

**Community Partners of the Monadnock Region
Interagency Agreement
For Early Childhood Transitions**

Effective March 1, 2010

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Interagency Agreement For Early Childhood Transitions

Section I - Overview

A. Introduction

This Interagency Agreement is entered into by Monadnock Developmental Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs Rise...for baby and family, Easter Seals NH Early Supports and Services – SAU 29 (Keene, Chesterfield, Harrisville, Marlborough, Marlow, Nelson, Westmoreland), SAU 1 (Contoocook Valley School District), SAU 60 (Fall Mountain Regional School District), SAU 38 (Monadnock Regional School District, Hinsdale School District, Winchester School District, Surry), SAU 47 (Jaffrey-Rindge Cooperative School District), SAU 63 (Lyndeborough School District), SAU 87 (Mascenic Regional School District), SAU 24 (Stoddard School District), and SAU 89 (Mason School District).

B. Purpose

In order to assist families in making a smooth transition from Family Centered Early Supports and Services to Preschool Special Education, the Community Partners of the Monadnock Region voluntarily agree to comply with the following guidelines. We hereby acknowledge that these guidelines are set forth to meet state requirements, best practices, and most importantly, to assist families in a smooth transition. We recognize that multiple factors affect this process including the age at which a child is first referred for services, families' preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable irregularities.

C. Scope

This agreement shall be effective 3/1/10 - 6/30/13 and reviewed annually in the spring by representatives from Monadnock Developmental Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs Rise...for baby and family, Easter Seals NH Early Supports and Services SAU 29 (Keene, Chesterfield, Harrisville, Marlborough, Marlow, Nelson, Westmoreland), SAU 1 (Contoocook Valley School District), SAU 60 (Fall Mountain Regional School District), SAU 38 (Monadnock Regional School District, Hinsdale School District, Winchester School District, Surry), SAU 47 (Jaffrey-Rindge Cooperative School District), SAU 63 (Lyndeborough School District), SAU 87 (Mascenic Regional School District), SAU 24 (Stoddard School District), and SAU 89 (Mason School District)

Section II –Transition Matrix

This matrix has evolved over several years in the Monadnock Region through a collaboration of Preschool Special Education Coordinators and Early Supports and Services professionals. The intent of this matrix is to clearly delineate responsibilities and timelines in the process of transitioning children as they approach their third birthday. It is a training tool that can be used for new personnel and as a quick reference guide to the process.

| Step of the Process | Early Supports and Services (ESS) Responsibility | School District/ SAU Responsibility |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information Sharing | <p>We believe that best practice dictates that:</p> <ul style="list-style-type: none"> • ESS should share information with school districts as early as a family is ready and has given permission but no later than 24 months, because this gives the school districts more time for planning. With parent permission, ESS sends the School District the child’s evaluation report(s). | |
| Child Find Notification | <ul style="list-style-type: none"> • ESS will participate in the Child Find Notification process by informing parents of the benefits and discussing the “opt-out” option with them no later than 22 months. • The Area Agency will fax notification information on all children turning 24 months of age or referred and found eligible for ESS after 24 months of age, unless the family has opted-out by the 15th of each month. Notification includes child’s name, date of birth, parent(s) name(s), parent(s) contact information. | <ul style="list-style-type: none"> • The SAU will designate to whom the Child Find Notification should be sent. • The SAU will develop policies and procedures to respond to Child Find Notification |

| Step of the Process | Early Supports and Services (ESS) Responsibility | School District/ SAU Responsibility |
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| <p>Transition Conference (At least 90 days prior to child’s 3rd birthday and no more than 9 months prior. Consideration of individual child/family needs will influence timing of this conference. (152 days are required to fully meet all timelines from referral to the third birthday, including the 14 days parents are granted to sign at each step of the process.)</p> <p>We believe that whenever possible, home visits are best practice for the Transition Conference.</p> | <ul style="list-style-type: none"> • Schedules Transition Conference with family & SAU/School District Representative at a mutually agreeable time. • Facilitates Transition Conference and completes transition conference notes (gives copy to SAU/School District & parent). • Facilitates discussion of when Written Referral should be given. Written Letter of referral includes child’s name, date of birth, parent(s) names, address(es), phone number(s), and place of birth. ESS will provide copies of any evaluation reports to SAU/School District, if not already provided. • Discusses potential program options. Helps to schedule program visits, meetings. • Release for NHSEIS between Area Agency and SAU obtained. (Sends to Area Agency following meeting.) | <ul style="list-style-type: none"> • Attends Transition Conference/home visit. • Listens to family’s story. • Explains special education process including eligibility information (areas of identification). • Obtains releases between SAU/School District & ESS/Area Agency and other releases as appropriate. • Discusses district’s preschool special education program. • Schedules mutually agreeable Disposition of Referral meeting, Evaluation Plan Meeting and Evaluation Team Summary, IEP & Placement Meeting(s) as appropriate. (Meetings can be combined.) • Reminds parents they have the right to invite others to the meetings. |
| <p>Sharing of Data in NHSEIS</p> | <ul style="list-style-type: none"> • Rise...and Easter Seals sends release to transfer data in NHSEIS to MDS within 1 week of the transition conference • Upon receiving the release for NHSEIS transfer of data, MDS will transfer the data within NHSEIS to the appropriate school district not more than 2 weeks after receiving the release. | <ul style="list-style-type: none"> • If the school district is not able to access the children in NHSEIS, it should email the ESS Program Manager at MDS and request the transfer of data in NHSEIS occur as soon as possible. |

| Step of the Process | Early Supports and Services (ESS) Responsibility | School District/ SAU Responsibility |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Written Referral (At least 90 days prior to 3rd Birthday)</p> | <ul style="list-style-type: none"> • See Transition Conference section | <ul style="list-style-type: none"> • Sends letter to parent acknowledging receipt of referral and inviting them (and other relevant team members) to a Disposition of Referral Meeting to happen within 15 days. (Sends copy to ESS Provider.) |
| <p>Disposition of Referral Meeting Comprised of IEP Team Must happen within 15 days of written referral.</p> | | <ul style="list-style-type: none"> • ESS Provider is invited (unless parent declines) • IEP Team determines if there is sufficient information to proceed with referral • Procedural Safeguards are given. Written Prior Notice is completed, and if appropriate, Meeting Notes. |
| <p>Evaluation Plan Meeting Comprised of IEP Team (may be combined with Disposition of Referral meeting)</p> | | <ul style="list-style-type: none"> • IEP Team completes Evaluation Plan. • Obtains evaluation permission for any additional evaluations that SAU/School District will be conducting. (Be aware that some families may utilize the 14 days allowance for each step.) • Gives Written Prior Notice for evaluation plan. |

| Step of the Process | Early Supports and Services (ESS) Responsibility | School District/ SAU Responsibility |
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| Evaluation | <ul style="list-style-type: none"> Whenever appropriate, such as when an evaluation is scheduled after a referral for special education has been made, ESS, with parental permission, will make every effort to invite the school district to attend the evaluation. Use of additional instruments may be explored on a case by case basis. (e.g., Preschool Language Scale &/or Goldman Frisloe Test of Articulation). | <ul style="list-style-type: none"> If additional evaluations are required, SAU/School District needs to contract with ESS or conduct their own evaluations since they recognize that ESS is not obligated to conduct an updated evaluation. If the required evaluators are not included in ESS evaluation, school district will need to supplement with appropriate evaluators. |
| <p>Evaluation Report(s) (If using ESS evaluations, reports need to be sent to school district 2 weeks prior to evaluation team summary meeting, if possible.)</p> | <ul style="list-style-type: none"> With parental permission, a hard copy of report is mailed or faxed to school district and an electronic copy is sent to the district, if requested by school district. Hard copy of report is signed by evaluators with their certifications (e.g. Jane Doe, Certified Educator; Jim Smith, Speech and Language Pathologist). | <ul style="list-style-type: none"> With parental permission, if school district conducts evaluations, reports will be written and copies provided to parents and ESS and Area Agency (2 weeks prior to meeting, if possible). Requests should be made to ESS if SAU/School District wishes to have an electronic copy of the child's report(s). |
| <p>Evaluation Team Summary Meeting/Eligibility Meeting Comprised of IEP Team (prior to 3rd birthday) May be combined with IEP and Placement meetings, if appropriate.</p> | <ul style="list-style-type: none"> Attends meeting if possible. | <ul style="list-style-type: none"> Invites ESS, parent(s) and any other critical participants to meeting. Presents a written evaluation team summary of reports. IEP Team determines eligibility. Report in NHSEIS eligibility status. |

| Step of the Process | Early Supports and Services (ESS) Responsibility | School District/ SAU Responsibility |
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| <p>Individual Education Plan (IEP) Development Meeting Comprised of IEP Team (prior to 3rd birthday) May be combined with ETS and Placement, if appropriate.</p> | <ul style="list-style-type: none"> Attends meeting if possible. | <ul style="list-style-type: none"> Invites ESS, parent(s) and any other critical participants to mtg. (e.g. Area Agency, MICE, etc.) IEP Team develops goals and objectives and determination of related services. As part of the IEP development, a start date of initiation of services is determined. The IEP must be signed prior to the child's 3rd birthday. Enter the date parent(s) signed into NHSEIS. |
| <p>Placement Meeting Comprised of IEP Team May be combined with the IEP meeting.</p> | <ul style="list-style-type: none"> Attends meeting if possible | <ul style="list-style-type: none"> Invites ESS, parent(s) and any other critical participants to meeting (e.g. Area Agency). IEP team determines a Free Appropriate Public Education in the Least Restrictive Environment for child based on their needs outlined in the IEP. Placement needs to be agreed upon and the start date determined prior to the child's third birthday. |
| <p>Placement Begins</p> | | <ul style="list-style-type: none"> Makes appropriate arrangements to make placement possible. |
| <p>Follow-up Contact by ESS Service Coordinator – optional (within 2 months of placement)</p> | <ul style="list-style-type: none"> ESS Service Coordinator will follow-up with family to check status within 2 months (optional). | |

| SPECIAL NOTES | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For children turning three during the months of June through September | <ul style="list-style-type: none"> • Explain advantages of early referral with family and coordinate date with the SAU/district. With parent consent, start the referral process earlier so that the IEP can be completed and placement decisions can be made prior to the end of the school year. | <ul style="list-style-type: none"> • Make appropriate accommodations to meet earlier timelines to ensure that a signed IEP is in place prior to the child's third birthday. |
| For children entering ESS after the age of two and a half | <ul style="list-style-type: none"> • With parental consent, notify school system and invite them to the evaluation. | <ul style="list-style-type: none"> • If a child is referred to ESS at a late date, the steps in the process will happen as soon as possible to meet the goal of having a signed IEP in place by the child's third birthday. |

**Section III: Protocols & Procedures for Transitions from the
Family Centered Early Supports and Services (ESS) programs of Monadnock Developmental Services (Area Agency)
to School District Preschool Special Education Programs in the Monadnock Region**

Protocol 1: With parental permission, ESS shall share information with the SAU/School Districts as early as possible but no later than when the child is 24 months of age.

- 1.1 ESS shall send the receiving school district a copy of the child's evaluation report and/or any other information a family has identified, as early as a family is ready and has given written permission.

Protocol 2: The Area Agency, ESS Program and School Districts shall comply with Child Find Notification and Child Find requirements

Procedures

- 2.1 Monadnock Developmental Services, its vendor programs Rise...for baby and family and Easter Seals NH Early Supports and Services – Keene, shall comply with ESS notification requirements for child find purposes only as required under Part C IDEA 2004 and as outlined by the Department of Health and Human Services, Bureau of Developmental Services, Family Centered Early Supports and Services.
- 2.2 ESS Service Coordinator shall explain Notification and the Opt-Out policy to the family when the child is approaching their 22 month birthday. Notification and the Opt-Out policy shall be explained as soon as possible to families who enrolled in ESS after their 22 month birthday. This explanation will be provided to parents prior to Monadnock Developmental Services distributing the notification information to the school districts. Families shall be provided with a copy of *Understanding ESS Notification to Local School Districts for Child Find* brochure. Families may choose to Opt-Out of Notification. Documentation that Notification and the choice to Opt-Out were explained to families will be made in the child's record and in the ESS electronic data base (NHSEIS).
- 2.3 Unless a family chooses to opt-out Monadnock Developmental Services, Inc shall transmit written Notification information to the Special Education Director of the local school district, and/or this Director's designee. Notification information will be sent by fax to the local school district by the 15th of every month. If a district does not have any children in a particular month, they are notified via e-mail that they do not have any children. The school district should be notified on all children by the time they turn 24 months, unless a family has chosen to opt-out of sending notification or it is a child new to ESS and over the age of 24 months. Notification information is limited to:
 - Child's name
 - Child's date of birth
 - Parent(s)'s name(s)
 - Parent(s)'s contact information including address and phone number
- 2.4 As outlined in Part C of the IDEA 2004, ESS notification is not a referral and families may opt out of notification. However, a family's choice to opt out of notification shall not impact the transition or referral process.

- 2.5 School Districts shall have clear policies and procedures in place for both ESS notification, and referral. Districts shall include in their Child Find policies and procedures a process for responding to families for whom they have received notification from ESS.
- 2.6 School Districts shall inform Monadnock Developmental Services of how they are responding to Notification so that they may better inform families. See sample in Appendix.
- 2.7 School Districts shall notify Monadnock Developmental Services of whom, in addition to or in place of the Special Education Director, is a designee to receive Notification information. This shall be documented in writing (a printed email will suffice.)

Protocol 3: The ESS programs shall develop a transition plan in the Individualized Family Support Plan (IFSP) in accordance with HeM 510 and Part C of the IDEA 2004

Procedures

- 3.1 When a child receiving ESS is 24 months of age (or earlier if appropriate) the IFSP team shall develop and begin to implement a written transition plan. The written transition plan is developed and becomes part of the child's IFSP. When a child is determined eligible for ESS after 24 months of age, the written transition plan shall be completed in the initial IFSP.
- 3.2 In developing the transition plan the ESS Service Coordinator shall include a discussion of
 - All available community options (including preschool special education, continuing eligibility through the area agency services, private therapies, private child care and preschools, recreation, family supports, and other resources)
 - Parental rights and responsibilities under HeM 510 and Part C of IDEA 2004 in the transition process
 - Timelines for the Transition Conference and Referral to preschool special education and/or other community options
- 3.3 When the IFSP team is creating the transition plan, the ESS Service Coordinator shall provide the family with a copy of the *Transition from Family-Centered Early Supports and Services: A Guide for Families*.

Protocol 4: With parental permission, ESS shall schedule and facilitate the Transition Conference with the family and the appropriate School District

Procedures

- 4.1 With written parental consent, the ESS Service Coordinator shall contact with the School District Preschool Contact to schedule a date for the Transition Conference by the end of the child's 31st month of age. This contact may be by e-mail, phone, or by mail.
 - The invitation shall include
 - Full name of the student
 - A copy of the most recent evaluation, if it has not been previously sent
 - And a tentative date, time, and place of the Transition Conference if one has not already been confirmed
- 4.2 The School District Preschool Contact and the ESS Service Coordinator shall follow up with each via phone and/or email to confirm the date of the Transition Conference. Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact when scheduling the Transition Conference. However, to comply with the requirements of Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless not less than 90 days before a child turns 3.
- 4.3 The Transition Conference shall occur when a child is between 27 and not less than 90 days before a child turns 3.
 - In accordance with the HeM 510 and Part C of the IDEA 2004, the Transition Conference must occur no less than 90 days before the child's third birthday but no earlier than nine months before the third birthday.
 - A parent may refuse permission to hold a transition conference
- 4.4 The ESS Service Coordinator facilitates the Transition Conference. At the Transition Conference:
 - The family shall be invited to share information about their child
 - Transition Plan specifics are discussed and updated including when a referral shall be sent and potential IEP Team meeting dates for the disposition of referral and/or evaluation, as applicable, and program visit dates

- Obtain releases for NHSEIS data transfer from Area Agency to SAU/district – These releases will include permission for MDS to receive copies of evaluations and IEPs (if appropriate) for those families seeking continuing eligibility for area agency services

4.5 The School District shall send a representative to the Transition Conference as required by IDEA 2004 and the NH Rules for the Education of Children with Disabilities. The School District representative shall:

- Listen to the family's story
- Explain the special education process including eligibility information (areas of identification) and of their right to invite others to IEP meetings
- Obtain releases between SAU/school district and ESS/Area Agency releases, as appropriate
- Discuss program options from the time the child is three until the end of the school year and potential program visits, as applicable
- Schedule potential IEP Team meeting dates for the disposition of referral and/or evaluation, as applicable

4.7 Whenever appropriate, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as parents have been informed and give permission, all participants required under the respective regulations are in attendance and meetings are held within the timeline requirements of state and federal regulations. (See Protocol 11)

4.8 In the event that the School District and the parent have agreed to combine the Transition Conference and the Disposition of Referral meeting, the ESS Service Coordinator may provide the School District representative with the referral at the Transition Conference. (See Protocol 11)

4.9 The ESS Service Coordinator shall provide the School District representative with a copy of the Transition Conference Notes.

4.10 Rise...for baby and family and Easter Seals will send releases to MDS within 1-week of the transition conference. Upon receiving the release for NHSEIS transfer of data, MDS will transfer the data within NHSEIS to the appropriate school district not more than 2 weeks after receiving the release.

4.11 If the school district is not able to access the children in NHSEIS, it should email the ESS Program Manager at Monadnock Developmental Services and request the transfer of data in NHSEIS occur as soon as possible.

Protocol 5: With parental permission, ESS shall initiate a referral to the appropriate School District

Procedures

- 5.1 With written parental consent, The ESS Service Coordinator shall send the referral letter to the appropriate School District Preschool Contact following the Transition Conference that occurs when the child is 27 to 33 months of age.
- Parents may agree that a referral will be made prior to or during the Transition Conference. See Protocol 11.
- 5.2 The referral letter shall include:
- Child's full name, including middle initial if known
 - Parent(s) name(s), address (es), phone numbers
 - Date of birth
 - Place of birth
- 5.3 If not previously shared, in addition to the referral letter ESS shall send a copy of :
- Release
 - Most recent completed evaluation report
 - Current IFSP per a school district or family's request
- 5.4 When circumstances warrant and parents have given written consent, the Transition Conference Invitation and the Referral may be sent to the appropriate Preschool Contact simultaneously.

Protocol 6: The School District shall schedule/convene the IEP team and conduct the Disposition of Referral process.

Procedures

- 6.1 Upon receiving a Referral from ESS, regardless of the child's age, the School District Preschool Contact shall send a letter to the family acknowledging the receipt of the referral. A copy shall also be sent to the ESS provider.
- 6.2 Within 15 calendar days from receiving a referral from an ESS Service Coordinator, regardless of the age of the child, the School District shall schedule and convene the IEP Team, which includes the family, and conduct a Disposition of Referral meeting. Unless a parent requests otherwise, the School District shall invite the ESS Service Coordinator.
- 6.3 Effort shall be made to schedule the Disposition of Referral meeting during a convenient time for the ESS Service Coordinator, however, the Disposition of Referral meeting shall be conducted if the Service Coordinator is unable to attend to ensure the meeting occurs within the 15 calendar day timeline required by the NH Rules for the Education of Children with Disabilities.
- 6.4 As part of the referral process, the school district shall provide the parents with the Procedural Safeguards handbook and other materials regarding their rights and responsibilities in the special education process.
- 6.5 Whenever appropriate and if parents agree, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements. See Protocol 11.
- 6.6 The IEP team, which includes the family, shall discuss and determine if and how any previously administered evaluations will be utilized and if further evaluation is necessary to determine eligibility. If further evaluation is needed the School District may contract with ESS or shall obtain parents' written permission for the School District to conduct the evaluation.
- 6.7 The NH Rules for the Education of Children with Disabilities require a school district to act upon a referral regardless of its source and age of the child. The School District may request an informational packet be completed by the family, however,

failure by the parent to complete the packet cannot be used to defer the timelines for the Disposition of the Referral or the evaluation.

- 6.8 The IEP team shall provide parents with Written Prior Notice of all proposals/refusals so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions about any proposal by the IEP team.

Protocol 7: Based upon the outcome of the disposition, the School District shall schedule/conduct evaluations, if appropriate, and convene the IEP Team to determine eligibility for special education services, document services through the IEP and determine placement.

Procedures

- 7.1 The School District shall invite the parents via written meeting notification to all IEP team meetings and shall invite the ESS Service Coordinator (unless a parent requests otherwise). Every effort shall be made to schedule meetings at a mutually convenient time for the ESS Service Coordinator. However to ensure meetings occur within the timelines required by the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, all IEP meetings shall be conducted regardless of whether the ESS Service Coordinator is able to attend.
- 7.2 The School District shall complete the evaluation, if appropriate, and convene the IEP team, which includes the parents, for an eligibility determination meeting within 45 days from receipt of parent's written permission for evaluation, as required by the NH Rules for the Education of Children with Disabilities. Parents may agree, in writing, to one extension of 15 days.
- 7.3 If the IEP team, which includes the parents, determines the child is eligible for special education services, an Individual Education Program (IEP) shall be developed by the IEP team within 30 days from determining eligibility.
- 7.4 After determining the supports and services necessary to provide the child with a free appropriate public education (FAPE) and documenting goals and services in the IEP, placement shall be decided by the IEP team and based on the Least Restrictive Environment (LRE).
- 7.5 The IEP team, which includes parents, can choose to combine meeting purposes e.g., eligibility, IEP, and placement. Parents shall be notified of the purpose of meetings on the notice of meeting form.
- 7.6 The IEP team shall provide parents with Written Prior Notice of all proposals/refusals so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions about any proposal by the IEP team.
- 7.7 The school district shall comply with all NHSEIS reporting requirements including reporting whether a child referred by ESS is determined to be eligible as a child with a disability or if the child is found to not be eligible as a child with a disability.

7.8 IDEA 2004 and the NH Rules for the Education of Children with Disabilities require that a child transitioning from ESS be evaluated, have eligibility determined and, if eligible, have a signed IEP in place by the child's third birthday. This right and requirement supersedes all other time lines including the 45 calendar day evaluation time line (and single 15 day extension) and 30 days to begin development of the IEP timeline.

Protocol 8: Implementation: A signed IEP shall be in place by the child's 3rd birthday.

Procedures

- 8.1 In accordance with the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, the IEP shall be agreed upon and signed by the School District LEA representative and the parent(s) by the child's third birthday.
- 8.2 By NH definition, the date of development and implementation is the date of parental consent to the IEP. Per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3. ('06 FY Memo 25).
- 8.3 The School District shall enter the date a parent provides consent to the IEP into NHSEIS.

Protocol 9: Children whose third birthday occurs during the months of June through September are entitled to FAPE on their third birthday.

Procedures

- 9.1 Per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3.
- 9.2 The start date for provision of special education and related services may be at a date after the third birthday as determined appropriate by the IEP team, which includes the parents.
- 9.3 With agreement from the family, the IEP team may choose to refer, conduct the disposition of referral and eligibility determination, and develop the IEP for a child who has a birthday during the months of June through September, prior to the end of the previous school year. If this occurs, ESS will work with the school district and family to establish appropriate timeframes for the transition conference and referral.

Protocol 10: Procedures for children who are referred to ESS after 30 months of age

Procedures

- 10.1 When a child who is 30 months of age or older is referred to ESS, a brief overview of the transition from ESS to preschool special education at age 3 shall be explained to the family as part of the determination of eligibility process.
- 10.2 If appropriate, and with parent consent, the ESS Service Coordinator shall invite the School District to participate in the initial evaluation by ESS.
- 10.3 Upon determination of eligibility, the ESS Service Coordinator shall discuss with the family the transition process and document a transition plan. The written transition plan is developed and becomes a part of the initial IFSP.
- 10.4 The School District and ESS shall work collaboratively to create a plan for the necessary steps to ensure that a child who is referred and found eligible for ESS when they are 30 months and older, has an IEP in place by the child's third birthday.
- 10.5 In scheduling the Transition Conference, every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact. In accordance with Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 10.6 In scheduling the Disposition of Referral and other IEP meetings, every effort shall be made by the school district to find a mutually convenient time for the ESS Service Coordinator. However, all IEP meetings shall still be conducted if the Service Coordinator is unable to attend to ensure timelines required by the NH Rules for the Education of Children with Disabilities and IDEA 2004 are met.
- 10.7 Whenever appropriate, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements. See Protocol 11.

Protocol 11: Procedures for the combination of the Transition Conference and Disposition of Referral meeting if a parent chooses to make a referral prior to or during the Transition Conference.

Procedures

- 11.1 Per Protocol 5.4, the Transition Conference and the Disposition of Referral meeting may be combined IF ALL of the following conditions are met:
- The family agrees
 - The family is provided 10 written notice days prior to the meeting as required by the NH Rules for the Education of Children with Disabilities. Families may agree to waive the 10 days advance notice
 - All IEP team members required by the NH Rules for the Education of Children with Disabilities and transition conference participants required by HeM 510 are in attendance
- 11.2 In the event a School District and parent wishes to combine the Transition Conference and Disposition of Referral meeting, they shall inform the ESS Service Coordinator of this intent at the time they are scheduling the Transition Conference. With parental permission, the ESS Service Coordinator shall bring the referral to the meeting.
- 11.3 The Service Coordinator shall explain the School District's request to the family, including what a referral and disposition of referral meeting are, and explain that a family has the right to choose not to make a referral at this time and limit the meeting to only a Transition Conference.
- 11.4 If a referral is sent prior to the Transition Conference, the school district has 15 calendar days to schedule and conduct a Disposition of Referral meeting, regardless of the date of the scheduled Transition Conference and the age of the child.
- 11.5 Regardless of whether the family gives permission to hold a combined Transition Conference and Disposition of Referral meeting, the Transition Conference shall be held at the date and time agreed upon.

- 11.6 In the event that the Transition Conference and Disposition of Referral meeting, or any other meeting in the transition or special education process, are combined, the school district shall ensure that all IEP team members required under the NH Rules for the Education of Children with Disabilities are in attendance.
- 11.7 As required by the NH Rules for the Education of Children with Disabilities, written parental permission is required before any evaluation may be conducted by the school district. This includes an observation of the child while at the Transition Conference/Disposition of Referral meeting. Parents may give written permission at the meeting for the observation/evaluation to occur. Without written permission, the IEP team may not use the observation/information as part of determining eligibility or present levels.
- 11.8 Parents shall be provided with Written Prior Notice of all proposals/refusal that occur at any meeting (Disposition of Referral, Evaluation, Eligibility, IEP and Placement) so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions regarding any proposal by the IEP team.

Protocol 12: Procedures for addressing concerns

Procedures

- 12.1 The parties of this MOA recognize that multiple factors affect the transition process including the age at which a child is first referred for services, family preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable deviation from the ideal process.
- 12.2 When one party is concerned that the other is not following through with their responsibilities as outlined in good faith in the Interagency Agreement, the questioning party shall first consider whether the issue is related to unique circumstances (such as a family's refusal to give permission to refer or an unexpected staff illness) or whether the issue demonstrates a systemic issue. The questioning party shall discuss their concerns directly with the person or persons involved and shall have documentation of their concerns.
- 12.3 Should the issue continue beyond the initial conversation, the questioning party shall contact the supervisor of the party involved. See Contact List.

Protocol 13: Procedure for review of the Interagency Agreement

- 13.1 Representatives from Monadnock Developmental Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs Rise...for baby and family, Easter Seals NH Early Supports and Services – SAU 29 (Keene, Chesterfield, Harrisville, Marlborough, Marlow, Nelson, Westmoreland), SAU 1 (Contoocook Valley School District), SAU 60 (Fall Mountain Regional School District), SAU 38 (Monadnock Regional School District, Hinsdale School District, Winchester School District, and Surry), SAU 47 (Jaffrey-Rindge Cooperative School District), SAU 63 (Lyndeborough) School District, SAU 87 (Mascenic Regional School District), SAU 24 (Stoddard School District) shall meet annually to review and revise this agreement, as appropriate.

***Section V –
Contact Information and Signature Page***

CONTACT INFORMATION

Early Supports and Services Contact List

Area Agency Contact Information Monadnock Developmental Services

| REFERRAL CONTACT | NOTIFICATION CONTACT | NHSEIS CONTACT | ADMINISTRATION |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dale Miner 603-352-1304, ext. 260 dale@mds-nh.org | Anna Lake ESS Program Coordinator Monadnock Developmental Services 603-352-1304, ext. 267 anna@mds-nh.org | Anna Lake ESS Program Coordinator Monadnock Developmental Services 603-352-1304, ext. 267 anna@mds-nh.org | Anna Lake ESS Program Coordinator Monadnock Developmental Services 603-352-1304, ext. 267 anna@mds-nh.org |

Early Supports and Services Programs

| PROGRAM NAME | DIRECTOR |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rise...for baby and family | Toni Ellsworth Executive Director 603-357-1395 ext 402 Tellsworth@riseforbabyandfamily.org |
| Easter Seals NH Early Supports and Services - Keene | Tracy Wagoner Program Director 603-352-0165 twagoner@eastersealsnh.org |

School District Contact List

| SAU | TOWN | REFERRAL CONTACT | PRESCHOOL CONTACT | ADMINISTRATION |
|-----|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Antrim Bennington Dublin Fracestown Greenfield Hancock Peterborough Sharon Temple | Vicki Leandri – SAU #1 Antrim Elementary School 10 School Street Antrim, NH 03440 603-924-7503 ext. 7007 vleandri@conval.edu | Vicki Leandri – SAU #1 Antrim Elementary School 10 School Street Antrim, NH 03440 603-924-7503 ext. 7007 vleandri@conval.edu | Linda Potter, Special Education Director Contoocook Valley Cooperative 106 Hancock Road Peterborough, NH 03458 (603) 924-7503 X2027 lpotter@conval.edu |
| 24 | Stoddard | Carol Schapira 41 Liberty Hill Road Bldg. 5 Henniker, NH 03242 603-428-3269 ext. 35 carol.schapira@sau24.org | Carol Schapira 41 Liberty Hill Road Bldg. 5 Henniker, NH 03242 603-428-3269 ext. 35 carol.schapira@sau24.org | Diane Lurvey, Special Education Director SAU #24 – Director of Student Services 41 Liberty Road Henniker, NH 03242 (603) 428-3269 X26 diane.lurvey@sau24.org |
| 29 | Keene | Joanne Mulligan Wheelock School 24 Adams Street Keene, NH 03431 (603) 354-2106 jmulligan@sau29.org | Joanne Mulligan Wheelock School 24 Adams Street Keene, NH 03431 (603) 354-2106 jmulligan@sau29.org | Catherine Reeves, Director of Special Education SAU # 29, 34 West Street Keene, NH 03431 603-357-9002 creeves@sau29.org |
| 29 | Chesterfiled Harrisville Marlboro Marlow Nelson Westmoreland | Ken Devoid Special Education Administrator SAU #29, 34 West Street Keene, NH 03431 603-357-9002 kdevoid@sau29.org | Ken Devoid Special Education Administrator SAU #29, 34 West Street Keene, NH 03431 603-357-9002 kdevoid@sau29.org | Catherine Reeves, Director of Special Education SAU # 29, 34 West Street Keene, NH 03431 603-357-9002 creeves@sau29.org |

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| 38 | Surry | Judith Bischoff Director of Student Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org | Judith Bischoff Director of Student Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org | Judith Bischoff Director of Student Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org |
| 38 | Fitzwilliam Richmond Troy | Jim Fallon Emerson Elementary School 27 Rhododendron Road Fitzwilliam, NH 03447 (603) 585-6611 jfallon@mrsd.org | Jim Fallon Emerson Elementary School 27 Rhododendron Road Fitzwilliam, NH 03447 (603) 585-6611 jfallon@mrsd.org | Judith Bischoff Director of Special Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org |
| 38 | Gilsum Roxbury Sullivan Richmond Swanzy | Catherine Croteau Mt. Caesar School 585 Old Homestead Highway Swanzy, NH 03446 603-352-4797 ext. 521 ccroteau@mrsd.org | Catherine Croteau Mt. Caesar School 585 Old Homestead Highway Swanzy, NH 03446 603-352-4797 ext. 521 ccroteau@mrsd.org | Judith Bischoff Director of Special Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org |
| 38 | Hinsdale | Sara Donahue Hinsdale Elementary School 12 School Street Hinsdale, NH 03451 603-336-5332 sdonahue@hnhdsd.org | Sheila Joseph Hinsdale Elementary School 12 School Street Hinsdale, NH 03451 603-336-5332 sjoseph@hnhdsd.org | Pat Shippee Special Education Coordinator Hinsdale Elementary School 12 School Street Hinsdale, NH 03451 603-336-5332 pshippee@hnhdsd.org Judith Bischoff Director of Special Services 600 Old Homestead Highway Swanzy, NH 03446 (603) 352-6955 x417 jbischoff@sau38.org |

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| 38 | Winchester | Katie Brunk Winchester Preschool 105 Parker Street Winchester, NH 03470 (603) 239-4721 abrunk@wnhsd.org | Katie Brunk Winchester Preschool 105 Parker Street Winchester, NH 03470 (603) 239-4721 abrunk@wnhsd.org | Rhonda Taylor Special Education Coordinator Winchester Preschool 105 Parker Street Winchester, NH 03470 rstaylor@wnhsd.org Judith Bischoff Director of Special Services 600 Old Homestead Highway Swansey, NH 03446 (603) 352-6955 x405 jbischoff@sau38.org |
| 47 | Jaffrey Rindge | Terese Murphy Dept. of Student Services SAU 47- Jaffrey Rindge 81 Fitzgerald Drive Jaffrey, NH 03452 603-532-8100 ext. 222 t.murphy@sau47.k12.nh.us | Terese Murphy Dept. of Student Services SAU 47- Jaffrey Rindge 81 Fitzgerald Drive Jaffrey, NH 03452 603-532-8100 ext. 222 t.murphy@sau47.k12.nh.us | David Beauchamp Assistant Superintendent of Student Services Jaffrey Rindge Cooperative 81 Fitzgerald Drive Jaffrey, NH 03452 603-532-8100 ext. 225 d.beauchamp@sau47.k12.nh.us |
| 60 | Alstead Walpole | Tammy Vittum Fall Mountain Early Learning Center 134 FMRHS Road Langdon, NH 03602 603-835-6314 tvittum@sau60.org | Tammy Vittum Fall Mountain Early Learning Center 134 FMRHS Road Langdon, NH 03602 603-835-6314 tvittum@sau60.org | Donna Jones, Director of Special Education Fall Mountain Regional P.O. Box 600 Charlestown, NH 03603 (603) 826-5762 X130 djones@sau60.org |
| 87 | Greenville New Ipswich | Veronica Gallant SAU #87 30 Tricnit Road Unit #5 New Ipswich, NH 03071 603-721-0170 vgallant@mascenic.org | Barbara Carpenter Mascenic Integrated Preschool @ Greenville Elementary School 16 Adams Ave Greenville, NH 03048 603-878-3880 ext. 21 bcarpenter@mascenic.org | Maria Dreyer Director of Student Support 30Tricnit Road Unit #5 New Ipswich, NH 03071 603-721-0170 mdreyer@mascenic.org |

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|----|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | Jannice Longgood Special Education Coordinator 30Tricnit Road Unit #5 New Ipswich, NH 03071 603-721-0170 jlonggood@mascenic.org |
| 63 | Lyndeboro | Betty Moore Assistant Special Education Director SAU #63 Special Education Dept. P.O. Box 1200 Wilton, NH 03071 (603) 878-8100 b.moore.sped@sau63.org | Betty Moore Assistant Special Education Director SAU #63 Special Education Dept. P.O. Box 1200 Wilton, NH 03071 (603) 878-8100 b.moore.sped@sau63.org | Jeanne Malouin Director of Student Support Services One Chalet Drive P.O. Box 1149 Wilton, NH 03071 (603) 878-8100 j.malouin@sau63.org |
| 89 | Mason | Michelle Alton Mason Elementary School 13 Darling Hill Road Mason, NH 03048 878-2962 malton@sau89.k12.nh.us | Sue Rysnik, Case Manger and Teacher Mason Elementary School 13 Darling Hill Road Mason, NH 03048 878-2962 srysnik@sau89.k12.nh.us | Bronwyn Paveglio Mason Elementary School 13 Darling Hill Road Mason, NH 03048 878-2962 bpaveglio@sau89.k12.nh.us |

SAU 38 Representative

Date: _____

SAU 47 Representative

Date: _____

SAU 63 Representative

Date: _____

SAU 24 Representative

Date: _____

SAU 87 Representative

Date: _____

SAU 89 Representative

Date: _____