

OPERATING PROCEDURES
Region 7E Help Me Grow Interagency Early Intervention Committee (IEIC)
Adopted September 19, 2011

Glossary of terms:

ICC- Governor's Interagency Coordinating Council

IEIC- Interagency Early Intervention Committee

Regional IEIC- Region 7E Help Me Grow IEIC

Purpose of the Committee

The purpose of Region 7E Help Me Grow Interagency Early Intervention Committee (IEIC) is to ensure that there are processes in place for child find, public awareness and community outreach, which enable us to identify children ages birth to five and their families in need of supportive services. The policies and procedures developed will be consistent with other regions throughout the state.

Requirements of the Committee

Statutory Requirements:

Purpose of Interagency Early Intervention Committee: M.S. 125A.30

(a) A school district, group of districts, or special education cooperative, in cooperation with the health and human service agencies located in the county or counties in which the district or cooperative is located, must establish an Interagency Early Intervention Committee for children with disabilities under age five and their families under this section, and for children with disabilities ages three to 22 consistent with the requirements under sections 125A.023 and 125A.027. Committees must include representatives of local health, education, and county human service agencies, county boards, school boards, early childhood family education programs, Head Start, parents of young children with disabilities under age 12, child care resource and referral agencies, school readiness programs, current service providers, and may also include representatives from other private or public agencies and school nurses. The Committee must elect a chair from among its members and must meet at least quarterly.

(b) The Committee must develop and implement interagency policies and procedures concerning the following ongoing duties:

(1) Develop public awareness systems designed to inform potential recipient families, especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, of available programs and services;

(2) to reduce families' need for future services, and especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, implement interagency child find systems designed to actively seek out, identify, and refer infants and young children with, or at risk of, disabilities, including a child under the age of three who: (i) is involved in a substantiated case of abuse or neglect or (ii) is identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

(3) establish and evaluate the identification, referral, child and family assessment systems, procedural safeguard process, and community learning systems to recommend, where necessary, alterations and improvements;

(4) assure the development of individualized family service plans for all eligible infants and toddlers with disabilities from birth through age two, and their families, and individual education plans and individual service plans when necessary to appropriately serve children with disabilities, age three and older, and their families and recommend assignment of financial responsibilities to the appropriate agencies;

(5) implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs;

(6) facilitate the development of a transitional plan if a service provider is not recommended to continue to provide services;

(7) identify the current services and funding being provided within the community for children with disabilities under age five and their families;

(8) develop a plan for the allocation and expenditure of additional state and federal early intervention funds under United States Code, title 20, section 1471 et seq. (Part C, Public Law 108-446) and United States Code, title 20, section 631, et seq. (Chapter 1, Public Law 89-313); and

(9) develop a policy that is consistent with section 13.05, subdivision 9, and federal law to enable a member of an interagency early intervention committee to allow another member access to data classified as not public.

(c) The local Committee shall also:

(1) Participate in needs assessments and program planning activities conducted by local social service, health and education agencies for young children with disabilities and their families; and

(2) review and comment on the early intervention section of the total special education system (TSES) for the district, the county social service plan, the section or sections of the community health services plan that address needs of and service activities targeted to children with special health care needs, the section on children with special needs in the county child care fund plan, sections in Head Start plans on coordinated planning and services for children with special needs, and relevant portions of early childhood education plans, such as early childhood family education or school readiness, or other applicable coordinated school and community plans for early childhood programs and services, and the section of the maternal and child health special project grants that address needs of and service activities targeted to children with chronic illness and disabilities.

Relationships/ Alignment/ Priorities

This section serves to clarify the required roles of the state, regional and local entities within the statewide early intervention system. Roles and responsibilities have either changed from how things have been done in the past or they have been clarified to comply with state statute. Clarifying the roles will help to ensure that communication occurs within and between the three entities.

- **Lead Agency and State Partners:** Minnesota Department of Education is the lead agency for Part C Early Intervention services, with Minnesota Department of Health and Department of Human Services participating as state partners, in delivering a comprehensive and coordinated interagency system. State agency staff may attend and participate in the Region 7E HELP ME GROW IEIC as ex officio members. Minnesota Department of Education will determine a way to establish this across the state (i.e., state staff could be a liaison with each region for attendance at meetings, etc.).
- **Governor’s Interagency Coordinating Council (ICC):** The Region 7E Help Me Grow designee will attend the ICC meetings and report the business of the Regional IEIC to the ICC in the role of a guest.
- **Special Education Administrative Units (SEAU):** The Region 7E Help Me Grow IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU.
- **Other local agencies:** Linkages to local entities (community-based service providers) should be maintained. SEAUs and local agencies will collaborate to maintain established relationships.
- **Centers of Excellence for Young Children with Disabilities Project (COE):** The Region 7E Help Me Grow IEIC will collaborate with the COE to ensure that ongoing training needs are met. The COE will participate in accessing district/local agency needs for training. Districts are strongly encouraged to align training with the COE to avoid duplication of training efforts.

Operational Considerations

Fiscal Host: the fiscal host for the Region 7E Help Me Grow IEIC is: St Croix River Education District (SCRED)

1. A fiscal host has been designated by IEIC.
2. The agency designated as the fiscal host must be an eligible recipient of federal special education and agrees to expend these federal funds consistent with the approved budget and in accordance with the “Statement of Assurances” as signed by the district special education director and superintendent.

Local Primary Agency (LPA): The local primary agency for the region 7E Help Me Grow IEIC is: St Croix River Education District (SCRED)

1. An LPA has been determined by the IEIC.
2. The LPA will perform duties consistent with Minnesota Statutes, section 125A.31 including: providing oversight of funds received through the annual fund request and providing oversight for data collection efforts.

Maintain documents: Local Primary Agency will maintain IEIC documents. Examples of documents include Operating Procedures, Work Plan, meeting minutes, fiscal host, membership rosters, meeting sign-in sheets, and other documents as identified.

Website posting: Minutes, agendas, etc., need to be on a website. The Centers of Excellence for Young Children with Disabilities Project website is currently being created (Phase 1 will not be available until October 2011) and has the capacity to include information for each Regional IEIC, which would ensure consistency. Meeting minutes, decisions and regional Committee work could be placed on the website to make information available to other stakeholders and interested parties. It can be linked to HELP ME GROW. There could be an interactive map and a link from HELP ME GROW to the Regional IEICs. MN

Parents Know website needs to be made more “user friendly” for use with HELP ME GROW. The website should also include a map describing the county membership within each regional group.

Decision-making process/voting: In order to change operating procedures, the item for discussion must be added to a meeting agenda and information related to the item must be made available for review in writing at least two weeks prior to the meeting at which it will be discussed. The notice will also include when a vote on the change will occur. The item will be discussed at the pre-determined IEIC meeting. The voting members have the discretion to delay a vote if more information is needed. At least ten voting members must be present for a quorum and at least 80% of those present must vote in favor of amending the proposed procedure. If a quorum is not established, a vote will be delayed until the next meeting.

Demographics

Geographic area served:

School Districts: East Central, Hinckley/Finlayson, Pine City, Rush City, North Branch, Chisago Lakes, Mora, Ogilvie, Braham, Isle, Milaca, Princeton, Cambridge/Isanti.

Counties: Kanabec, Chisago, Pine, Isanti, Mille Lacs

Head Start: Lakes & Pines

Tribal Governments: Mille Lacs Band of Ojibwe

Membership

Mandated Sector Membership requirement: *(according to statute)*

Representation:

- Health- one from each of the five counties
- Education- one from SEAU
- County Human Services- One from each of the five counties
- County Board- One
- School Board- One
- Early Childhood Family Education Programs- One to Five
- Head Start- One
- Parents of Young Children with Disabilities under age 12- One
- Child Care Resource and Referral- One
- School Readiness Programs- One
- Current Service Providers- Two

Assurance of area representation: There is representation from each geographic area (urban, suburban, and rural) and the representative will bring information to those constituents. Voting members shall seek opinions/input, when appropriate, from respective agency colleagues in order to gather information unique to each organization or agency.

Additional Members/Participants: IEIC meetings are open meetings. Additional attendees are welcome to participate in any discussion, but will not have voting rights.

Recruitment/ selection of members: The original voting members were established as part of the organizational meetings. Voting members were chosen to represent each county within Region 7E.

Chair and co-chair: The chair/co-chair-elect will be responsible to facilitate the Region 7E Help Me Grow IEIC meetings. Chair and Co-Chair will be voted on annually at the last meeting in Spring. The Chair shall determine the note taker for each meeting.

Terms/Removal/Replacement: Term will continue until the member is no longer able or willing to continue. Replacement shall be determined by the voting membership in a fair and geographically balanced representation from each county and maintain representation from statutorily mandated membership requirement.

In the event a Regional IEIC committee member shall miss two of the scheduled committee meetings in a twelve-month period without notifying the IEIC Chair(s), the Chair(s) of the Regional IEIC Committee shall have the right to remove the absent member and the voting members shall fill the vacancy thereby created.

Conflict of interest: Any individual working for an agency that may benefit from a decision that is made would need to disclose that potential conflict of interest. No member of the Committee may cast a vote on any matter that would provide direct financial or other perceived benefit to that member or otherwise give the appearance of a conflict of interest.

Meetings

Meeting of members:

Meeting cycle: Quarterly meetings, (minimum frequency)

1st Q: Summer

2nd Q: Fall

3rd Q: Winter

4th Q: Spring

Meeting notification: Notices, agendas, and supporting documents will be sent out electronically (unless requested otherwise) 2 weeks prior to meetings.

Ground rules: Robert's Rules of Order

Attendance: Two consecutive absences without notifying the chair/support staff could result in dismissal from the Committee. Designees may be assigned as follows:

When members are unable to attend scheduled Region 7E Help Me Grow IEIC meetings, they may assign a designee, in writing, to the Chair. The designee shall have the authority to exercise the full privileges of the absent member.

Distribution of meeting minutes to other stakeholders, interested parties: There will be communication mechanisms (e.g., website postings) in place to ensure that decisions and regional committee work are available to all interested parties.

Electronic participation: It may be acceptable to vote on some items electronically as a Regional IEIC. Consider electronic voting as a group at meetings (such as a phone conference or skype).

Absentee Voting: A member who is unable to attend a meeting may vote on any noticed action item by submitting his or her vote in writing to the Chair(s) in advance of the meeting in which the action will be taken. Such vote may be sent by mail, email or facsimile transmission.

Standing agenda format: The new region 7E Help Me grow IEIC will use a standing agenda format comprised of : TBD

Voting: Decisions by the Region 7E Help Me grow IEIC shall, to the extent possible, be made by consensus, decisions shall be made by a majority vote (51% or more) of the members (and designees).

Conflict: When a decision cannot be reached, an outside facilitator could be brought in to assist, if needed.

Reimbursement policies: The new Region 7E Help Me Grow IEIC will determine if any members or positions shall receive reimbursement for participation and duties on the IEIC. If a Regional IEIC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Regional IEIC committee.

Standing Sub-Committees:

The committee structure shall be determined by the Regional IEIC. The Regional IEIC Chair(s) shall appoint IEIC members, community representatives, agency liaisons to each committee, considering individual interests and expertise. Other workgroups and task forces shall be designated in order to conduct the business of Regional IEIC.

Chair of Sub COmmittee: The Chair(s) of the Sub Committees will be appointed by the Regional IEIC Chair(s).

Membership- Determine terms of membership

Year IEIC established: 2011
Approval Signatures (Initial Chair):
Changes to operating procedures:
Changes to operating procedures:
Changes to operating procedures: