Developing Interagency Agreements

The Road Map for Transition

Florida’s Transition Project
for Infants, Young Children and their Families
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 _____________________ → 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?
Contact Information

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