



Head Start and Local Educational Agency (LEA) Collaboration Grid for Providing Services to Children with Disabilities in Part C (Birth to 3)

The Minnesota Department of Education Early Learning Services welcomes feedback and suggestions to improve this collaboration grid. Please feel free to share your input at mde.ecse@state.mn.us

The following table represents the obligations of and collaboration opportunities for each entity regarding the identification, evaluation, service provision, and transitions for students with disabilities. For obligations in which both entities bear responsibility, please describe how the parties will cooperate to minimize duplication of effort. Additionally, steps and discussion prompts to support best practices for collaboration are embedded.

Note: Part C services are unique in that they seek to support specific priorities identified by the families of infants and toddlers with disabilities. The services are intended to build the capacity of parents to meet the needs of their child. For that reason, specific collaboration between Early Childhood Special Education (ECSE) staff and Head Start for Part C service provision is unlikely to occur unless parents have identified such collaboration as a priority for their child’s Individual Family Service Plan (IFSP) or determined that Head Start is the child’s natural environment.

*Assumes parent has requested Head Start involvement

Head Start Responsibility	Shared Responsibility	LEA Responsibility
<p>In collaboration with each child’s parent and with parental consent, complete or obtain a current developmental screening to identify developmental concerns within 45 calendar days of when the child first attends the program or receives a home visit.</p> <p>If warranted through screening and with parental consent, promptly address any needs identified by making a referral to the LEA.</p> <p>Head Start will educate parents about the referral and identification process.</p>	<p><u>Discussion Prompts:</u> What screening tool(s) will be used? How will screening results be shared with LEA? (Results cannot be sent through Help Me Grow.) Consent only allows information to flow one way. How will each party actively seek consent from parents to communicate with one another?</p> <p>MDE information regarding Early Childhood Screening: https://education.mn.gov/MDE/dse/early/elprog/scr/index.htm</p> <p><u>Commitments:</u></p>	<p>Accept and process referrals from Head Start as part of the comprehensive child find system with the intent of identifying, locating, and evaluating all infants and toddlers with disabilities birth to age three as early as possible.</p> <p>Ensure that the child find system is coordinated with the efforts of the Head Start Act.</p> <p>If, based on the information collected, the LEA determines they will NOT proceed</p>

		<p>with an evaluation, written notice must be provided to the parent with 10 days.</p> <p><i>Suggested quality step: Accept screening results from Head Start partner. By accepting Head Start's screening, the LEA will be afforded more time to complete other required activities within the 45 day timeline.</i></p>
	<p>The LEA is solely responsible for initial evaluation, assessment and initial IFSP meeting within the 45 day timeline.</p>	<p>Conduct evaluations, child and family assessments, and initial IFSP meetings in accordance with all applicable legal regulations to determine eligibility for special education services, child and family strengths and needs, family priorities, and necessary supports. This MAY include screening if no other screening results are available. Evaluation, assessment, and the IFSP meeting must be completed within 45 calendar days of the child's referral to LEA.</p> <p><i>Suggested quality step: Request consent from parents to share information with referral source</i></p>
<p>Participate in the development of the IFSP upon parent request. Participation may include written documentation of ongoing progress and observations.</p> <p>Head Start may wish to educate parents regarding their ability to request Head Start participation in initial and annual IFSP meetings.</p>		<p>Convene IFSP teams, which must include the following members:</p> <ul style="list-style-type: none"> • Parent(s) of the child • IFSP Service Coordinator • As appropriate, person(s) who will be providing early intervention services <p>Invite optional Head Start participants at parent request.</p>

<p>If provided a copy of the IFSP by parent or LEA, retain the IFSP for any child enrolled in Head Start for the time the child is in the program.</p> <p><i>Suggested quality step: Review and provide education for Part C procedural safeguards with parents.</i></p> <p><u>Summary of Your Part C Procedural Safeguards</u></p>		<p><i>Suggested quality step: With parental consent, provide a copy of the IFSP to the Head Start program.</i></p>
<p>Ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families receive all applicable Head Start program services delivered in the least restrictive Head Start environment and that they fully participate in all Head Start program activities.</p> <p>Programs must provide any necessary modifications to the environment, multiple and varied formats for instruction, and individualized accommodations and supports as necessary to support the full participation of children with disabilities.</p> <p>Work closely with the LEA, the family, and other service partners to ensure services for a child with disabilities will be planned and delivered as required by their IFSP, as appropriate, and that children are working toward the outcomes in their IFSP. “As appropriate” means that a parent has requested to have Head Start as part of the service delivery process and as Head Start staff have responsibility related to the IFSP.</p>	<p><u>Discussion Prompts:</u></p> <ul style="list-style-type: none"> *How will the team work together to implement IFSPs? *Who will initiate background checks for LEA staff? *Who will run the background check? <p>(Note that the cost of additional background checks required by Head Start can be paid through special education funds as they are necessary to ensure provision of FAPE.)</p> <p><u>Commitments:</u></p>	<p>Ensure that early intervention services for infants and toddlers with disabilities are provided to the maximum extent appropriate, in natural environments; and in settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when early intervention services cannot be achieved satisfactorily in a natural environment. Natural environments means settings that are natural or typical for a same-aged infant or toddler without a disability, and may include the home or community settings.</p> <p>Provide specific early intervention services, based on peer-reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve IFSP outcomes.</p>
<p>Conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child’s</p>	<p><u>Discussion Prompts:</u></p> <ul style="list-style-type: none"> *How will the team work together to conduct ongoing assessment and share assessment data? Is this reflected in the IFSP? 	<p>Systematically collect data to determine:</p> <ol style="list-style-type: none"> a) The degree to which progress toward achieving the results or

<p>developmental level and progress. Use assessment data, as relevant, to determine a child’s strengths and needs, and inform and adjust strategies to better support individualized learning and improve teaching practices.</p>	<p>*Which tool(s) are being used to conduct ongoing assessment? *How will we establish and maintain ongoing communication with one another?</p> <p><u>Commitments:</u></p>	<p>outcomes identified in the IFSP is being made</p> <p>b) Whether modification or revision of the results, outcomes, or early intervention services identified in the IFSP is necessary</p> <p>Conduct a periodic review of the IFSP for a child and the child’s family every six months, or more frequently if conditions warrant, or if the family requests such a review.</p>
<p>Collaborate with the parents, and the local agency responsible for implementing IDEA, to ensure appropriate steps are undertaken in a timely and appropriate manner to determine the child’s eligibility for services under Part B of IDEA.</p>	<p><u>Discussion Prompts:</u></p> <p>*How will the team work together to transition the child to his/her next program? *What data can help support this transition? *Who should be at the table for the discussion?</p> <p><u>Commitments:</u></p>	<p>Convene IFSP team meetings and develop IFSPs in accordance with federal regulation that includes the steps and services to be taken to support the smooth transition of the child from part C (B-3) to Part B (3-5), to the extent that those services are appropriate, or other appropriate services. These steps should include discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child’s transition, and procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.</p>

