

Overview

The following checklist provides an overview of the elements of the interagency agreement (IA) partners need to review at least annually. It can also serve as a guide to expand a stage 1 interagency agreement that includes only Early Steps, FDLRS and the School District, to include other required /key community partners in early intervention.

Annually review information indicated in each section of the IA. 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 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.