

**Area Agency Region 1 – North Country  
Interagency Agreement  
For Early Childhood Transitions**

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# **Interagency Agreement For Early Childhood Transitions**

## **Section I - Overview**

### **A. Introduction**

This Interagency Agreement is entered into by Northern Human Services, Inc., whose responsibility it is to oversee and administer Family Centered Early Supports and Services, Berlin School District (SAU 3), SAU 7 (Pittsburg, Clarksville, Stewartstown, Columbia, Colebrook), SAU 9 (Jackson, Chatham, Bartlett, Conway, Albany, Hart's Location, Eaton), SAU 13 (Madison, Tamworth, Freedom, SAU 20 (Shelburne, Gorham, Randolph, Milan, Dummer, Errol), SAU 23 (Bath, Haverhill, Benton, Piermont, Warren) SAU 35 (Lafayette Regional, Lisbon, Bethlehem, Landaff), White Mountain Regional School District (Dalton, Whitefield, Carroll, Jefferson, Lancaster) Moultonborough School District, Governor Wentworth (Brookfield, Effingham, Ossipee, Tuftonboro, Wolfeboro), SAU 58 (Northumberland, Stark, Strafford), SAU 64 (Wakefield, Union), SAU 68 (Lincoln-Woodstock School District), SAU 77(Monroe), Littleton School District, Inter-Lakes School District (Sandwich), SAU 48 (Waterville Valley), SAU 84 (Littleton).

### **B. Purpose**

We, the providers of services for young children with disabilities and their families in the North Country are committed to creating a collaborative process to ensure that those we serve experience a smooth and high quality transition from Early Supports and Services to Preschool Special Education. This process, while respectful of both service delivery systems and of family's confidentiality and choices throughout the process, promotes increased accountability, efficiency and communication that will benefit families and all those who serve them. We acknowledge that the following process is set forth to meet federal and state requirements, 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 deviation from the ideal process.

### **C. Scope**

This agreement shall be effective June 2010 and reviewed annually by representatives from Northern Human Services, Inc. Berlin School District (SAU 3), SAU 7 (Pittsburg, Clarksville, Stewartstown, Columbia, Colebrook), SAU 9 (Jackson, Chatham, Bartlett, Conway, Albany, Hart's Location, Eaton), SAU 13 (Madison, Tamworth, Freedom, SAU 20 (Shelburne, Gorham, Randolph, Milan, Dummer, Errol), SAU 23 (Bath, Haverhill, Benton, Piermont, Warren) SAU 35 (Lafayette Regional, Lisbon, Bethlehem, Landaff), White Mountain Regional School District (Dalton, Whitefield, Carroll, Jefferson, Lancaster) Moultonborough School District, Governor Wentworth (Brookfield, Effingham, Ossipee, Tuftonboro, Wolfeboro), SAU 58 (Northumberland, Stark, Strafford), SAU 64 (Wakefield, Union), SAU 68 (Lincoln-Woodstock School District), SAU 77(Monroe), Littleton School District, Inter-Lakes School District (Sandwich), SAU 48 (Waterville Valley), SAU 84 (Littleton) and the Supporting Successful Early Childhood Transitions Project.

### **D. Participants**

This agreement and procedures have been developed and/or reviewed by the following:

**See Signature Page**

*Section II –Transition Timeframe*

At Intake, regardless of age	<ul style="list-style-type: none"> <li>• Family is asked to sign a release to share information with the School District               <ul style="list-style-type: none"> <li>○ If signed, fax release, IFSP and IDA to School District</li> </ul> </li> <li>• <b>At initial IFSP meeting for children referred to ESS at 22 months or older:</b> <ul style="list-style-type: none"> <li>○ Understanding ESS Notification brochure given and Notification explained</li> <li>○ After 30 days are given, Notification Opt-out form signed- Notification form for data entry</li> </ul> </li> </ul>
At initial IFSP meeting	<ul style="list-style-type: none"> <li>• Understanding ESS Notification brochure given</li> <li>• After 30 days are given, Notification Opt-out form signed- Notification form for data entry</li> </ul>
No later than 24 months	<ul style="list-style-type: none"> <li>• Written Transition Plan completed and included in IFSP for <b>ALL</b> children</li> <li>• Transition booklet given to family</li> </ul>
29 months	<ul style="list-style-type: none"> <li>• ESS Service Coordinator calls preschool contact person to schedule the Transition Conference and discuss, if appropriate, the combination of meetings</li> <li>• If not previously done or it has expired, release is signed by parents</li> <li>• ESS Service Coordinator sends Transition Conference Invitation to Preschool contact once date, time, place is confirmed for Transition Conference</li> </ul>
30-31 months  <b>(But <u>NO</u> later than 33<sup>rd</sup> month birthday)</b>	<ul style="list-style-type: none"> <li>• Transition Conference may occur in the home and includes:               <ul style="list-style-type: none"> <li>○ A discussion of program options from when the child turns three</li> <li>○ Updating the child’s transition plan</li> <li>○ A decision about whether to refer child to school occurs and date to refer determined</li> <li>○ Transition Conference Notes completed</li> <li>○ Potential special education process meeting dates discussed</li> </ul> </li> <li>• Bring Referral form to Transition Conference in case family decides to refer the day of the transition conference</li> </ul>
30-31 months or as determined at Transition Conference	<ul style="list-style-type: none"> <li>• Fax referral, most recent IFSP, outcomes, and most recent evaluation to LEA</li> <li>• When the Referral is faxed to school, Area Agency will allow school district access to information in NHSEIS</li> <li>• Within 15 days after school receives formal referral, school personnel will schedule and conduct a Disposition of Referral meeting with the IEP team that will include:               <ul style="list-style-type: none"> <li>○ Review of referral, evaluation report and services to date</li> <li>○ Determining timeline regarding evaluations needed</li> <li>○ Scheduling of potential meetings</li> <li>○ Discussion of program options (i.e. possible classroom visitation)</li> </ul> </li> </ul>
33 months or older	<ul style="list-style-type: none"> <li>• <b>For child found eligible for ESS at 33 months or older</b> –within 1 month of eligibility determination:               <ul style="list-style-type: none"> <li>○ Authorization for Release of Information signed by parents at intake</li> <li>○ Completed transition plan</li> <li>○ Formal Referral completed and sent (see above)</li> <li>○ Service coordinator contacts school via phone</li> </ul> </li> </ul>
30 to 33 month	<ul style="list-style-type: none"> <li>• Complete Area Agency Continuing Eligibility Request form</li> <li>• Document date given to FS Director on Transition Plan in IFSP</li> </ul>
36 months	<ul style="list-style-type: none"> <li>• Child has a signed IEP in place on or before their third birthday</li> </ul>

**Protocols & Procedures for Transitions from the Family Centered Early Supports and Services (ESS)  
program of Northern Human Services, Inc. (Area Agency)  
to School District Preschool Special Education Programs  
in Area Agency Region 1**

**Protocol 1: As early as a family gives written permission, the Area Agency shall share information with School Districts for budgeting purposes**

**Procedures**

- 1.1 At intake, families shall be asked to sign permission to release information with the school district. Should the child be found eligible, and with release, the Area Agency shall fax the child's IDA and IFSP. This information is not a referral and shall be used for child find and budgetary purposes.
- 1.2 By September 1 of each year, the Family Centered Early Supports and Services/Family Support Program Director shall verify that current releases to share information with the school district are obtained for children currently receiving ESS who are 18 months of age or older. With written permission, ESS shall send information regarding the child's date of birth, diagnosis and services. This information is not a referral and shall be used for child find and budgetary purposes.

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

### **Procedures**

- 2.1 Northern Human Services, Inc. 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 The ESS Service Coordinator shall explain Notification and the Opt-Out policy to the parents at the first IFSP meeting after eligibility is determined or as soon as possible to those who enrolled in ESS after their 22 month birthday. This explanation will be provided to parents prior to Northern Human 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 will be given 30 days to Opt-Out prior to Northern Human Services transmitting Notification information to a School District. Documentation that Notification and the choice to Opt-Out were explained to families will be made in the child's record and in NHSEIS.
- 2.3 Unless a family chooses to Opt-Out, Northern Human 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. 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 notify Northern Human Services, Inc. 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 program 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 within one month of determining eligibility.
- 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 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 initiate contact with the appropriate School District and schedule the Transition Conference**

**Procedures**

- 4.1 With written parental consent, the ESS Service Coordinator shall contact the School District Preschool Contact via phone when the child is 29 months of age (or earlier at the family's request) and discuss date, location and meeting participants for the transition conference. Following this discussion and confirmation from the family, the ESS Service Coordinator will send a written Transition Conference Invitation to the designated school district contact. Parents may choose not to have a transition conference with the school district
- 4.2 The Transition Conference Invitation (Form 1) shall include the following information:
- Child's full name, including middle initial and date of birth
  - Date, time and place of the Transition Conference
  - Date child was referred to ESS
  - Reason for eligibility
  - Services child receives from ESS
  - Date of last evaluation and the discipline of the evaluators who conducted the evaluation(s)
- 4.3 When circumstances warrant and parents agree, the Transition Conference Invitation and the Referral may be sent to the appropriate Preschool Contact simultaneously.
- 4.3 A School District may request parental permission to combine the Transition Conference and the Disposition of Referral meeting. See Protocol 13.
- 4.4 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 no later 90 days before a child turns 3.
- 4.5 The Transition Conference shall occur when a child is 30-31 months of age.
- 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.
- 4.6 A parent may choose not to hold a transition conference with the school District but may then choose to refer to the school district at a later date.

**Protocol 5: The ESS Service Coordinator shall facilitate the Transition Conference.**

**Procedures**

- 5.1 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.
- 5.2 The ESS Service Coordinator facilitates the Transition Conference. At the Transition Conference:
  - The family shall share information about their child
  - Program options that may be available when the child turns three will be discussed
  - Transition Plan specifics are discussed and updated including when a referral might be sent and potential IEP Team meeting dates for the Disposition of Referral and/or evaluation, as applicable
- 5.3 Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District representative 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, the meeting shall be held regardless.
- 5.4 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 meetings are held within the timeline requirements of state and federal regulations. See Protocol 13.
- 5.5 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 13.

## **Protocol 6: With parental permission, ESS shall initiate a referral to the appropriate School District**

### **Procedures**

- 6.1 With written parental consent, The ESS Administrative Office shall fax the Referral letter to the appropriate School District Preschool Contact following the Transition Conference that occurs when the child is 30-31 months of age, but no later than 33 months of age, unless a parent refuses to refer or it is a late referral to ESS. (Form 2)
- Parents may agree that a referral will be made prior to or during the Transition Conference. See Protocol 13.
- 6.2 The referral letter shall include:
- Child's full name, including first, middle, and last name
  - Parent's name(s) and contact information
  - Child's NHSEIS number
  - Date, city and state of birth
  - Gender, race and primary language
- 6.3 In addition to the referral letter, ESS shall send a copy of:
- Release
  - Most recent completed evaluation report
  - Current IFSP, including most current outcomes
- 6.4 If the family has not heard from the School District Preschool Contact within ten calendar days of sending the referral, either the family or the ESS Service Coordinator (at the family's request) may make a courtesy contact to the School District Preschool Contact regarding the status of the referral.
- 6.5 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.
- 6.6 Northern Human Services, Inc. will share information with appropriate school district via NHSEIS upon transmission of Referral to preschool special education.

**Protocol 7: The School District shall schedule/convene the IEP team and conduct the Disposition of Referral process.**

**Procedures**

- 7.1 Upon receiving a Referral from ESS, regardless of the child's age, the School District Preschool Contact shall contact the family acknowledging the receipt of the referral.
- 7.2 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.
- 7.3 At the Disposition of Referral meeting:
  - 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 and needs of the child. If further evaluation is needed, the School District shall obtain parents' written permission to conduct the evaluation.
  - The role of the ESS Service Coordinator in the Disposition of Referral meeting is to provide information regarding the child's current developmental and functional abilities and to support the family and transition process.
- 7.4 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.
- 7.5 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.
- 7.6 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 13.
- 7.7 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.

**Protocol 8: 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 as appropriate.**

**Procedures**

- 8.1 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) during the transition process. 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.
- 8.2 The role of the ESS Service Coordinator in IEP meetings is to provide information regarding the child's current developmental and functional abilities and to support the family and transition process.
- 8.3 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. The school district will invite the ESS Service Coordinator, unless parents request otherwise.
- 8.4 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 and prior to the child's third birthday. The school district will invite the ESS Service Coordinator, unless parents request otherwise.
- 8.5 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).
- 8.6 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.
- 8.7 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.
- 8.8 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.
- 8.9 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 9: ESS shall share updated information with the School District prior to the child's third birthday**

- 9.1 School district staff may be contacted and invited to attend evaluations scheduled to be conducted by ESS between the time of the transition conference and/or referral and the child's third birthday. Written information (IFSP) from these evaluations shall be shared with the school district regardless of whether the school attends the evaluation.

**Protocol 10: Implementation: A signed IEP shall be in place by the child's 3<sup>rd</sup> birthday.**

**Procedures**

- 10.1 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.
  
- 10.2 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)

**Protocol 11: Children whose third birthday occurs during the summer months are entitled to FAPE on their third birthday.**

**Procedures**

- 11.1 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.
- 11.2 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.
- 11.3 With agreement from the family, the transition conference and referral may occur by June 1<sup>st</sup> for children turning 3 during the months of August, September and October. Additionally, with agreement from the family, the IEP team may choose to complete eligibility determination and develop the IEP for a child who has a summer or early fall birthday, prior to the end of the previous school year. If this occurs, ESS will work with the school district and provide the district with updated information within the timelines outlined in the agreement.

## **Protocol 12: Procedures for children who are referred to ESS after 33 months of age**

### **Procedures**

- 12.1 When a child who is 33 months of age or older is referred to ESS, the transition process shall be explained to the family as part of the initial intake process by the Intake Coordinator at the Area Agency. If appropriate, the Intake Coordinator shall ask for written parent consent to share information with the appropriate School District. The parent shall be given information about making a referral to the School District.
- 12.2 If appropriate, and with parent consent, the ESS Service Coordinator may invite the School District to participate in the initial evaluation by ESS.
- 12.3 At the initial IFSP meeting, 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.
- 12.4 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 33 months and older, has an IEP in place by the child's third birthday.
- 12.5 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.
- 12.6 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.
- 12.7 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 13.

**Protocol 13: 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**

- 13.1 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 Prior Written Notice at least 10 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 IFSP/IEP team members required by HeM 510 and the NH Rules for the Education of Children with Disabilities are in attendance
- 13.2 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 so that the Disposition of Referral and Transition Conference can be combined.
- 13.3 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.
- 13.4 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.
- 13.5 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.
- 13.6 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.
- 13.7 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.
- 13.8 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 14: Procedures for addressing concerns**

### **Procedures**

- 14.1 The parties of this agreement 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.
- 14.2 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.
- 14.3 If the issue continues beyond the initial conversation, the questioning party shall contact the supervisor of the party involved. See Contact List.

## **Protocol 15: Procedure for review of the Interagency Agreement**

- 15.1 Representatives from Northern Human Services, Inc. Berlin School District (SAU 3), SAU 7 (Pittsburg, Clarksville, Stewartstown, Columbia, Colebrook), SAU 9 (Jackson, Chatham, Bartlett, Conway, Albany, Hart's Location, Eaton), SAU 13 (Madison, Tamworth, Freedom, SAU 20 (Shelburne, Gorham, Randolph, Milan, Dummer, Errol), SAU 23 (Bath, Haverhill, Benton, Piermont, Warren) SAU 35 (Lafayette Regional, Lisbon, Bethlehem, Landaff), White Mountain Regional School District (Dalton, Whitefield, Carroll, Jefferson, Lancaster) Moultonborough School District, Governor Wentworth (Brookfield, Effingham, Ossipee, Tuftonboro, Wolfeboro), SAU 58 (Northumberland, Stark, Strafford), SAU 64 (Wakefield, Union), SAU 68 (Lincoln-Woodstock School District), SAU 77(Monroe), Littleton School District, Inter-Lakes School District (Sandwich), SAU 48 (Waterville Valley), SAU 84 (Littleton) shall meet yearly to review, make changes as necessary, and renew this transition agreement.

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

**CONTACT INFORMATION**  
**Early Supports and Services Contact List**

**Area Agency Contact Information**  
**Northern Human Services, Inc.**

REFERRAL CONTACT-CARROLL COUNTY	REFERRAL CONTACT-COOS/UPPER GRAFTON	NOTIFICATION CONTACT	NHSEIS CONTACT
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**Early Supports and Services Program**

PROGRAM NAME	DIRECTOR	ADMINISTRATION
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3	Berlin	Georgia A. Caron Director of Special Services 193 Pine Street Berlin, NH 03570 603- 752-5068 <a href="mailto:gcaron@sau3.org">gcaron@sau3.org</a>	Georgia A. Caron Director of Special Services 193 Pine Street Berlin, NH 03570 603- 752-5068 <a href="mailto:gcaron@sau3.org">gcaron@sau3.org</a>	Georgia A. Caron Director of Special Services 193 Pine Street Berlin, NH 03570 603- 752-5068 <a href="mailto:gcaron@sau3.org">gcaron@sau3.org</a>

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9	Albany Harts Location Eaton Jackson Chatham Bartlett Conway	Gail Yelenezian Preschool Coordinator SAU 9 19 Pine Street Conway, NH 03860 <a href="mailto:g_yelenezian@sau9.org">g_yelenezian@sau9.org</a>	Gail Yelenezian Preschool Coordinator SAU 9 19 Pine Street Conway, NH 03860 <a href="mailto:g_yelenezian@sau9.org">g_yelenezian@sau9.org</a>	Pam Stimpson Director of Special Services 176 A Main Street Conway, NH 03818 603-447-8951 ext 24 <a href="mailto:p_stimson@sau9.org">p_stimson@sau9.org</a>
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35	Lafayette Regional	Beverly A. Frenkiewich Preschool Special Education Coordinator 149 Main Street Franconia, NH 03586 603-823-7741 ext 113 <a href="mailto:bfrenkiewich@lafayetteregional.org">bfrenkiewich@lafayetteregional.org</a>	Beverly A. Frenkiewich Preschool Special Education Coordinator 149 Main Street Franconia, NH 03586 603-823-7741 ext 113 <a href="mailto:bfrenkiewich@lafayetteregional.org">bfrenkiewich@lafayetteregional.org</a>	Paul Macmillan Superintendent SAU 35 262 Cottage Street Suite 230 Littleton, NH 03561 603-444-3925 <a href="mailto:p.macmillan@sau35.org">p.macmillan@sau35.org</a>
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35	Bethlehem	Patricia Eddy Special Education Resource Consultant SAU 35 262 Cottage Street Suite 230 Littleton, NH 03561 603-444-3925 <a href="mailto:p.eddy@sau35.org">p.eddy@sau35.org</a>	Patricia Eddy Special Education Resource Consultant SAU 35 262 Cottage Street Suite 230 Littleton, NH 03561 603-444-3925 <a href="mailto:p.eddy@sau35.org">p.eddy@sau35.org</a>	Paul Macmillan Superintendent SAU 35 262 Cottage Street Suite 230 Littleton, NH 03561 603-444-3925 <a href="mailto:p.macmillan@sau35.org">p.macmillan@sau35.org</a>
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64	Wakefield Union	Liza Hewitt Strafford Learning Center 317 Main Street Somersworth, NH 03878 603-692-4411 ext 40 <a href="mailto:liza@slc.k12.nh.us">liza@slc.k12.nh.us</a>	Liza Hewitt Strafford Learning Center 317 Main Street Somersworth, NH 03878 603-692-4411 ext 40 <a href="mailto:liza@slc.k12.nh.us">liza@slc.k12.nh.us</a>	Scott Reuning Special Education Director SAU 64 39 Main Street Milton, NH 03887 603-473-2326 <a href="mailto:sreuning@sau64.k12.nh.us">sreuning@sau64.k12.nh.us</a>
68	Lincoln Woodstock	Paula King Preschool Coordinator SAU 68 Lincoln-Woodstock Cooperative School District PO Box 97 Lincoln, NH 03251 603-745-2214 <a href="mailto:pking@lin-wood.k12.nh.us">pking@lin-wood.k12.nh.us</a>	Paula King Preschool Coordinator SAU 68 Lincoln-Woodstock Cooperative School District PO Box 97 Lincoln, NH 03251 603-745-2214 <a href="mailto:pking@lin-wood.k12.nh.us">pking@lin-wood.k12.nh.us</a>	Helene Anzalone Director of Pupil Services SAU 68 Lincoln-Woodstock Cooperative School District PO Box 97 Lincoln, NH 03251 603-745-2214 <a href="mailto:hanzalone@lin-wood.k12.nh.us">hanzalone@lin-wood.k12.nh.us</a>
77	Monroe	Allison Jette Monroe Consolidated School PO Box 130 77 Woodsville Road Monroe, NH 03771 603-638-2800 <a href="mailto:ajette@ourmonroeschool.org">ajette@ourmonroeschool.org</a>	Allison Jette Monroe Consolidated School PO Box 130 77 Woodsville Road Monroe, NH 03771 603-638-2800 <a href="mailto:ajette@ourmonroeschool.org">ajette@ourmonroeschool.org</a>	Allison Jette Monroe Consolidated School PO Box 130 77 Woodsville Road Monroe, NH 03771 603-638-2800 <a href="mailto:ajette@ourmonroeschool.org">ajette@ourmonroeschool.org</a>
84	Littleton	Karen Hood Preschool Coordinator SAU 84 102 School Street Littleton, NH 03561 603-444-5215 ext 19 <a href="mailto:khoo@littletonschoos.org">khoo@littletonschoos.org</a>	Karen Hood Preschool Coordinator SAU 84 102 School Street Littleton, NH 03561 603-444-5215 ext 19 <a href="mailto:khoo@littletonschoos.org">khoo@littletonschoos.org</a>	Kelly Noland Director of Special Education SAU 84 102 School Street Littleton, NH 03561 603-444-5215 <a href="mailto:knoland@littletonschoos.org">knoland@littletonschoos.org</a>

## ***Section V – Forms and Attachments***

**FORM I**

**Invitation to Attend an Early Supports and Services Initiated Transition Conference**

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s) name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

Referral Date: \_\_\_\_\_

Services: \_\_\_\_\_

Last Evaluation Date: \_\_\_\_\_

Eligible in the following areas: \_\_\_\_\_

The parents of \_\_\_\_\_ and \_\_\_\_\_, their Early Supports and Services Coordinator would like to invite you to meet \_\_\_\_\_ and his/her family, to discuss the transition process and observe a home visit. This meeting is an opportunity for all parties to get to know each other and begin building a positive working relationship that will facilitate the transition process. Early Supports and Services are required to have this meeting by \_\_\_\_\_.

We have tentatively scheduled the Transition Conference for: \_\_\_\_\_ at \_\_\_\_\_. If this time does not work for you, please let me know. We hope to find a mutually convenient time before the 33 month deadline. Please call me to RSVP.

Sincerely,

\_\_\_\_\_  
Service Coordinator Name and Phone Number

**FORM 2**

**Referral for Special Education**

Date: \_\_\_\_\_

Child's name: (first, middle, last name) \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Child's place of birth: \_\_\_\_\_ (city and state) \_\_\_\_\_

Parent(s) name(s): \_\_\_\_\_

Phone number: \_\_\_\_\_ NHESIS #: \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Dear

This is a referral for consideration of special education eligibility for \_\_\_\_\_. Enclosed please find a release form, a copy of the IFSP, outcomes and the most recent evaluation report. If the most recent evaluation report will be over six months old at the time of transition, you will also receive a Discharge summary prior to the third birthday.

Please feel free to contact me or my ESS Service Coordinator at \_\_\_\_\_ regarding this referral. We look forward to working with you to assure a smooth transition for \_\_\_\_\_ and my family.

Sincerely,

\_\_\_\_\_ Date: \_\_\_\_\_

(Parent Signature)

\_\_\_\_\_ Date: \_\_\_\_\_

(ESS Service Coordinator Signature)