



CHECKLIST FOR ANNUAL MONITORING AND EVALUATION OF COMPLETED INTERAGENCY AGREEMENTS

The items in this checklist represent components of the interagency agreement that your team should discuss at least annually, at one of the periodic meetings you have scheduled after the implementation of the agreement.

Partners should bring to the meeting the data that is outlined in your interagency agreement, relevant to the Part C to Part B transition for children younger than 3 years of age, and any other information for the agreement in general.

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
------	-------------	---	----------------------	------------

A. Participants to the Agreement				
Since the last review, are there any changes that have occurred in agency programs or services, or additional agencies that should be included in the agreement?	Y__ N__	List additions:		
B. Legislation Impacting the Agreement				
Since the last review, are there any changes, additions, or updates in legislation or state rule that have occurred?	Y__ N__	If yes, list:		
C. Activities/Procedures/Timelines—Children Birth–3				
1. Public Awareness Activities				
a. Through discussion, is it apparent that there have been Public Awareness/Child Find activities from one or more agencies since the last meeting of which other partners are unaware?	Y__ N__			
b. What joint planning activities are needed to promote collaborative public awareness for the next year?				
2. Identification, Screening, and Referral Process				
a. Have the results of screening/evaluations/ assessments				

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
on children under 36 months completed by community agencies/programs been forwarded to Early Steps when the child is referred?	Y__ N__			
b. Have screening/evaluations/ assessments on 3- and 4-year-old children completed by community agencies/programs been forwarded to the school district or community agencies 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. Referral packets are complete and forwarded from Early Steps to LEA as	Y__ N__ Data:			

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
specified in the agreement?				
c. FDLRS—There is appropriate Child Find information from FDLRS if CHRIS Data reports are linked to transition.	Y__ N__			
5. Child Evaluation Process				
a. Screening/evaluations/assessments completed by community providers have been forwarded to the school district when the child is referred. If not, how can this be resolved?	Y__ N__ Data:			
b. 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:			
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__			

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
f. Birth certificate, if available	Y__ N__			
7. Special Circumstances				
a. Procedures for children entering Early Steps late were followed according to the agreement.				
i. 32–34.5 months	Y__ N__			
ii. 34.5 months to 3 years	Y__ N__			
b. Procedures for children with summer birthdays were followed according to the agreement.	Y__ N__			
c. Procedures for children with vision impairment, speech/language only, or who are deaf/hard-of-hearing are working effectively.	Y__ N__			
8. Measuring Child Outcomes				
a. Early Steps				
i. Early Steps Entrance BDI-2 completed as required on all children.	Y__ N__ Data:			
ii. Early Steps Exit BDI-2 completed as required for all children with an IFSP for at least 6 months who are transitioning to Part B.	Y__ N__ Data:			
iii. Exit BDI-2 completed as required for all children served at least 6 months who are transitioning from	Y__ N__ Data:			

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
Part C to the community, excluding the school district.				
b. School District				
i. LEA Entrance BDI-2 completed as required for all children transitioning into Part B.	Y__ N__ Data:			
ii. LEA Exit BDI-2 completed as required on all children served at least 6 months in LEA/Prekindergarten program, as required.	Y__ N__ Data:			
D. Follow-Up to Support Child, Family, and Staff				
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__			
E. Activities/Procedures/Timelines for Children 3–5 Years				
1. Public Awareness Activities				

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
a. Through discussion, is it apparent that there have been Public Awareness/Child Find activities from one or more agencies since the last meeting of which other partners are unaware?	Y__ N__			
b. 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 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__			

Checklist for Annual Monitoring and Evaluation of Completed Interagency Agreements

Item	Status/Data	Action Steps to Resolve This Issue and Update the Interagency Agreement	Timeline to Complete	Evaluation
c. Teacher to Teacher	Y__ N__			
d. Other	Y__ N__			
F. Implementation of the Agreement				
a. Were collaborative training events planned and held as outlined in the agreement?	Y__ N__			
b. Has the transition committee met as scheduled?	Y__ N__			
G. Monitoring and Evaluation of the Agreement				
What data were used to support the measurement of activities outlined in the overall agreement?				
a. CHRIS data reports	Y__ N__			
b. Early Steps reports of notification	Y__ N__			
c. Early Steps reports of transition conference held as required and outlined in the agreement	Y__ N__			
d. LEA reports on IEP in place by child's third birthday	Y__ N__			
e. Parent survey results or other	Y__ N__			
f. Other	Y__ N__	List:		