

**Memorandum of Understanding (MOU)**

**For**

**OVEC HEAD START, JEFFERSON COUNTY PUBLIC SCHOOLS**

**AND**

**RURAL KIPDA FIRST STEPS (POINT OF ENTRY) FOR KENTUCKY'S EARLY INTERVENTION SYSTEM IN  
JEFFERSON COUNTY**

Issued by

**The Cabinet for Health and Family Services**  
275 East Main Street, 4E-C, Frankfort, KY 40621

Hereafter referred to as "Department"

On Behalf Of

**The Commission for Children with Special Health Care Needs**

Point of Contact

Laura Loman, Grants Administrator  
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## **Early Childhood Interagency Transition Agreement**

### **Among OVEC Head Start, Jefferson County Public Schools, And Rural KIPDA First Steps (Point of Entry) for Kentucky's Early Intervention System in Jefferson County**

#### **Purpose**

This Early Childhood Interagency Transition Agreement (Agreement) is entered into by the Kentucky Department for Public Health, acting through its First Steps Program (First Steps), the Jefferson County Board of Education, doing business as the Jefferson County Public Schools, acting through its Early Childhood Department (Jefferson County Public Schools), and the Ohio Valley Educational Cooperative, acting through its Early Head Start Child Care Partnership Program (OVEC Head Start) for the purpose of encouraging collaboration among First Steps, Jefferson County Public Schools and OVEC Head Start at the community level by supporting communication, cooperation and service coordination. KIPDA Point of Entry First Steps Program is under the Commission for Children with Special Healthcare Needs (CCSHCN) within the Cabinet for Health and Family Services (CHFS). Kentucky Department of Public Health oversees all Part C funding and programming in Kentucky, which includes First Steps. This is an evolving agreement and will be reviewed, monitored and amended as needed to meet the needs of the local community as we work toward serving children with disabilities and their families.

#### **Contacts:**

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First Steps  
Point Of Entry

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Program Director  
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Jefferson County Public Schools

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**Contribution to the Partnership**

KIPDA First Steps, Kentucky's Early Intervention Program, under CSHCN within CHFS 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)/Family Partnership Agreement, 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 itself;
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 Jefferson County Public Schools and OVEC Head Start to assist the family in receiving services from 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 Rural KIPDA Early Intervention Service Providers are independent contractors with the Department of Public Health and as such, must meet enrollment qualifications found at 902 KAR 30:150 (1)(4)(b). This regulation requires a background check performed by the



Sex Offender Registry. These records are maintained by the Kentucky Early Intervention System lead agency office.

12. Timelines 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. A representative from Head Start will be included in the meeting with parent consent.
- c. The Service Coordinator, with parent consent, will arrange a transition conference with the LEA no more than 9 months or no less than 90 days before the child's third birthday.
- d. 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 (with parental consent) for eligibility determination.

OVEC Head Start representing Early Head Start Programs agrees 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 Step 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)/ Family Partnership Agreement, including a transition plan to preserve continuity of services into programs serving 3 year old children;
6. With parental consent, share medical and developmental history;
7. The OVEC Head Start Community Child Care Specialist 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. Coordinate with families and First Steps to plan and provide services identified in the IFSP. The Community Child Care Specialists shall also support and assist in the accomplishment of family goals as listed in the IFSP;
11. Assist families in becoming an advocate for their child during the transition and implementation process;
12. Provide parent support through education, individual and group meetings, conferences, home visits and trainings;
13. The Preschool Disabilities Consultant and/or Community Child Care Specialist are encouraged to participate in the Service Coordinator meetings and District Early Intervention Committee for community partnership collaboration.

Jefferson County Public Schools 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 Step 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)/ Family Partnership Agreement, including a transition plan to preserve continuity of services into programs serving 3 year old children;
6. With parental consent, share medical and developmental history;
7. JCPS Early Childhood program personnel 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. Coordinate with families and First Steps to plan and provide services identified in the IFSP;
11. Assist families in becoming an advocate for their child during the transition and implementation process;
12. Provide parent support through education, individual and group meetings, and conferences.

13. The Special Services Coordinator is encouraged to participate in the Service Coordinator meetings and District Early Intervention Committee for community partnership collaboration.

**Mechanism for Monitoring Agreement:**

This Agreement will be effective September 26, 2018 through June 30, 2020. Decisions have been made to collaborate with First Steps, and the Community Early Childhood Councils (CECCs) with an inclusive agenda to serve all agency partners. Copies of the documents will be sent to the Anderson County RTC. Convening agencies for local level meetings (as requested by any agency) are: the three lead agencies – First Steps, Jefferson 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.

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## Approvals

This Memorandum of Understanding (MOU) is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

### 1st Party Signature (CHFS):

Signature

Printed Name

Judge Timothy Feeley  
Deputy Secretary, CHFS

Title

Date

### 2nd Party Signature (OVEC Head Start):

Signature

Printed Name

Title

Date

### Other Party Signature (KIPDA First Steps Point of Entry):

Signature

Printed Name

Title

Date

### Other Party Signature (Jefferson County Public Schools):

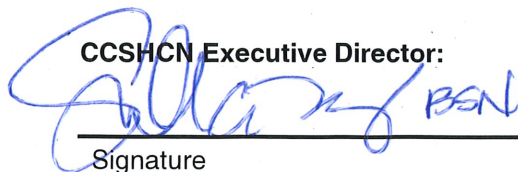
Signature

Printed Name  
Signature Page Continued

Title

Date

CCSHCN Executive Director:

 BSN

Signature

Shellie A May BSN

Printed Name


Executive Director

Title

Aug 3, 2018

Date

Approved as to form and legality:

 S. Mander

Legal

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