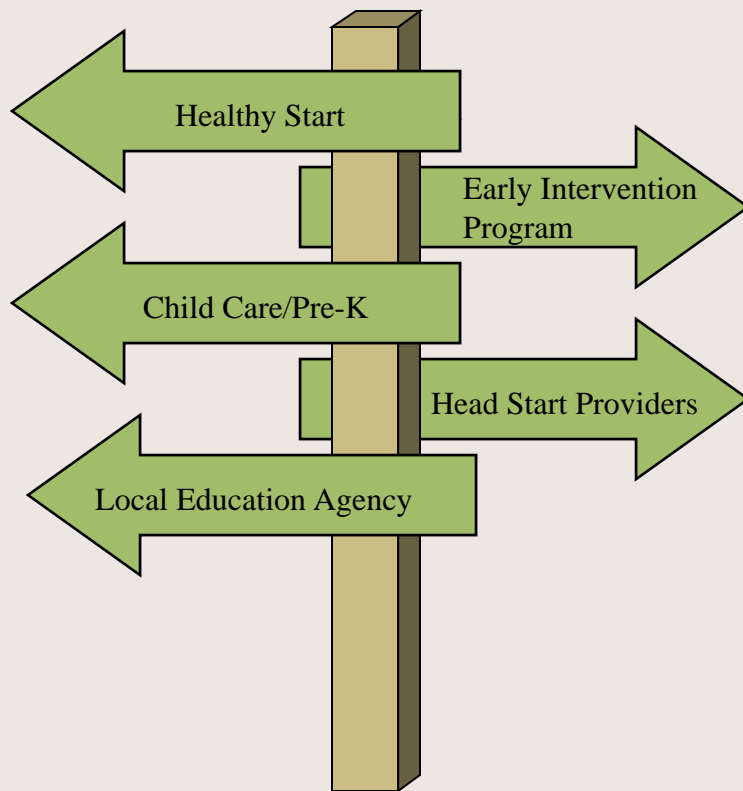


Developing Interagency Agreements

The Road Map for Transition



Interagency Agreements



- Provide a clear, easy to follow road map for communities that will facilitate a smooth, comfortable transition for the family and child from one service provider to another.

Benefits of Agreements

- Establish Guidelines
- Spell Out Procedures
- Clarify Roles and Responsibilities
- Define Specifically How Agencies will Work Together



Components of an Interagency Agreement

- Purpose
- Description of Participating Agencies
- Requirements Impacting the Agreement
- Activities, Procedures and Timelines
- Implementation of the Agreement
- Monitoring and Evaluation of the Agreement
- Interagency Conflict Resolution Process
- Duration of the Agreement
- Signatures/Dates
- Appendix
 - Definition of Terms
 - List of Contacts from Participating Agencies



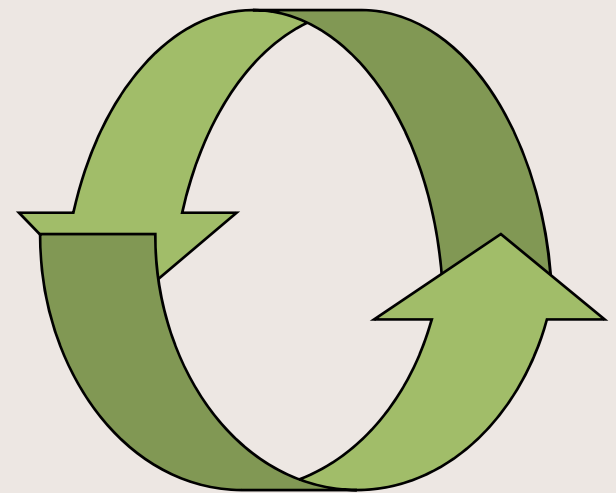
Purpose

- State the Purpose and Outcomes You Wish to Achieve as a Result of the Agreement
- Define the Population Addressed in the Agreement
- Identify the Agencies Who Can Achieve the Stated Outcomes



Description of Agencies Involved

- Who are the agencies?
- What services do they provide?
- How do children qualify?
- What geographic region do they cover?
- How are children eligible?



Requirements Impacting the Agreement

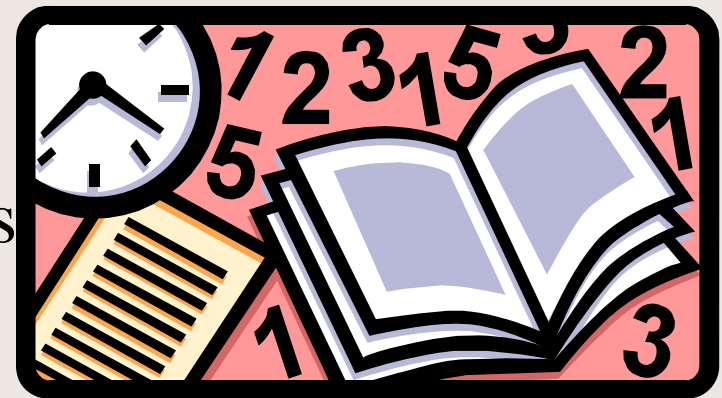
- Federal/State Legislation
- State Rule
- Program Operations Guidelines
- Other Individual Agency Requirements

These are a guide...participants must be aware of how their own and others' requirements can mesh.



Definition of Terms

- Sending Agency
- Receiving Agency
- EIP
- IEP
- FDLRS
- Care Coordination
- Service Coordination
- Family Support Plan
- Others that define your system



Working Procedures and Timelines

- Public Awareness
- Identification and Screening
- Referral process to Receiving Agency from Sending Agency
- Transition Planning
- Transition Conference
- Child Evaluation
- Preparing Staff, Child & Family
- Transition Follow-Up

Spell out the procedures in a sequential narrative to promote understanding.



Implementation of Agreement

- How will it be disseminated?
- When will families and agency staff be informed and trained?
- What will make it a valid, functioning part of the transition system?
- How often will the partners meet to discuss processes and measure success



Monitoring and Evaluation of the Agreement

- How often do the partners meet to ensure the system works?
- How/when can changes be made?
- Who is responsible for calling the meetings and sending out reminders?



Interagency Dispute Process

- How will conflicts that may arise be resolved ?
- What informal process is in place?
- What formal process can be accessed as needed?



Duration

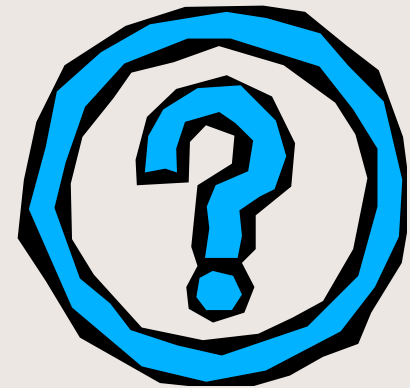
- What period of time does this agreement cover?

January \longrightarrow December



Authorizing Signatures

- Who has the authority to sign?
- What is the process to obtain signatures?
- How will the agreement be disseminated after signatures are obtained?



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