

OVERVIEW CHECKLIST FOR MONITORING INTERAGENCY AGREEMENTS

A. Activities/Procedures/Timelines—Children Birth–3	
1. Public Awareness Activities	
What joint planning activities are needed to promote collaborative public awareness for the next year?	Y__ N__
2. Identification, Screening, and Referral Process	
Have the results of screening/evaluations/ assessments on children under 36 months completed by community agencies/programs been forwarded to Early Steps or school district when the child is referred?	Y__ N__
3. Notification Process	
a. Notification from Early Steps to the school district was provided no later than 9 months prior to the child’s third birthday as outlined in the agreement.	Y__ N__ Data:
b. With parent permission, Early Steps provided follow-up notification on children who exit Part C but did not go to the LEA.	Y__ N__ Data:
4. Transition Conference	
a. Early Steps transition conferences were consistently held as early as 9 months but not fewer than 90 days prior to the child’s third birthday (according to data review).	Y__ N__ Data:
b. Transition packets are complete and forwarded from Early Steps to LEA as specified in the agreement?	Y__ N__ Data:
5. Child Evaluation Process	
a. Evaluation/determination of eligibility and IEP written by the child’s third birthday (according to data review from monitoring and verification activities).	Y__ N__ Data:
b. Timelines are met in order to avoid overuse of codes to achieve compliance.	Y__ N__ Data:
6. Referral from Early Steps to the School District	
Referral Packets consistently contain the following information:	Data:
a. Written consent from parents	Y__ N__
b. Copy of IFSP, including Form I	Y__ N__
c. Therapy progress/evaluation reports current within 6 months	Y__ N__
d. Hearing and vision screening	Y__ N__
e. BDI-2 score sheet or protocol	Y__ N__
f. Birth certificate, if available	Y__ N__
7. Special Circumstances	
Procedures for children served in out of home care by the Department of Children and Families/Community Based Care Agency are working effectively.	Y__ N__
8. Measuring Child Outcomes	
a. Early Steps	
Copy of BDI-2 Protocol, Summary Report or Scoring Sheet, as appropriate, shared with LEA during the transition process, and shared with state as required.	Y__ N__
Parent permission for sharing information is on file	

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b. Shared Information – when the same BDI-2 assessment can be used as both the exit from Early Steps and the entry for the school district	
Data shared with partner by agency completing the exit BDI-2, and appropriate agency submits data for required reporting.	Y__ N__
c. School District	
Data submitted to DOE State Office as required for all children who have an IEP for at least 6 months.	Y__ N__
B. Activities/Procedures/Timelines for Children 3–5 Years	
1. Public Awareness Activities	
What joint planning activities are needed to promote collaborative public awareness for the next year?	
2. Identification, Screening, and Referral Process	
Have the results of screening/evaluations/ assessments completed by community agencies/programs been forwarded to the school district when the child is referred?	Y__ N__
3. Child Evaluation Process	
Screening/evaluations/assessments completed by community providers have been forwarded to the school district when the child is referred.	Y__ N__
4. Transition Support and Follow-Up	
Procedures outlined in the agreement to assist children and families in the transition process to kindergarten are consistently followed using the following:	
a. Getting to Know Me	Y__ N__
b. Getting to Know Your New Teacher and School	Y__ N__
c. Teacher to Teacher	Y__ N__
d. Other	Y__ N__
C. Implementation of the Agreement	
a. Were collaborative training events planned and held as outlined in the agreement?	Y__ N__
b. Did Early Steps and the school district meet monthly or as needed to review: <ul style="list-style-type: none"> o Transition timelines (notification, transition conference, coding, IEP, etc.) o Child outcomes – timely sharing of information and data reporting 	
c. Did the community transition committee meet as scheduled?	Y__ N__
D. Monitoring and Evaluation of the Agreement	
What data were used to support the measurement of activities outlined in the overall agreement?	