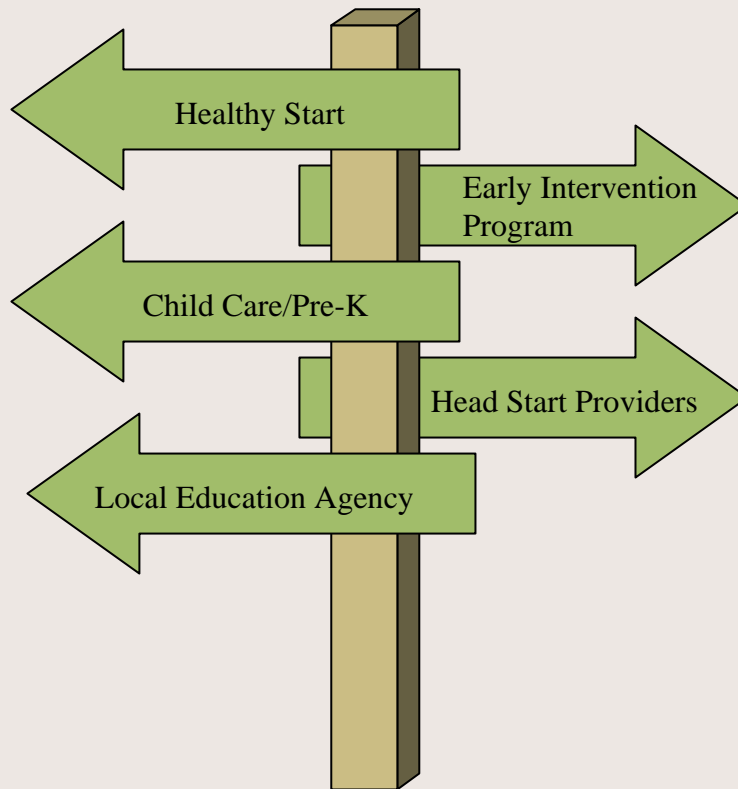


# Developing Interagency Agreements

## The Road Map for Transition



# Interagency Agreements



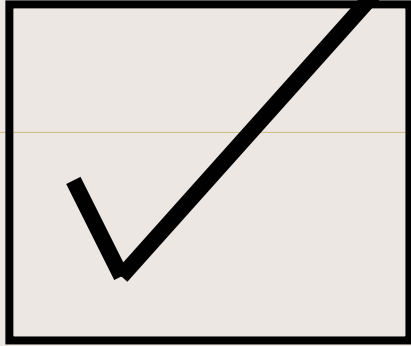
- Provide a clear, easy to follow road map for communities that will facilitate a smooth, comfortable transition for the family and child from one service provider to another.

# Benefits of Agreements

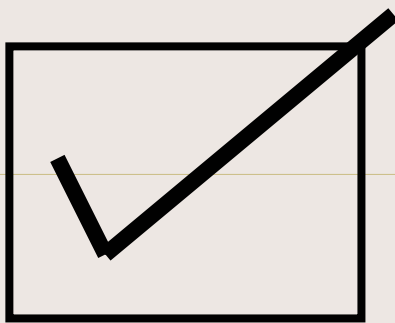
- Establish Guidelines
- Spell Out Procedures
- Clarify Roles and Responsibilities
- Define Specifically How Agencies will Work Together



# Required Interagency Agreements



- Healthy Start and Early Steps
- Healthy Start and the Neonatal Intensive Care Unit (NICU)
- Healthy Start and Department of Children and Families (Substance Exposed Infants)



## Required Interagency Agreements

- Early Steps and Children's Medical Services
- Early Steps and Local Education Agency (LEA)
- Children's Medical Services and Department of Children and Families (Developmental Services)
- Head Start and LEA
- Child Care and LEA- as appropriate

# Components of an Interagency Agreement

- Purpose
- Description of Involved Agencies
- Requirements Impacting the Agreement
- Definition of Terms
- Working Procedures and Timelines
- Implementation of Agreement
- Monitoring and Evaluation of the Agreement
- Interagency Dispute Process
- Duration
- Signatures/Dates



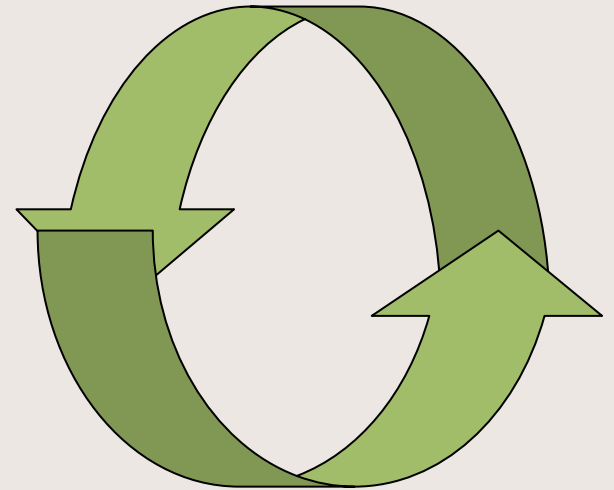
# Purpose

- State the Purpose and Outcomes You Wish to Achieve as a Result of the Agreement
- Define the Population Addressed in the Agreement
- Identify the Agencies Who Can Achieve the Stated Outcomes



# Description of Agencies Involved

- Who are the agencies?
- What services do they provide?
- How do children qualify?
- What geographic region do they cover?



# Requirements Impacting the Agreement

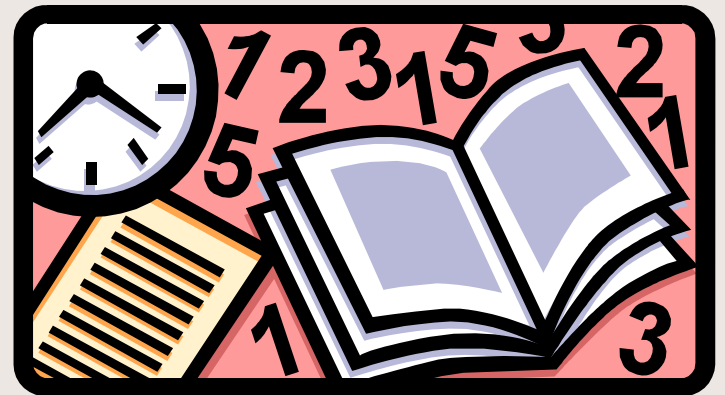
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- Federal/State Legislation
- State Rule
- Program Operations  
Guidelines
- Other Individual Agency  
Requirements



# Definition of Terms

- Sending Agency
- Receiving Agency
- EIP
- IEP
- FDLRS
- Care Coordination
- Service Coordination
- Family Support Plan



# Working Procedures and Timelines

- Referral process to Receiving Agency from Sending Agency
- Transition Planning Meeting
- Child Evaluation
- Preparing Staff, Child & Family
- Transition Follow-Up



# Implementation of Agreement

- How will it be disseminated?
- When will families and agency staff be informed and trained?
- What will make it a valid, functioning part of the transition system?



# Monitoring and Evaluation of the Agreement

- Who monitors to make sure it is working?
- When is it evaluated?
- How can changes be made?



# Interagency Dispute Process

- How will disputes/conflicts be resolved?



# Duration

- What period of time does this agreement cover?

Jan. \_\_\_\_\_ → Dec.



# Authorizing Signatures

- Who has the authority to sign?
- What is the process to obtain signatures?
- How will the agreement be disseminated?

