AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Memorandum of Understanding and Interagency Operating Agreement between Community Options Incorporated and Gunnison Watershed School District (Administrative Unit which provides Child Find in Gunnison and Hinsdale County and includes collaboration with Gunnison County Public Health)

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison BOCC and Community Options and REIJ School Dist.

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
Renewal of MOU/IOG with school district and Community Options for children's with developmental delays. Public Health serves as single point of entry for all referrals for birth to 3 year olds into this program.

Fiscal Impact: none

Submitted by: C. Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\BCOWAN Discharge Date: 12/3/2013

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\ATREZISE Discharge Date: 12/3/2013 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 12/6/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 12/17/2013 Follow Up Agenda Date:

Revised April 2013

MEMORANDUM OF UNDERSTANDING
And
Interagency Operating Agreement
Between
Community Options Incorporated and Gunnison Watershed School District
(Administrative Unit which provides Child Find in Gunnison and Hinsdale County and includes collaboration with Gunnison County Public Health)
(For purpose of this document Community Options will be referred to as COI and Gunnison Watershed School District as AU)

1. PUBLIC AWARENESS

A. COI and AU Child Find will work collaboratively in ensuring an ongoing Physician's Outreach program.

B. AU is responsible to collaborate with COI to implement an overall program of public education outreach and awareness efforts regarding Child Find activities which must include:

i) The purpose and scope of the system;
ii) How to make referrals;
ii) How to gain access to a comprehensive, multidisciplinary evaluation and other early intervention services.

C. COI will disseminate to all primary referral sources, especially hospitals and Physicians, materials for parents on the availability of early intervention services. Gunnison/Hinsdale Child Find will provide public information regarding the Child Find services through various media including the "Gunnison/Hinsdale County Child Find" pamphlet.

2. REFERRALS

A. Gunnison County Public Health will serve as the single point of entry for all referrals for birth-3 year old children in Gunnison/Hinsdale County. Public Health will contact the AU and COI Service Coordinator within 3 business days of receipt of the referral.

B. The AU will send a Status Report Update back to the original referral source.

C. The AU will notify the COI Service Coordinator within three (3) working days regarding all referrals for evaluation/screening. The notification will include name of child, date of birth, parent's name, address, telephone, primary language.

D. The COI Service Coordinator will ensure that procedural safeguards are provided to the family via the Early Intervention Colorado required information and verbal explanation. This includes information regarding the procedures for

disputing the findings of the evaluation team and services provided in early intervention.

E. The COI Service Coordinator will document the date procedural safeguards were provided to the family with a date on the Consent for Evaluation form.

F. COI will process all referrals that come directly from the hospital/NICU on all children who are automatic qualifiers for EI services as documented by categorical eligibility determination through the EI guidelines.

G. If COI receives a referral from a hospital or other source on a child that is not categorically eligible, they will fax a copy of the referral to the AU as the single point of entry within 3 working days.

3. SERVICE COORDINATION/INTAKE

A. The AU will notify the COI Service Coordinator of each child who is referred for evaluation within 3 working days from the date an evaluation is deemed necessary.

B. Upon notification of referral for evaluation, the COI Service Coordinator will assume the coordinators role by notifying parents of the rights and procedural safe guards within 7 days. In the absence of the COI Service Coordinator, the CORE trained Child Find Coordinator will temporarily act as Service Coordinator.

C. All information necessary to conduct a complete evaluation, (e.g., pertinent medical records, developmental history, outside evaluations with the consent of the parent) must be available at the time that the evaluation is conducted. The AU will work with COI to determine how such information should be collected.

4. EVALUATION

A. AU's are required to complete screenings and evaluations, and to share the evaluation results with the family and COI.

i) Definition of general screening: A rapid process for looking at an individual child's growth and development in a variety of developmental domains.
ii) Definition of Individualized screening: An informal or formal process of determining the developmental status of a child. Conducted when someone has a concern about a child's development for the purpose of determining if further evaluation is needed.
iii) Definition of Evaluation: Procedures used by appropriately qualified

personnel to determine or diagnose a developmental delay or disability and eligibility under IDEA.

B. The AU will conduct pre-referral screenings through community screenings, child care screenings and individual screenings. The AU will obtain consent for these screenings. Physicians will conduct developmental screenings in their offices and will refer to Public Health as appropriate.

C. When a child is referred for evaluation based on pre-referral screening results, the COI Service Coordinator will obtain consent for the evaluation and any additional screening deemed necessary including vision and hearing screening. Any additional screenings will be considered part of the evaluation process and will aid in determining further areas needing evaluation.

D. Based upon referral, screening information & parent contact, the Child Find Coordinator recommends further screening or a complete evaluation.

E. Evaluations must be administered by at least two qualified personal, (i.e, CDE licensure), using a variety of methods and procedures to evaluate the child's level of functioning in each of the following areas as set forth by the IDEA guidelines.
   i) Physical development (including vision and hearing and following the Colorado Early Intervention Hearing and Vision Guidelines)
   ii) Cognitive development
   iii) Communication development
   iv) Social or emotional development
   v) Adaptive behavior development (Self-help skills)

F. For children aged birth through two years, Child Find contacts the COI Service Coordinator to involve her in the evaluation process.

G. Evaluation must be based on informed clinical opinion. Informed clinical opinion refers to a decision made by a multidisciplinary team using qualitative and quantitative information in order to determine eligibility and as a basis for early intervention planning.

H. The evaluation must include a routines based interview with the family with the information used to guide the outcomes written in the IFSP.

I. A parent may request a full evaluation regardless of the results of a screening.

J. An AU may refuse to conduct a full evaluation. In the case of refusal, the AU must provide the parents with written prior notice consistent with 34 CFR 303.403 and the parents may exercise their rights under the Part C procedural safeguards.

5. ELIGIBIITY DETERMINATION

A. COI is responsible to determine eligibility for services funded under CRS 27-10.5-103 and IDEA Part C.

B. Gunnison/Hinsdale Child Find will give information regarding the evaluation including age level scores verbally or in writing to the COI Service Coordinator at the IFSP meeting. The IFSP will be written by the COI Service Coordinator. The IFSP will serve as the written evaluation report.

C. COI will record the eligibility decision in an eligible child's IFSP. Documentation, including any informed clinical opinion, must be maintained in the child's record to support the eligibility decision.

D. The AU will coordinate with COI to have the same representative who conducted the evaluation attend the mandatory meeting at which the family receives information regarding the results of the evaluation when the IFSP is not at the same time as the evaluation.

6. INITIAL INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)

A. The initial IFSP must be developed within 45 days of the date of referral for evaluation. The date of referral is determined by the date of parents' consent for referral, verbal and/or written or a CPTA referral.

B. The COI Service Coordinator is responsible to ensure the development of the initial IFSP.

C. The IFSP may or may not be developed on the same day as the evaluation, but regardless of the day of the IFSP, the AU will provide the family appropriate notice verbally or in writing of the date, time and place for the evaluation and COI will provide notice in writing of the date, time and place for the IFSP. A copy of these notices will be given to COI and AU.

D. The multidisciplinary IFSP team requires the involvement of the child's parents, the Service Coordinator and two or more professionals from separate disciplines.

7. CHILD OUTCOMES SUMMARY FORM

A. Completing the Child Outcomes Summary Form is the responsibility of the COI staff.

B. The information from the initial Child Find evaluation can be used as one source for reaching an initial COSF summary decision. However, ratings will convey the child's functioning across multiple settings and in everyday routines.

C. The COI staff will complete the exit COSF utilizing the MEISR (Measure of Engagement, Independence and Social Relationships) checklist.

8. TRANSITION PLANNING FOR CHILDREN PRIOR TO AGE THREE

A. When a child turns 2 the Part C Service Coordinator discusses the possibility of Extended School Year services with the team and reminds them to collect data, if appropriate.

B. Prior to a child turning two years, two months of age, the COI Service Coordinator will discuss with the family the opportunity they have to opt out of the AU notification by signing and returning a form within ten calendar days of the date entered on the form.

C. COI will notify the AU of all children receiving services at least 6-9 months prior to the child turning three years of age unless a parent has signed and submitted to COI the Opt Out form.

D. When the child is two years six months of age the COI Service Coordinator completes the Transition Referral form with the family. This serves as the official notification to the AU.

E. A representative from the AU will attend a transition planning conference, in conjunction with an IFSP review, 6-9 months before the child's third birthday. The COI Services Coordinator completes the transition plan and all present sign it. Copies are given to the family and others present.

F. COI will provide the AU with a copy of the child's most recent IFSP and most current assessment information 3-6 months prior to the child's third birthday.

G. The AU will be responsible for arranging visits with the families to contracted area preschools for transition planning as, appropriate.

9. DATA COLLECTION

The Service Coordinator will collect and submit to COI, on monthly basis, information on children referred for evaluation less than three years of age. At a minimum, the data will identify the child's full name, date of birth, outcome of screening, date referred for Part C evaluation, date of parent consent to evaluate, and date evaluation completed.

9. ADMINISTRATIVE REMEDIES

This agreement will be reviewed in three years or earlier as requested by either party. Any disagreement with the implementation of the MOU/IOA will be addressed between the involved parties prior to state agency involvement.

In summary, by signing this agreement all parties agree to work in partnership concerning Child Find responsibilities for the children in Gunnison & Hinsdale Counties.

Marta Smith	Director of Special Education Gunnison Watershed School District	Date
Jane Moloney	Child Find Coordinator Gunnison Watershed School District	Date
Carol Worrall	Public Health Nurse Gunnison County Public Health	12/2/13 Date
Matthew Birnie	County Manager Gunnison County Public Health	Date
Tom Turner	Executive Director Community Options, Inc.	Date
Lisa Thomason	Part C Early Childhood Coordinator Community Options, Inc.	Date