VISION: The Transition Coalition will provide smooth, effective and timely transitions that support children and families through community and family partnerships and ensure continuity of services to facilitate and help children achieve their potential.

The Transition Coalition adheres to the following values:

- We value the development of advocacy skills in parents.
- We value parental involvement before, during, and after transition.
- We believe that the needs of the child and family are primary.
- We value the cultural diversity of all children and families.
- We believe that parents should be provided the opportunity to make informed choices.
- We believe that all children should be educated in the least restrictive environment as appropriate.
TEAM MEMBERS
CONTACT INFORMATION

Life Quest Early Intervention
1302 A. East 32"d Street
Silver City, NM 88061
(575) 388-3681 X13
Contact Person: Joseph Jensen
josephjensen@lifeguestnm.org

Head Start
Help-NM, Inc.
1252 Baker Road
Las Cruces, NM 88005
(575) 523-2411 X6004
Contact Person: Lisa Sepulveda, Disability & Mental Health Services
lsepulveda@helpnm.com

New Mexico School for the Deaf
Parent Infant Child Program
619 Lenox Avenue
Las Cruces, NM 88005
(505) 231-0754
Contact Person: Mary Lambourne
mary.lambourne@nmsd.k12.nm.us

Lordsburg Municipal Schools
P. O. Box 430
Lordsburg, NM 88045
(575) 654-6104
Contact Person: Randall Piper
rpiiper@lmsed.org

WNMU - La Familia
P.O. Box 680
Silver City, NM 88062
(575) 313-7987
Contact Person: Yvonne Ortega
yvonnc.ortega@wnmu.edu

New Mexico School for the Blind
& Visually Impaired
801 Stephen Moody Street SE
Albuquerque, NM 87123
(575) 491-0373
Contact Person: Rita Zamarron
ritazamarron@nmsbvi.k12.nm.us
PURPOSE: The purpose of this agreement is to establish specific, collaborative procedures and timelines that will assist the Transition Coalition in realizing their vision.

All Members of the Transition Coalition agree to:

I. Meet annually to review and revise (as necessary) this agreement.
2. Notify all members of professional development opportunities that impact young children.
3. Plan and conduct collaborative Child Find/screening activities for the identification of children who may qualify for services.
4. Inform families about available service options and provide referrals to appropriate community agencies.
5. Inform service providers within each agency about this Memorandum of Understanding.
6. Recognize that the determination of eligibility is a decision to be made according to the criteria of each agency.
7. Accept responsibility for informing MOU participants of their eligibility criteria and services.

II. DESCRIPTION OF THE INVOLVED AGENCIES

Primary Partners:

Lordsburg Municipal Schools (LMS): Is the Local Education Agencies (LEA) that serves children who are determined eligible for services under IDEA Part B within Lordsburg Municipal School District.

Life Quest (LQEIS): Is a Family Infant Toddler (FIT) Early Intervention Service Provider that serves children birth through three and their families who are determined eligible for services under IDEA Part C within Hidalgo County.

HELP- NM Inc.: Is a Head Start Provider that serves children birth through five and their families who are determined eligible under Head Start criteria. It is mandated that Head Start make 10% of enrollment opportunities available to children with disabilities and actively recruit children with disabilities. Income eligibility is based on the Federal Poverty Guidelines.
New Mexico School for the Blind and Visually Impaired: Is a state supported school that serves children birth through three who are determined eligible for services under IDEA Part C and/or B.

New Mexico School for the Deaf: Is a state supported school that serves children birth through five who are determined eligible for services under IDEA Part C and/or B.

SWREC 10: Is the Regional Education Center to which Lordsburg Schools are members and receive technical assistance from in the area of special education.

Parents Reaching Out (PRO): enhances positive outcomes for families and children in New Mexico through informed decision making, advocacy, education and resources. PRO provides the networking opportunities for families to connect with and support each other.

Children’s Medical Services (CMS): is a state agency within the Department of Health that provides services for the prevention, diagnosis, and treatment of disabling conditions in children all over New Mexico. Services are provided to children through age 21 with chronic medical conditions that require medical treatment. CMS social workers coordinate health, medical and other community resources in order to develop and meet child and family needs.

WNMU-La Familia: Is a Training and Technical Assistance Program (TTAP): is a state - contracted agency under CYFD that provides training and technical assistance to parents and providers of children with special needs.

DEFINITIONS-

Eligible- children who have an established condition or who demonstrate a developmental delay greater than 30 percent as determined by OR LMS evaluations in accordance with NMAC (NMT EAM), a multidisciplinary team, and IDEA.

FAPE- Free and Appropriate Public Education

IDEA- Individuals with Disabilities Act
Procedural Safeguards- The procedural safeguards required by the Individuals with disabilities Act (IDEA) are intended to protect the interests of families and children with special needs, as well as the special education and the early intervention systems. Procedural safeguards are the checks and balances of the system, not a piece separate from the system.

Part C- The part of the IDEA which provides services to eligible children birth to 3 years of age and their families.

Part B- The part of the IDEA which provides services to children with disabilities ages 3 to 21 years of age. (In NM this may include 2 year olds)

Child Find- requires a state to have policies and procedures to ensure that all children with disabilities including children who are homeless or are wards of the state and children with disabilities attending private schools, regardless of the severity of their disability, are age birth to 21 and are in need of special education and related services including children attending private schools and migrant or homeless children, are "identified, located and evaluated. Children who are suspected of being a child with a disability under SEC.300.8 and in need of special education, even though they are advancing from grade to grade and highly mobile children, including migrant children.

DOH- Department of Health
   - FIT- Family-Infant Toddler program (Part C programs)
   - EI- Early Intervention program
   - IFSP- Individualized Family Service Plan

NMPED or PED- New Mexico Public Education Department

IEP- Individualized Education Plan

LEA- Local Education Agency (School District) (Part B programs)

Late Referral – LMS and FIT is defined as any child who comes to a FIT provider less than 3 months prior to their 3rd birthday.

MDT- Multidisciplinary Team

NM TEAM Manual- NM's guidance for eligibility determination under the IDEA
Notification- FIT providers provide a quarterly list of children who may be potentially eligible for early intervention services under the categories of Developmental Delay or Established Condition who reside in the LMS District to include: the child’s first name, last name and middle initial; the date of birth; and contact information for parents.

Parent Consent- For purposes of LMS is consent for evaluation only. For purposes of FIT providers is consent for release of records to Part B. Parent Consent for Head Start will be initiated during the application process for Head Start services.

Potentially Eligible for Part B - Are children eligible under the Part C’s established condition or developmental delay category and who will turn three within the next 12 months.

Release of Records- as noted on the Transition Referral Form is parent consent for exchange of information between FIT agencies and LMS to include Transition Assessment Summary Form, evaluations, IFSPs, and all other documentation needed to facilitate smooth and effective transition in accordance with FERPA and HIPAA guidelines.

STA RS- Student Teacher Accountability Reporting System is the New Mexico Education Public Department’s Accountability Data System. Each local education agency is responsible for reporting referrals and transition meeting dates from Part C to B in this system.

Privacy Acts:

- HIPPA- Health Information Patient Privacy Act
- FERPA- Family Educational Rights Privacy Act

The following will be addressed within the tables provided under X. Responsibilities in Transition Process:

VII. MONITORING AND EVALUATION OF THE AGREEMENT
VIII. INTERAGENCY DISPUTE PROCESS
IX. DURATION
**NOTIFICATION**

**NOTIFICATION:** FIT providers must notify the LEA of children who reside in the LEA's educational jurisdiction and who are potentially eligible for Part B services. For this purpose, potentially eligible is considered those children eligible under the Part C's -established condition or -developmental delay category. The list should include children who will turn three within the next 12 months.

NMAC 7.30.8.13 TRANSITION (B) In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

NMAC 6.31.2.11 (A) (4) (a) Each LEA shall survey Part C programs within its educational jurisdiction in its child find efforts to identify children who will be eligible to enter the LEA’s Part B preschool program in future years.

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<td>Life Quest</td>
<td>LMS will: acknowledge receipt of quarterly list by methods as agreed upon individually with LQEIS, by return email from LEA.</td>
<td>• HELP will: participate in and LMS Child Find activities, which includes providing notifications by 1/15, 4/15, 8/15, and 10/15 to or LMS using agreed upon methods with parent permission for children not enrolled in Part B or Part C. Disability coordinator will be responsible for notification.</td>
<td>Other agencies will refer children potentially eligible of having delays to the appropriate Part C or Part B agency for eligibility determination. WNMU Child Care Inclusion Specialist (CCIS) will:</td>
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<td>• Provide appropriate information as per state guidance and in alignment with</td>
<td>• Attend agency functions hosted by the schools, FIT programs and/or Head Start, when invited and available, to meet families in transition and provide information about services provided.</td>
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<td>parent permission and available, to meet families</td>
<td>• Encourage directors and teachers to express to parents their interest in collaborating with other agencies to support all services.</td>
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<td>for children not in transition and provide</td>
<td>• Collaborate with area agencies regarding inclusions services.</td>
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<td>enrolled in Part B or Part C.</td>
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<td>• Provide appropriate information as per state guidance and in alignment with</td>
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This Notification will include children who are potentially eligible for preschool special education services under the Individuals with Disabilities Education Act (IDEA) Part B. Potentially eligible children are those children who are eligible under the developmental delay or established condition categories. This Notification will occur quarterly by Jan 15th, Apr 15th, August 15th, and Oct 15th (January-December report). This information will be sent to LMS by hard copy to the Special Education Office, Accountability Data Clerk or Administrative Secretary, with a follow up phone call. (P.O. Box 430, Lordsburg, NM 88045 phone: 575-542-9361). If there are no children potentially eligible for the quarterly report, an email must be sent stating such to: rpipcr@lmsed.org

This Information will occur quarterly by Jan 15th, Apr 15th, August 15th, and Oct 15th (January-December report). This information will be sent to LMS by hard copy to the Special Education Office, Accountability Data Clerk or Administrative Secretary, with a follow up phone call. (P.O. Box 430, Lordsburg, NM 88045 phone: 575-542-9361). If there are no children potentially eligible for the quarterly report, an email must be sent stating such to: rpipcr@lmsed.org
The Notification List will be compiled by the Life Quest Service Coordinator or designee quarterly. The Notification will list all eligible children who will be turning three years old in the following twelve month period. The Notification will be provided not fewer than 90 days before the third birthday of each child who is potentially eligible for IDEA Part B. The Notification will be hard copy and, when available, an electronic disk will be provided. The Notification List will be hand delivered to LEA's with a cover letter. The Notification List and cover letter will be delivered by the Life Quest Service Coordinator or designee. The Notification List will be ongoing and contain the following information:

1. Child’s full name
2. Child’s Date of Birth
3. Parent or guardian full name
4. Current contact information of the parent(s) or guardian

Life Quest will also maintain in the child’s file a record that there has been a disclosure to the appropriate district. Families will be fully informed of their options.

When Life Quest Early Intervention Services receives a late referral (a late referral is considered to be any child turning three in the months March through August which would not allow for optimal notification to LMS):

1. Life Quest will notify LMS under separate letter as soon as the family has signed all HIPPA & FERPA requirements.
transitions required by the Life Quest Early Intervention Services.

2. The child’s information will be added to the next Notification List noting “in process” if eligibility determination is not complete.

**TRANSITION PLANNING**

TRANSITION PLANNING: By 24 months of age but at least 6 months prior to the beginning of the school year in which the child turns three, the service coordinator meets with the family to identify and document the specific steps and actions that will support the child and family through the transition process. These individualized steps and actions are documented on the transition plan and are included in the IFSP.

NMAC 7.30.8.13

A. Transition planning shall begin early enough to allow the parents to exercise all their rights under state and federal statutes and regulations. Transition planning must be undertaken for each child and family at least 6 months before the child is eligible to transition from early intervention services. Transition planning shall be a process involving meeting(s) and progressive steps toward the smooth and effective transitioning of each child and family.

B. In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

C. Steps/actions shall be identified and included in the IFSP that support the child and family and ensure a smooth and effective transition with involvement of the parents, such steps/actions shall include, at a minimum:

1. Discussions with the parents regarding future program/service options to include preschool special education services and other community services that may be available and appropriate; representatives from these programs and services shall be included in these discussions to ensure an informed decision;

2. Preparing the child and family for the changes and adjustments to a new setting;

3. With parental consent and in accordance with regulation, the transmission of information, including evaluation and assessment information and copies of IFSPs to ensure continuity of services.

4. Assisting parents/families to develop the skills and acquire the information needed for continued advocacy of their child’s needs.
By 24 months of age, but at least 6 months prior to the beginning of the school year in which the child turns three:

Family service coordinator will notify family of parent choice options upon enrollment into the EI program, and again in 6 months prior to the child’s Transition Conference. Family will be informed that they must attend the Transition Conference if found to be potentially eligible for Part B services. The family will be fully informed of the array of service and program options available under Part B, including home HELP programs, schools or community-based settings. The Extended Part C Option is no longer in place; therefore will not be given as an option to families.

Children turning 3 after July 1, 2015, will transition at the time of their third birthday. Transition date shall occur by the first school day after the child turns 3.

If the child’s third birthday falls within the summer months, transition activities need to occur early enough to allow sufficient time for all activities to take place so that the LEA is prepared to provide Part B needed special education and related services. The transition team participants will consider meeting earlier to meet all timelines. Transition activities include referral to the LEA, (60 days prior to conference) coordinating the conference, sending written invitations and the Transition summary form to the LEA (30 days prior to the Transition Conference) the Transition Conference (at least 90

LMS will: coordinate with Head Start and/or HELP to facilitate visits by families to classrooms and/or learning about services provided by LMS.

HELP will: coordinate with Life Quest, and/or LMS to facilitate visits by families to classrooms and/or learning about services provided by LMS.

HELP will: coordinate joint training and/or presentations for staff and parents on identified transition needs if appropriate.

WNMU- La Familia will:

CCIS will encourage families to include the director and/or teacher in the transition process so that all agencies involved are working together to support the child, their family and each agency's requirements.

Private daycare providers will coordinate with HELP and/or LMS to facilitate visits by families to classrooms and/or learning about services provided by LMS.

WNMU - La Familia CCIS will: with parental consent make referrals to appropriate agencies.

PROVIDE INFORMATION TO PARENTS/GUARDIANS OF CHILDREN WHO ARE ELIGIBLE TO TRANSITION REGARDING OPTIONS FOR SERVICES.

NMSBYI will:

- Participate in EI team meetings
- Provide information to service coordinator to complete the vision portion of the transition summary
- Participate in transition meetings and help the team and family consider placement options and adaptations that may be needed.
- Support each family's effort to have current ophthalmologic report prior to
days prior to the child’s third birthday, but not more than 9 months prior) and the Initial Evaluation for Part B (within 60 days of parental consent and prior to the child’s third birthday).

The Family Service Coordinator will consider the parent(s) needs for child care in the transition planning process.

When children enter the Early Intervention program after the 90 day timeline, parents will be fully informed of their options:

1. Transition to Part B if child is eligible
2. Inform/referral of Part B Child Find process

FIT provider will contact LMS Special Education Department Accountability Clerk or Administrative Secretary about a child entering late with high priority. An attempt to schedule a Transition meeting within 10 working days will be made.

Completion of activities relating to the planning of a child's transition will be documented on the Transition Plan page of the child's IFSP.

- Prepare a Transition Functional Vision evaluation that provides current assessment information and recommendations.

Complete the form:
Considerations for a student who is Blind or Visually Impaired (from IDEA-2004) for consideration of Braille.

NMSD will:
- Participate in EI Team meetings
- Provide a comprehensive overview of the transition process and provide information on services to families.
- Participate in transition planning meetings and help the team and family consider placement options and adaptations that may be needed.

PRO will:
- Be available as requested to provide support and information to families about the transition process.
- Develop a family support plan in collaboration with the local Early Intervention Program.
• Offer opportunities to connect with other families to share transition experiences.
• Conduct training to help parents take an active role in the transition process.
• Help families understand differences between IDEA part B and C.
• Collaborate with PTI and answer IEP questions.
• Provide individual support, information and training as needed/requested.

REFERRAL TO LEA

REFERRAL TO LEA: The Transition Referral Form should be sent at least 60 days prior to the Transition Conference, and if possible at least six months prior to the child’s third birthday. To support the use of Part C information in determining Part B eligibility, the FIT Transition Assessment Summary Form will be completed and sent to the LEA at least 30 days prior to the Transition Conference.

NMAC 7.30.8.13 TRANSITION (B) In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.
NMAC 6.31.2.11 (A) (4) (a) Each LEA shall survey Part C programs within its educational jurisdiction in its child find efforts to identify children who will be eligible to enter the LEA’s Part B preschool program in future years.

FIT PROVIDER | LEA | HEAD START | OTHER
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With parent consent, the Family Service | LMS will: accept the | For children dually enrolled in | WNMU - La Familia will: with

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Coordinator or agency designee will utilize a Transition Referral Form in requesting the presence of all involved parties at least 60 days prior to the Transition Conference and if possible, 6 months prior to the child’s third birthday. This notice will be provided to the LEA, Special Education Office.

If a child is referred to FIT fewer than 45 days prior to the child’s third birthday, an evaluation by FIT will not be conducted.

The Family Service Coordinator can inform the parents of options for preschool and assist them with applying for these options.

If the child is referred to FIT between 45 and 90 days prior to the child’s third birthday, and is determined eligible, a referral must be sent to the LEA with parent permission as soon as possible. These children would not be included in the APR indicators C8c.

FIT Transition Referral Form, confirm receipt, and enter the date of the written referral into the STARS data system.

HELP and Life Quest, HELP will assist with the referral as requested by Life Quest service coordinators.

The HELP Disability Coordinator will refer children to LMS or Life Quest, who show a need for further evaluation. With parent consent, developmental screening, hearing and vision results will be sent with the referral.

Lordsburg Head Start Staff will conduct a BRIEF when requested by.

LEA staff is required to document the date of a late referral in the STARS database and the corresponding noncompliance reason code.

NMSBYI will coordinate transition information/efforts with other service providers and attend the IEP meeting with parent permission.

NMSD will coordinate with EI Team to make referrals to appropriate agencies.

PLANNING FOR TRANSITION CONFERENCE
TRANSITION PLANNING: At least 30 days prior to Transition Conference, Service Coordinator will coordinate a date with parents, FIT, LEA, and community partners. A written invitation to the Transition Conference will be sent to the LEA and all parties. The FIT Transition Assessment Summary Form will be completed and sent to the LEA. The LEA will review materials they receive and determine who will attend the conference.

NMAC 7.30.8.13
A. Transition planning shall begin early enough to allow the parents to exercise all their rights under state and federal statutes and regulations. Transition planning must be undertaken for each child and family at least 6 months before the child is eligible to transition from early intervention services. Transition planning shall be a process involving meeting(s) and progressive steps toward the smooth and effective transitioning of each child and family.

B. In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

C. Steps/actions shall be identified and included in the IFSP that support the child and family and ensure a smooth and effective transition. With involvement of the parents, such steps/actions shall include, at a minimum:
   1. Discussions with the parents regarding future program/service options to include preschool special education service and other community services that may be available and appropriate; representatives from these programs and services shall be included in these discussions to ensure an informed decision;
   2. Preparing the child and family for the changes and adjustments to a new setting;
   3. With parental consent and in accordance with regulation, the transmission of information, including evaluation and assessment information and copies of IFSP to ensure continuity of services.
   4. Assisting parents/families to develop the skills and acquire the information needed for continued advocacy of their child’s needs.

FIT PROVIDER
If the child is potentially eligible for Part B preschool services, with parent consent, the Family Service Coordinator will coordinate the completion and submission of the Transition Assessment Summary Form to LMS at least 30 days prior to the Transition Conference.

The Family Service Coordinator or designee will be responsible for insuring all documentation including the Assessment Summary Form, ECO, current vision and hearing screenings, if available, and parent consents are completed and hand delivered mailed to Part B Child Find Office (Special Education Office at

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<td>LMS will: accept the FIT Transition Summary Form and confirm receipt.</td>
<td>HELP will: coordinate joint training and/or presentations for staff and parents on identified transition needs if appropriate.</td>
<td>Private daycare providers will coordinate with HELP and/or LMS to facilitate visits by families to classrooms and/or learning about services provided by the school district.</td>
<td>NMSBVI will: provide a current Functional Vision Evaluation.</td>
</tr>
<tr>
<td>LEA will: review information provided to identify who will be invited to the Transition Meeting, and also to determine if any information is missing.</td>
<td></td>
<td>Support each family's efforts to have a current ophthalmologic report prior to transition</td>
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**P.O. Box 430, Lordsburg, NM 88045:** as well as other involved agencies at least 30 days prior to the Transition Conference.

With approval of the parents, other relevant service providers should also be invited (HELP, child care providers, etc.) by the Family Service Coordinator.

In the case of a child with a documented visual or hearing impairment, Life Quest Family Service Coordinator will include either NMSBVJ or NMSD for technical assistance regarding the Transition Conference to discuss the continuum of educational options.

For children whose birthdays fall between June and October, FIT Provider will submit invitation for the Transition Conference by February.

| LEA will: notify FIT Provider if a Transition Packet has not been received for children that had been identified on the quarterly reports; including those children turning 3 during the summer months up through October. |
| Support the transition team by completing the form considerations for a student who is Blind or visually impaired as mandated by IDEA-2004 at the transition conference and IEP meeting. This form must be completed by a teacher of Visually Impaired. |
| NMSD will: support each family in acquiring a comprehensive and current evaluation, including an audiological evaluation prior to transition. |
| WNMC - La Familia will: with parent consent, CCIS will provide necessary educational materials to partners. |

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**TRANSITION CONFERENCE**

**TR AJSITION CONFERE NCE:** The FIT program is legally responsible for convening the Transition Conference. It is the responsibility of the Service Coordinator to invite an LEA representative to the Transition Conference with the approval of the family.

**NMAC 7.30.8.13 (F) TRANSITION**

With approval of the parents, a transition conference shall be convened at least 90 days prior to the anticipated date of transition from early intervention services but no later than 90 days prior to the child’s third birthday. If the child may be eligible for preschool services, including special education and related services offered through the local education agency, this conference shall include, at a minimum, the parents, the relevant early intervention service providers, and the local education agency representative(s). Other relevant service providers should be invited to attend this meeting. The transition process must take into account availability of Head Start and other childcare services in the community.

Subsection (A)(4)(e) of NMAC 6.31.2.11 states that ‘Each LEA shall participate in transition planning conferences arranged by the designated...'
The Life Quest Family Service Coordinator will:
with the approval of the parents, convene and facilitate a Transition Conference at least 90 days, and, at the discretion of all parties, nine months prior to the child’s third birthday.

The family’s Family Service Coordinator shall facilitate this meeting to ensure the following:
• Review the child’s current services
• Review the IFSP, evaluation, assessment information, and other relevant data/information
• With parental consent, the transmission of information, including evaluation and assessment information and IFSPs to the receiving agency
• Review, revise, or establish a transition plan.
• FIT Provider will explain Part C provisions and safeguards
• The Family Service Coordinator shall document all outcomes and decisions for the Transition Conference in the IFSP.
• Completion of activities will be documented at the Transition Conference utilizing a Transition Conference and Transition Conference Signature Page of the IFSP in which all activities and next steps are listed along with signatures of all who have participated.

| FIT PROVIDER |
| LEA: LMS will: participate in the Transition Conference arranged by the designated early intervention provider.  
LEA will:  
• Provide & explain Part B services, (i.e., DD Preschool, if eligible, HELP, if eligible, PreK Program for 4-yr olds, and local daycare options); procedures & safeguards  
| HEAD START Review developmental information shared during the meeting  
Explain the application process with family.  
Provide family with information about the HELP program, including eligibility criteria.  
| OTHER In the case of a child deaf or hard-of-hearing, and in accordance with DOH procedures and with parent consent, include the Regional Supervisor from NMSD Parent Infant Child Program for technical assistance to the transition team in discussing relevant considerations and the continuum of educational options.  
In the case of a child that who is blind or visually impaired, NMSBVI will be included to complete the form for Considerations for a Student Who is Blind or Visually Impaired to consider Braille and also to discuss a continuum of educational options. This form must be completed by a Teacher of the Visually Impaired  
WNMU-La Familia will: with parental consent participate in the transition conference and
The LEA is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days. The purpose of the initial evaluation is to determine if the child is a child with a disability, and if the child requires special education and related services to benefit from the education program.

### Initial Comprehensive Evaluation for Part B

**34 CFR § 200.301 Initial evaluations.**

(a) General. Each public agency must conduct a full and individual initial evaluation, in accordance with §§300.304 through 300.306, before the initial provision of special education and related services to a child with a disability under this part.

(b) Request for initial evaluation. Consistent with the consent requirements in §300.300, either parent of a child or a public agency may initiate a request for an initial evaluation to determine if a child is a child with a disability.

(c) Procedures for initial evaluation. The initial evaluation—

1. Must be conducted within 60 days of receiving parental consent for the evaluation; and
2. Must consist of procedures—
   - To determine if the child is a child with a disability under § 300.8; and
   - To determine the educational needs of the child.

### FIT Provider

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<td>LMS, with informed consent, will conduct and complete an initial comprehensive evaluation to determine eligibility for Part B services within 60 days. This includes the review and use of appropriate existing Part C evaluations and assessments and the IFSP information. Evaluations must have been administered within six months in order to be considered valid.</td>
<td>For children who are enrolled in HELP, will share any developmental assessment information requested by LMS which may facilitate the evaluation process, with parent consent.</td>
<td>WNMU – La Familia will, with parental consent participate in the development of IFSP/IEP-s.</td>
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<td>LEA will refer to the Initial Evaluation Checklist in Appendix G of the Guidance Document, including use of the TEAM Manual</td>
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<td>LMS will: schedule a date for a group of qualified professionals from the schools and the parents to review any existing data, including the IFSP, evaluations and information provided by parents or other data as allowed, as part of the process for determining eligibility for IDEA Part B.</td>
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<td>LMS will: determine the need for additional evaluation, assessment, and information.</td>
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<td>If parent is ready to proceed with Eligibility determination</td>
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<td>Provide prior written notice of consent to evaluate</td>
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<td>Obtain consent for evaluation</td>
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<td>Determine if additional assessments will be needed</td>
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<td>Determine next steps (visits, etc.)</td>
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<td>LEA will obtain parent consent to invite FIT Provider to EDT and/or IEP meeting, if applicable.</td>
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| NMSBVI will: participate with parent permission and provide current functional vision assessment or determine if further vision assessment is needed. |
**ELIGIBILITY DETERMINATION.** Eligibility is determined after the initial evaluation procedures are completed including the careful review of existing evaluation and assessment information, observations and input from the parents.

**NMAC 6.31.2.11 (A)(4)(f)** Each LEA shall designate a team including parents and qualified professionals to review existing evaluation data for each child entering the LEA’s preschool program in compliance with 34 CFR Sec. 300.305, and based on that review to identify what additional data, if any, are needed to determine the child’s eligibility for Part B services or develop an appropriate program.

**NMAC 6.31.2.10**

F. Eligibility determinations.

(1) General rules regarding eligibility determinations

(a) Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306.

(b) The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

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<th>FIT PROVIDER</th>
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<td>Will participate, when available, in the EDT and/or IEP meeting.</td>
<td>- Eligibility is determined after the initial evaluation procedures have been completed.</td>
<td>Will participate in the Eligibility Determination &amp; Parent Choice meeting when requested.</td>
<td>WNMU – La Familia will:</td>
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<td>- Documentation of eligibility will also be provided to Life Quest and HELP (if family is applying to Head Start).</td>
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<td>. CCIS will: encourage families to include the director and/or teacher in the transition process.</td>
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<td>LMS will: schedule a date for a group of qualified professionals from the schools, the parents, and FIT Provider, as applicable, to determine whether the child meets the NM Part B eligibility requirements. Review any existing data, including the IFSP, evaluations and information provided by parents or other data as allowed, as part of the process for determining eligibility for IDEA Part B.</td>
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<td>. CCIS will: link families &amp; Early Childhood Programs to Community Services.</td>
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<td>. CCIS will: provide general technical assistance &amp; onsite consultation with program observation on answering environmental management questions and conducting environmental assessments.</td>
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<td>NMSBVI and NMSD will: participate, with parent permission on the IFSP/IEP team to provide</td>
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LMS will provide and explain to the parents in their native language or other mode of communication used by the parents, the Procedural Safeguards including prior written notice prior to the evaluation.

current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.

EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY SENT TO PARENT

EVALUATION REPORT AND DOCUMENTATION OF ELIGIBILITY WILL BE SENT TO THE PARENT by the child’s third birthday. With parental consent, LEAs have the option to share this information with the FIT provider. Although this is encouraged, it is not required.

FIT PROVIDER
LEA
HEAD START
OTHER

LMS will: meet with parents to explain the evaluation report and the documentation of eligibility to the family.

INDIVIDUALIZED EDUCATION PROGRAM (IEP) DEVELOPED

IEP DEVELOPED by the child’s third birthday, and at least 15 days prior to the child’s entry into Part B services.

Federal Regulation
§300.124 Transition of children from the Part C program to preschool programs
The State must have in effect policies and procedures to ensure that—
(a) By the third birthday of a child described in paragraph (a) of this section, and IEP or, if consistent with § 300.323(b) and section 636(d) or the Act, and IFSP, has been developed and is being implemented for the child consistent with § 300.101 (b).

§300.323 When IEPs must be in effect.
(a) General. At the beginning of each school year, each public agency must have in effect, for each child with a disability within its jurisdiction, an IEP, as defined in §300.320.
(b) IEP or IFSP for children aged three through five. (1) In the case of a child with a disability aged three through five (or at the discretion of the SEA, a two year-old child with a disability who will turn age three during the school year), the IEP Team must consider and IFSP that contains the IFSP content (including thenatural environments statement) described in section 636(d) of the Act and its implementation regulations (including an educational component that promotes school readiness and incorporates pre-literacy, language, and numeracy skills for children with IFSPs under this section who are at least three years of age), and that is developed in accordance with the IEP procedures under this part.

The IFSP may serve as the IEP of the child, if using the IFSP as the IEP is—

i. Consistent with State policy; and

ii. Agreed to by the agency and the child's parents.

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<td>Will attend IEP, if possible.</td>
<td>The IEP must be in place by the child’s 3rd birthday or 15 days prior to the start of school. LEA will ensure parent participation in developing the IEP at the IEP meeting. With parent consent documentation of the IEP will be provided to HELP and other day care providers.</td>
<td>HELP program personnel will be invited to the IEP with parent consent. Head Start will: support placement decisions made by the IEP committee. Head Start will: coordinate with the LEA and Life Quest to maximize resources, and assist with seeking out additional resources when needed.</td>
<td>NMSBYI and NMSD will: participate in the IEP development, when applicable. NMSBVJ will: complete the consideration of special factors forms (from IDEA 2004): consideration of the child’s future needs and appropriate reading and writing media (including an evaluation for the child’s future needs for instruction in Braille or the use of Braille). NMSBVI staff are responsible for determining the literacy model (auditory, visual, tactile) of each transitioning child who we are serving in our infant toddler program, completing the consideration of special factors, form, and for making recommendations concerning the literacy mode for the child to the IEP team upon transition. NMSD will: support the team in the completion of the Communication 21</td>
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Early intervention services shall be provided in accordance with the IFSP to children and families until the date specified on the IEP. Post transition service coordination shall be offered to the family as an option. If the parent(s) requests this service, it must be provided in accordance with the Family Infant Toddler Program’s service standards. Post transition services may involve visits with the family, consultation to staff of the receiving agency/agencies.
Considerations for Children with a Hearing Loss as mandated by IDEA

WNMU - La Familia will:
- CCIS will encourage families to include the director and/or teacher in the transition processes.
- CCIS will: link families & Early Childhood Programs to Community Services.
- CCIS will: provide general technical assistance & onsite consultation with program observation answering environmental management questions & conducting environmental assessments.

22
IN WITNESS WHEREOF, the following signatures are affixed:

SIGNATURES/DATES: An authorized representative of each primary partner agency must sign and date this MOU. This MOU shall be in force for a minimum of one year from the date of signing, but will be reviewed annually by the primary partners.

Lordsburg Municipal Schools (LMS)

Superintendent
Lordsburg Municipal Schools
Mr. Randall Piper

Life Quest Intervention

Life Quest Early Intervention Program Manager
Mr. Joseph Jensen

Head Start Helo- New Mexico Inc.

Disability Services Coordinator
Ms. Lisa Sepulveda

Southwest Regional Education Center

Date

Date

Date
NM School for the Blind & Visually Impaired (NMSBI)

Ms. Rita Zamarron
Supervisor, Parent Infant Child Program
Date

NM School for the Deaf (NMSD)

Ms. Lambourne
Regional
Ms. Man

WNMU TTAP La Familia Resource Center

Ms. Cindy-Martinez
Child Care Inclusion Specialist
Date 4/24/15