

Ideas to consider when preparing the Components of a Transition Interagency Memorandum of Agreement (MOA)

A companion guide to "Components of an Interagency Memorandum of Agreement (MOA)"

NOTE: The development of agreements is best made with a face-to-face meeting of the parties involved. If some organizations need procedures that the others do not need, that can be addressed by an attachment of the differences and signed by that agency representative.

1. The heading of the MOA must contain the names of all the organizations/agencies that are a part of the agreement and will be signing the agreement.

2. Under the heading of the **Purpose**

This is an important part of the MOA. It sets the stage and tone of the contents of the MOA. List the outcomes that are to be expected as a result of this agreement such as a smooth transition of children from First Steps to Head Start and transitioning children within the required timelines. Another outcome might be that the agreement will be used by personnel of the organizations and families to understand the transition process in their area. We would anticipate that there is more than one expected outcome.

Define who the children and families are such as children by age, program.

3. Under the heading of the **Description of the Involved Agencies**

All the agencies listed in the heading should be listed as well as the service they represent in this agreement such as Head Start, Special Ed Planning District, and Early Intervention. How do the children qualify for programs represented? Do they qualify by age, family income, etc.?

What is the geographic area that this agreement covers such as county, city, only one school corporation?

4. Under the heading of the **Requirements Impacting this Agreement**

List all the Federal and State transition laws by using the title of the law and numbers if applicable. List any state administrative rules, procedures, etc. Also, list any agency transition requirements. There might also be Program Operations Guidelines that pertain to transition.

5. Under the heading of the **Definition of Terms**

Do not assume that every one knows the terms used in the agreement. There may be families and new providers who will be using the agreement for the transition process and not be familiar with the terminology used. Terms to define might be IEP, IFSP, Case Conference Committee, Sending Agency and Receiving Agency.

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6. Under the heading of the **Working Procedures and Timelines**

This should describe when, where, what, how and who is responsible for the various activities to make a successful transition from one program to another. Who are the referral and receiving agencies and what do they do when? This information might be included in an attachment to the agreement. If so, make sure that is stated and that it gets attached to the agreement.

Who are the players in the Transition Planning Meeting? When is it held? What is its purpose?

Child evaluation – How/who determines if it is necessary? When is it done? By whom?

Preparing staff, child and family -- Who is responsible for this? When and How?

Transition Follow-up. How do you know that the purpose of the agreement was fulfilled? This follow-up will direct the changes for future updates of this agreement.

7. Under the heading of the **Implementation of Agreement**

How will copies of the agreement be provided to those who will use it in the transition process? When and how will families, the appropriate staff of the agencies involved, and independent providers be informed and trained on the contents of the agreement. What criteria will you use to evaluate that the agreement is a valid, functioning part of the transition system?

8. Under the heading of the **Monitoring and Evaluation of the Agreement**

State who will make sure the agreement is working. When and how will the effectiveness be evaluated? State how changes will be made to the agreement based on the findings of this monitoring and evaluation.

9. Under the heading of the **Interagency Dispute Process**

State the details of how disputes/conflicts between the agencies signing this agreement will be resolved. What is the timeline for resolution?

10. Under the heading of the **Duration**

State the specific beginning and ending dates of this agreement such as April 1, 2004 through March 31, 2005. When will the review take place to update for a new agreement?

11. Under the heading of the **Signatures/Dates**

Make sure that all the parties to the agreement sign and date it. All the parties listed in the heading of the agreement must sign. Without a signature to the agreement, the agency is not accountable. Assure that a person in authority from the agency is signing the agreement. The agreement can be signed at a meeting with the agencies involved.