

**Among  
OVEC Head Start, Spencer County Public Schools  
and  
Rural KIPDA (Point of Entry) for Kentucky's Early Intervention System**

**Purpose**

This Early Childhood Interagency Transition Agreement is entered into by the Rural KIPDA District First Steps Program, the Spencer County Public Schools, and the Ohio Valley Educational Cooperative Head Start. This is an evolving agreement, which will be reviewed, monitored and amended as needed to meet the needs of the local community as we work toward serving young children with disabilities and their families.

**Contacts:**

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KIPDA First Steps Point of Entry  
Commission for Children with Special Health Care Needs  
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Louisville, KY 40222  
(502) 429-1249

Ohio Valley Educational Cooperative Head Start  
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District Contact Information  
Spencer County, Sue Daniel, Special Education and Preschool Consultant  
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**Contribution to the Partnership**

**Rural KIPDA District First Steps agrees to:**

1. Coordinate innovative Child Find activities through shared resources and knowledge of programs and community;
2. Coordinate with Early Head Start programs in providing services to children with disabilities and their families;
3. With parental consent, refer families who do not qualify for First Step services to Early Head Start for possible Child Development services when appropriate;

4. With parental consent, share information regarding the development of the First Steps Individualized Family Service Plan (IFSP), including a transition plan to preserve continuity of services into programs serving children birth to 3 years old.
5. With parental consent, share medical and developmental history, as well as the IFSP;
6. With parental consent, coordinate with families and Early Head Start to plan and provide services identified on the IFSP;
7. The First Steps Service Coordinator will collaborate with the LEA and OVEC Head Start to assist the family in receiving services for both programs;
8. Participate in the development of Local Interagency Transition Agreements;
9. Support and assist in the accomplishment of family goals as listed in the Early Head Start Family Partnership Agreement;
10. Assist families in becoming an advocate for their child during the transition and implementation process;
11. All Early Intervention Service Providers shall have a background check as required by KAR 30:150 (1)(4)(b) in order to provide direct services to children in District and Head Start Early Childhood programs.

**12. Timeline for Services**

- a. From the date of an accepted referral, the evaluation and eligibility process will be completed within 45 calendar days.
- b. IFSPs will be reviewed every 6 months to document progress toward outcomes, review strategies and activities and/or to develop new outcomes for the child and family. With parent consent, Head Start staff will provide information related to the child's progress toward IFSP goals when requested.
- c. No more than 9 months or no less than 90 days before the child's third birthday with parent consent, a representative from the District and from Head Start will be invited to a transition conference meeting to share program options for three year olds and to assist in transition planning.
- d. With parent consent, for all children who are two years and ten and one-half months of age or older at the time of referral to First Steps, a referral will be made to the LEA.

**OVEC Head Start representing Early Head Start Programs agree to:**

1. Coordinate innovative Child Find activities through shared resources and knowledge of programs and community;
2. Coordinate with First Steps service providers in providing services to children with disabilities and their families;
3. With parental consent, refer families who may qualify for First Steps services to Point of Entry (POE) for possible services;
4. Work with POE for initial evaluation and assessment resulting in program planning for children with disabilities and their families;
5. With parental consent, share information regarding the development of the Individual Family Service plan (IFSP);
6. With parental consent, share medical and developmental history;
7. The OVEC Head Start Community Child Care Specialist or District Representative will collaborate with the First Steps Service Coordinator to assist the family in receiving services from both programs;

8. Provide training opportunities and technical assistance to First Steps program staff;
9. Participate in the development of local Interagency Transition Agreements;
10. With parent consent, First Steps will provide District and Head Start programs with a copy of the IFSP and Consent for Services.
11. Coordinate with families and First Steps to develop and provide services identified in the IFSP. The Community Child Care Specialists or District Representatives will also support and assist in the accomplishment of family goals as listed in the IFSP;
12. Attend transition meetings when possible in order to share information about District and Head Start early childhood programs.
13. Assist families in becoming advocates for their child during the transition and implementation process;
14. Provide parent support through education, individual and group meetings, conferences, home visits and trainings.
15. The Preschool Disabilities Consultant, Community Child Care Specialist, or Early Head Start staff are encouraged to participate in Service Coordinator meetings and District Early Intervention Committee for community partnership collaboration.

**Districts representing Early Childhood programs agree to:**

1. Coordinate innovative Child Find activities through shared resources and knowledge of programs and community;
2. Coordinate with First Steps service providers in providing services to children with disabilities and their families;
3. With parental consent, refer families who may qualify for First Steps services to Point of Entry (POE) for possible services;
4. Work with POE for initial evaluation and assessment resulting in program planning for children with disabilities and their families;
5. With parental consent, share information regarding the development of the Individual Family Service plan (IFSP);
6. With parental consent, share medical and developmental history;
7. The OVEC Head Start Community Child Care Specialist or District Representative will collaborate with the First Steps Service Coordinator to assist the family in receiving services from both programs;
8. Provide training opportunities and technical assistance to First Steps program staff;
9. Participate in the development of local Interagency Transition Agreements;
10. With parent consent, First Steps will provide District and Head Start programs with a copy of the IFSP and Consent for Services.
11. Coordinate with families and First Steps to develop and provide services identified in the IFSP. The Community Child Care Specialists or District Representatives will also support and assist in the accomplishment of family goals as listed in the IFSP;
12. Attend transition meetings when possible in order to share information about District and Head Start early childhood programs.
13. Assist families in becoming advocates for their child during the transition and implementation process;

14. With parental consent, share information regarding the development of the Individual Education Plan with Rural KIPDA First Steps as the children exit the program.
15. Provide parent support through education, individual and group meetings, conferences, home visits and trainings.
16. The District Representative is encouraged to participate in Service Coordinator meetings and District Early Intervention Committee for community partnership collaboration.

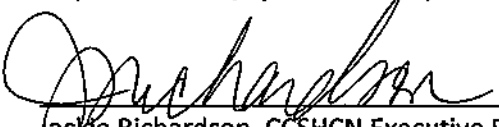
**Mechanism for Monitoring Agreement:**

This agreement will be effective July 1, 2017 through June 30, 2020. Decisions have been made to collaborate with First Steps, the Community Early Childhood Councils (CECCs) with an inclusive agenda to serve all agency partners. Copies of the document will be sent to the Anderson County Regional Training Center. Convening agencies for local level meetings (as requested by and agency) are: the lead agencies: First Steps, Spencer County Public Schools, and OVEC Head Start. Assistance may be requested of the Anderson County RTC. This Agreement will be reviewed, monitored and amended as needed on an annual basis. The Anderson County RTC will plan and support interagency training related to this Agreement as needed.

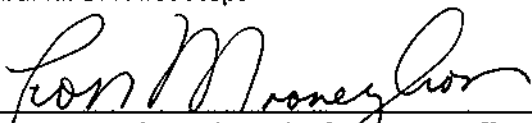
Signatures:

  
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Chuck Adams  
Superintendent, Spencer County Public Schools

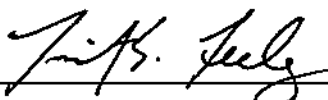
6/5/17  
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Date

  
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Jackie Richardson, CCHCN Executive Director  
Rural KIPDA First Steps

5/15/17  
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Date

  
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Leon Mooneyhan, PhD., Chief Executive Officer  
Ohio Valley Educational Cooperative

5-9-17  
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Date

  
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Judge Tim Feeley, Deputy Secretary  
Cabinet for Health and Family Services

5-17-17  
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Date