



# **First Steps**

## **2009 – 2010**

### **Request for Funds**

### **Amendment Packet**

The Bureau of Child Development Services (BCDS) is accepting contract amendment requests for the contract funding year 2009 - 2010. Enclosed in the RFF Amendment Packet are the required documents needed for the Amendment approval process.

## IV. TRANSITION & INTERAGENCY AGREEMENTS

**Outcome Statement:** Increase access to family resources and collaboration of social service agencies to create smooth transitions for infants, toddlers, and families into, within and out of the early intervention system.

**Performance Standards:**

1. Have current, signed Memoranda of Agreements (MOAs) with all special education planning districts, Head Start and early Head Start that are actively evaluated and shared with the community.
2. Conduct planned transition activities such as transition trainings with staff and meetings/trainings with community partners and parents to address transition issues or topics with each Special Education Planning District within the cluster on a semi-annual basis. Knowledge of transition options is increased as a result of quarterly meetings/trainings with service coordinators, community partners, and parents.

**Performance Measures:** SPOE Report, Exit survey data, Closure form, Peer Review, and IFSP transition pages will be utilized in the measurement of this performance standard.

**MINIMUM REQUIREMENTS:**

1. Develop and maintain Memoranda of Agreements (MOAs) with all special education planning districts and Head Start/Early Head Start for the cluster. Each MOA must be reviewed and updated annually.
2. Maintain a cluster transition committee comprised of parents, providers, service coordinators, representatives from all local lead education agencies (LEAs) and Head Start. The transition committee will identify community resources and work to meet outcomes as developed by the Lead Agency and the State Transition Team. By April 1, 2009, the cluster will submit a list of the members of the cluster transition committee, a cluster transition plan, and an activity calendar to support transition activities and include a minimum of:
  - Quarterly staff meeting
  - Quarterly meetings with Community partners (e.g. Transition Committee)
  - Annual Transition informational meetings including: Part C, Part B, parents, Head Start in each Special Education Planning District (meetings may be combined as appropriate)

The signatory below attests to the development and implementation of strategies designed to meet the above minimum requirements.

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Signature of Authorized Individual

Date Signed

### III. SPOE OUTCOMES

The following outcomes will be utilized as markers of success:

1. REFERRAL – The SPOE will work in collaboration with Child Protective Services (CPS) to ensure referrals for screenings of children involved in cases of substantiated abuse and/or neglect or who have been exposed to illegal substances.
2. IFSP - Will be developed with ED team involvement at the meeting and EI services to meet child's and family's outcomes will be provided in the child's natural environment including the home and community settings in which children without disabilities participate. Only when EI services cannot be achieved in the natural environment shall services be provided in another setting. SPOE will need to track ED team IFSP attendance monthly and submit to the State quarterly. SPOE must demonstrate and document that a good faith effort was put forth to include all IFSP ED team members.
3. IFSP – The initial IFSP meeting will be held within 45 days of referral to the SPOE. EI Files will not be closed and reopened in order to avoid the 45-day timeline. SPOEs must document (in the EI file) why each reopened file was closed and reopened and submit log to the State\*.
4. IFSP – Each IFSP will contain a completed transition page\*.
5. IFSP – A primary care physician signature for the IFSP will be obtained in a timely manner which allows services to start within 30 days.
6. TRANSITION – The SPOE will initiate transition activities for children referred to First Steps at thirty (30) months of age or older and will convene a transition meeting in conjunction with the IFSP.
7. TRANSITION - SPOE will electronically disseminate the Part B child find activity information semi- annually per State instruction\*.
8. ADMINISTRATION – Files for all enrolled children will contain documentation, including the AEPS, to support eligibility as determined by a multidisciplinary ED team using the AEPS in accordance with state eligibility guidelines\*.
9. ADMINISTRATION – The SPOE will ensure accurate and timely data entry within 10 days of the receipt of applicable documentation. Supporting documentation must be located within the early intervention file for the child to support data entry.
10. ADMINISTRATION – SPOE will ensure accurate and timely data entry of Family Interview and Exit Interview, including child development and progress\*.
11. ADMINISTRATION – Files for all enrolled children must contain documentation to support the family's income and private insurance. The SPOE must ensure that the information is maintained and regularly reviewed, at a minimum annually or as changes occur, to insure current and accurate information\*.
12. ADMINISTRATION – SPOE personnel must meet enrollment and credentialing guidelines and be in good standing with the First Steps system.
13. ADMINISTRATION – The SPOE must have a Spanish-speaking staff and an intake coordinator trained in Sky\*Hi (to more actively work with families with hearing loss).
14. ADMINISTRATION – The SPOE and all relevant staff must comply with RMS requests in a timely manner and update information, including submitting staff information and changes, etc.
15. ADMINISTRATION – Spanish Interpreter services will not authorized for intake and ongoing Service Coordination without prior approved by the State.

16. ADMINISTRATION - RMS training must be documented and provided to all new staff during orientation and semi-annually for all ongoing staff.

The signatory below attests to the development and implementation of strategies designed to meet the above minimum requirements.

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Signature of Authorized Individual

Date Signed

The following outcomes will be utilized as markers of success:

#### IV. SERVICE COORDINATION OUTCOMES

1. SERVICE COORDINATION- Initial SC (SC 101) training is to be completed over the course of not less than one month, and caseloads will be built gradually after training is completed. New SC's will not assume a full caseload immediately upon completion of training.
2. SERVICE COORDINATION – All children will have a single ongoing service coordinator.
3. SERVICE COORDINATION – Ensure ongoing service coordination activities as outlined in State/Federal regulations and service definitions.
4. SERVICE COORDINATION – Ensure that IFSP meeting arrangements and prior written notice is provided to the family and other participants at least ten (10) days before the meeting date, facilitating attendance of ED team members and ongoing providers.
5. SERVICE COORDINATION – 6 month reviews and the annual IFSP review will be completed in a timely manner. State checklists for initial contact, quarterly contact, third quarter, and six month review will be used
6. SERVICE COORDINATION – All IFSP services are initiated within 30 days of the initial IFSP, the 6-month and annual IFSPs and any other changes and additions to the IFSP. While providers actually start their services, service coordinators must do what they can to facilitate that process ensuring services are initiated within 30 days and must include documentation in the EI file\*.
7. SERVICE COORDINATION – Knowledge and compliance with complaint and due process investigation activities according to State guidelines and procedures.
8. SERVICE COORDINATION – Intake and Ongoing Service Coordinators will develop a working relationship with the cluster Family to Family Parent Liaison. They will inform families about the Parent Liaisons and make referrals as appropriate.
9. TRANSITION- The SPOE will initiate transition activities for children referred to First Steps at thirty (30) months of age or older and will convene a transition meeting in conjunction with the IFSP.
10. TRANSITION- SPOE will electronically disseminate the Part B child find activity information semi-annually per State instruction.
11. TRANSITION – A transition meeting will be held for every enrolled First Steps child in accordance with State federal program guidelines. Every child will have a completed transition packet\*.

# Due by March 15, 2009 [pick up item from earlier submission checklist]

Excerpts Regarding Transition Highlighted

- Copies of all contracts/sub-contracts
- Activities Calendar for 2008 – 2009 Identify maintenance activities and specific activities based on concerns or issues in cluster and data; Subsequent calendars should highlight significant activities and any outcomes resulting from them.
- LPCC Signature page
- Complete staffing list with job descriptions
- Strategic Actions Plans
  - **Provider Recruitment/Retention: Cluster must submit an action plan outlining activities that have been and will be utilized to increase providers or maximize the number of existing providers. The activities will need to reflect the issues in your cluster.**
  - **Referrals for child under 1 year: Cluster must submit an action plan outlining specific activities that will be developed and completed to enhance child find activities for children under the age of 1 year.**
  - Cluster must submit a detailed action plan outlining the SPOE's monitoring and supervision of intake and ongoing service coordinators. At minimum, this plan must include:
    - A template document which details the components of supervision being reviewed with staff, with the following:
      - date (including the start and end time of the supervision)
      - signatures of the supervisor and staff verifying the document
      - current caseload review (detail of # of ongoing, # of intake for those coordinators who act as both)
      - due dates of activities and upcoming meetings
      - family contacts reviewed
      - Caseload activities summarized (should also include any resources or supports utilized by the coordinator)
      - A proposal for how the supervision will be documented and maintained at the SPOE for review
      - A suggested timeline for implementing the supervision plan and frequency of supervision with staff (must note planned face to face time and any phone time)

**If any of the following change, please submit within 30 days of a change.**

- Memorandum of Agreements (MOAs)**
- By-laws (must include clear policy regarding conflict of interest, conflict resolution, definition of council membership and voting privileges, and loyalty/confidentiality clause)
- LPCC Membership List(s) (include names and affiliation)
- Job Descriptions
- Cluster Contact List