencies to personnel regarding the terms of this agreement.
6. Sponsor, conduct and inform participating agencies of training and in-service opportunities for staff development.
7. Work together to advocate for resources that address the needs of families and children in the communities that we serve.
8. Inform the Trailblazers team when an individual agency changes an internal process that affects the team. This communication will occur at least two weeks prior to the changes taking effect so that team members can plan accordingly. If needed, a detailed description of the process will be provided in writing along with contact information for those members who may need additional clarification.
9. Participate in review, evaluation and effectiveness of this MOU and the process of transition and coordination of services at least annually.

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/legal guardian. Agencies that are known as Covered Entities will be compliant within the guidelines and regulations set by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Molly Sanchez

Signature: 

Title: EHS/Head Start Director

Agency: MWNNM-CAP Head Start

Date: 1/25/2021

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Jessica Peters

Signature: Jessica Peters

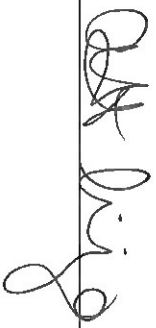
Title: Developmental Vision Specialist

Agency: NMSRN

Date: 1/14/2024

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Heather Armijo

Signature: 

Title: Disabilities Coordinator

Agency: Pueblo of Isleta Head Start + Child Care

Date: 3/15/2021

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Andrea Resina

Signature: Andrea Resina

Title: Executive Director

Agency: Pueblo of Isleta Head Start & Child Care Center

Date: 3/15/2021

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Laurence A. Sashes

Signature: 

Title: ~~5/14/2021~~ Superintendent

Agency: Belen Consolidated Schools

Date: 5/14/2021

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Dr. Arsenio Roman

Signature: 

Title: Superintendent


Agency: Los Lunas Schools

Date: 2/23/2021



By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Adria Duran

Signature: 


Title: Executive Director

Agency: La Vida Felicidad

Date: 2/23/21

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Elaine Sanchez

Signature: 

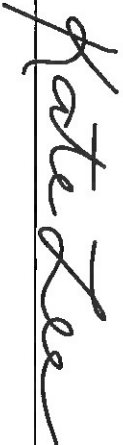
Title: Executive Director

Agency: NAPPD

Date: 3/8/21

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Kate Lee,

Signature: 

Title: NMMSD Metro- Area Regional Supervisor

Agency: Early Intervention and Developmental Services

Date: 4/26/2021

By attaching my signature to this document, I attest that I am familiar with the contents of the Agreement, and commit this agency to adhering to the contents of the MOU.

Name (Print): Michael S Ogas

Signature: 

Title: Superintendent

Agency: School of Dreams Academy

Date: April 1, 2021