

Overview

The following checklist provides an overview of the elements of the interagency agreement (IA) partners will need to review at least annually.

*Minor changes to correct agency information can be made without signature updates.

*Major changes (procedures/timelines) require full update and may require new signatures by agencies involved.

1. Purpose

Review annually and at three year revision – to ensure partner awareness.

2. Description of Agencies

Ensure the brief statement for each agency is current and includes: focus, ages served, services provided, and eligibility.

3. Requirements Impacting the Agreement

Review for any changes/updated citations for each agency.

4. Activities, Procedures, and Timelines

Review key processes to ensure accuracy and timelines are being met – bold items indicate required:

A. Children Birth to Three

This section focuses on required timelines and activities for children in Early Steps and transitioning to the school district or community.

- a. Public Awareness
- b. Identification
- c. Screening
- d. Assessment and Evaluation
- e. **Notification** (Early Steps and School District activity)
- f. Transition planning, **transition conference** and **transition to community programs**, including Head Start, community childcare or school district at age three.
- g. Special Circumstances
 - a. **Late entry** into Early Steps – determine impact and how it affects the use of codes to explain not meeting timelines.
 - h. **Child Outcomes Measurement** – progress children are making in each area measured

B. Children Three to Kindergarten

This section focuses on activities for children three years to kindergarten.

- a. Public Awareness
- b. Identification
- c. Screening
- d. Assessment and Evaluation
- e. Service provision
- f. Transition into kindergarten: activities to pave a smooth transition from your agency/community agencies.

5. Implementation of the Agreement

- Changes to any section of the procedures to ensure required timelines are met.
- Changes/updates for partners or specific procedures to fulfill needs of a new agency.
- Any updates in specific activities/frequency of meetings, etc.

6. Signatures

- Only gathered at the time of full revision. If adding new partners prior to a full revision, create an additional attachment signature page. Signatures include key partners required signatures, and local signing community partners (some will sign, some won't – their option).

7. Attachments

- Definitions, Agency Referral forms, Joint consent forms, or anything that helps to support the community system.

8. Contact Page

- Update at each meeting for any changes in participants/information and disseminate.

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