

## INTERAGENCY MEMORANDUM OF AGREEMENT (MOA)

### ANNUAL REVISION CHECKLIST

#### **Before The Review Meeting**

-- The Cluster LPCC Coordinator and/or Transition Committee Chair reviews current agreement, determines review deadline, schedules meeting date, and arranges a meeting place.

Also, prepares the agenda for the meeting allowing about three hours if all the attendees are familiar with the process, add an additional 30 minutes for each person who is new. Or, a pre-meeting might be held for those new to the process.

-- Cluster LPCC Coordinator updates the list of attendee's names, addresses, phone and fax numbers and e-mail addresses.

-- Cluster LPCC Coordinator sends a meeting notification to transition committee members and the appropriate representative(s) from each organization involved in the agreement. Include a copy of

the current MOA,  
the Components of an Interagency Memorandum of Agreement (MOA),  
the results of parent/provider surveys on transition, and  
changes in the regulations

for review by the attendees prior to the meeting. Asks that each attendee bring recommendations to the meeting. Have additional copies on hand at the meeting for those who did not bring theirs.

-- Contacts Indiana's Transition Initiative for Young Children and Families 574.273.6019 or view [www.indianatransition.org](http://www.indianatransition.org) for additional supports you may need prior to the meeting.

#### **During the Review Meeting**

-- This meeting may be facilitated by anyone on the transition committee, the LPCC Coordinator, or a Regional Transition Facilitator from Indiana's Transition Initiative.

-- Allow 30 minutes at beginning of meeting for agency updates, introductions, etc.

-- Enlist a volunteer to serve as official document recorder, and assign a timekeeper.

-- Provide the Components of an Interagency Memorandum of Agreement (MOA) and copies of current agreement as needed.

-- The Components of an Interagency Memorandum of Agreement (MOA) should be used as an overview to the process prior to discussion of individual sections.

-- Facilitate discussion of current agreement. Brainstorm a list of what is working well, what is not, and the areas of concern.

-- Review regulation changes and other agency changes since last agreement. Modify the MOA as appropriate for these changes.

-- Address areas of concern based upon agency recommendations and parent surveys. Modify

the MOA as appropriate for these discussions.

- Revise document for other needed changes accordingly.
- If any area of agreement needs further exploration from other sources, assigns task to individuals as appropriate and develops a plan for communication of committee membership regarding the item.
  
- If committee determines document is updated into draft format and additional information is not needed, the LPCC Coordinator should formalize agreement of members present through consensus, and set a date for next meeting.

### **After the Review Meeting**

- LPCC Coordinator revises the interagency agreement draft document based upon recommendations.
  
- If any agency was not represented, LPCC Coordinator sends a copy of the revised draft document to agency and asks for their feedback prior to next meeting. Sends a cover letter explaining the review process and the need for their input.
  
- Makes any changes based upon feedback and sends to committee members prior to meeting.
  
- Sends reminders about meeting to review draft document and receive signature pages.

### **Final Review Meeting**

- Introductions and brief discussion of draft.
  
- Agrees upon final content and changes. If a laptop computer is available, make changes on site, and print for members. If not, gather email addresses and give date for final document.
  
- Asks members to take document back to agency with signature sheet for administrator approval. All signature sheets should be returned to the LPCC Coordinator by a set date.
  
- LPCC Coordinator makes copies of document with signature pages for all committee members.
  
- Every agency assures training occurs regarding changes in the agreement or forms accordingly, or the committee may decide to provide joint training introducing the document.
  
- A person should be established to lead the group in the revision process through the Transition Committee for the next annual review.
  
- Send a copy of the signed agreement to the:
  - (a) Cluster's First Steps State Cluster Consultant and
  - (b) Indiana's Transition Initiative for Young Children and Families, 16130 Brockton Court, Granger IN 46530