

Developing and Sustaining Successful Interagency Collaborations and Agreements

SECTION A

Developing and Maintaining an Interagency Collaborative



Do you have a current Interagency Agreement and know where to find it?

NO

Do you know who your cross-agency leaders are for the LEA (SELPA, District, COE) and Regional Center for Parts C and B and how to contact them?

NO

Conduct research to identify them and contact. Create a contact directory.

YES

Contact them to obtain access to the most current agreement and engage them in the process of locally conducting a cross-agency review of your collaborative practices and the agreement.

YES

Do you have any existing cross-agency collaboratives with regularly scheduled meetings in your region where representatives of Part-C Early Start Services and Part-B LEAs have assigned leaders who regularly attend? (These can be collaboratives around inclusion or other early childhood education focus that may also include other partners.)

NO

Have each Early Start Part-C provider from Regional Centers and LEAs along with identified Part-B LEA leader designate an agency representative. This person should be authorized to make decisions and participate in the development of cross-agency and joint protocols regarding Part-C to Part-B transitions

Resources on Interagency Agreement requirements:

[Requirements for Interagency Agreements](#)
[Make Plans to Review/Revise/ Develop Your Interagency Agreement](#)

YES

Designate a meeting agenda item to ensure all partner agencies* have a common understanding about the transition requirements. Do all leaders and field staff for Part-C and Part-B (involved in the transition process) have detailed and in-depth understanding of the requirements and 10 Best Practices to Establish Successful Transitions? Does the collaborative have an established annual training cycle on the calendar?

NO

Schedule training for all applicable staff and leaders across agencies

Training resources on transition:
[Transition Rules](#)
[Required Part-C to Part-B Transition Timelines](#)
[Referrals During Summer and School Breaks](#)
[Early Start Coordinator Checklist](#)
[Sample Notification/Referral Letter to Part-B](#)
[Sample notification/Referral Information Packet to LEA](#)
[Sample Notice of Transition Conference](#)
[10 Best Practices to Successful Transitions](#)
[Eligibility, Services and Policy Differences between IDEA Part-C and IDEA Part-B](#)
[Practitioner Checklist for Transitions from Early Start to Part-B Services](#)

YES

If your Regional Center or LEA is going through a review process and you need to implement improvement measures specific to non-compliance findings, skip to Section B and then return to complete this section.

* Other partner agencies such as Head Start or State funded Child Development and State Preschool programs may want to participate in these trainings and discussions because they have inclusion mandates and may already be serving children with IFSPs



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Have you determined how ready cross-agency leaders in the collaborative, and their staff, are to assess their collaborative practices, communication, and collective problem-solving and creativity?

NO

Conduct Collaboration Readiness Assessments across agencies in a format decided jointly and with clear timelines and responsibilities for gathering and reporting the data back to the group.

Resources on assessing and developing collaborative practices:

[Teamness Assessment Scale](#)

[Team Communications Assessment Scale](#)

[Rating Scale to Assess Team Problem-Solving and Creativity](#)

YES

Does your collaborative already operate with

- written norms,
- an established agree-upon method for making decisions and determining consensus,
- established meeting frequency & duration,
- protocols and responsibilities for facilitation, documentation, and communication?

NO

Implement the [5 Steps to Organize a Collaboration](#): Decide Why to Collaborate; Recruit and Convene Stakeholders; Define Vision and Desired Outcomes; Establish Policies to Guide the Collaborative; and Monitor Success.

YES

Has your collaborative determined its functioning level (cooperation, coordination, or collaboration) in each of the following areas: Vision and Relationship; Structure, Responsibilities and Communication; Authority and Responsibility; and Resources and Rewards?

NO

Use this rubric, [Elements of Cooperation, Coordination and Collaboration](#) to determine your Collaborative's functioning level in each area.

YES

Have you recently evaluated your Collaborative's success?

NO

Implement an evaluation using the 10 Best Practices to Ensure Collaborative Success tools:

[10 Best Practices of Successful Collaborations](#)

[Evaluation of 10 Best Practices of Successful Collaboratives](#)

YES

Do you have specific Collaborative documents detailing protocols for discussing topics, reaching consensus, documenting agreements and for communication back to your agency and your staff?

NO

Utilize CalECSE resources to support your Collaborative's process and protocol development.

[Initial Collaborative Interest Holder Meeting Process and Agenda](#)

[Visioning Activity for Collaboratives](#)

[Sample Ground Rules for Collaboratives](#)

YES

Your Collaborative is ready to conduct a full review of your Interagency Agreement, and has the processes in place for successful implementation of the agreement.



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SECTION B

Conducting a Regional Assessment of your Interagency Agreement and Relevant Practices for Effective Implementation of the Agreement and any Additional agreed-upon Processes and Protocols.

<input type="checkbox"/> 1	Schedule a series of meetings of the Collaborative, to review the Interagency Agreement (IA) and joint cross agency practices. Confirm attendees have decision-making authority for their agencies present.
<input type="checkbox"/> 2	Confirm all members have access to the most recent signed version of your IA and any/all written protocols and processes which have been jointly developed, approved and are being implemented. It is best to share all written protocols across agencies, when protocols for implementing the IA were not jointly developed or are implemented by a single agency.
<input type="checkbox"/> 3	Conduct a formal review of your IA or IA(s)* implementation processes and documents. Encourage collaborative partners to consider limitations and to challenge status quo within discussions while remaining family centric and implementing the group's consensus protocols prior to documenting agreements on each section. Reference CalECSE Additional Resources on Interagency Collaborations and Agreements and review detailed information from OSEP Letters and FAQs regarding transition requirements and other useful tools to assist your team.

**TEAMS CAN DECIDE TO COMPLETE THE TOOLS BELOW IN ANY ORDER.
IT IS RECOMMENDED TO COMPLETE THESE TOOLS BEFORE MOVING ON TO STEP 4.**

- Joint interagency review of [Designing and Implementing Effective Early Childhood Processes](#)
- Joint completion of the [Self-Assessment Worksheet for Early Childhood Transition](#)
- Joint Interagency completion of the [Early Childhood Transition Worksheet](#)

AS THE INTERAGENCY COLLABORATIVE TEAM MEETS TO COMPLETE THESE DOCUMENTS...

<input type="checkbox"/> 4	You may designate a small group or engage the entire Collaborative in conducting a self-audit of your IA using the Checklist for Reviewing IDEA Part-C and Transition to Part-B Documents . If needed, a review of data sharing processes can be done as well, using the DaSy Data Sharing Agreement Checklist .
<input type="checkbox"/> 5	Consolidate and prioritize findings from reviews. Assign roles and responsibilities to address the identified items. Be sure to agree on timelines for this follow up to occur.
<input type="checkbox"/> 6	Jointly identify the agreed upon items to be included in the revised IA. If there are items that are agreed upon, but not required in the IA, a Policy/Procedural manual could include those items. The Policy/Procedural manual is monitored by the Collaborative and can be modified based on need, without requiring the official signatures.
<input type="checkbox"/> 7	Dispute Resolution must be addressed within the IA. In addition, it is recommended the Collaborative have a written process for resolving issues that may arise for staff at all levels of the interagency collaboration and that periodic interagency staff training on the IA and implementation procedures includes the informal process to address conflicts as they arise and what formal process can be accesses as needed (in alignment to the IA).



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8	Review a sample template and existing interagency agreements from other regions , and other interagency agreements that may exist in your region, comparing them to the format your region currently uses for this agreement to identify overlap and alignment. Determine which format will be used for your region, considering that the agreement is a public document and will be used for staff training purposes at a frequency and form defined by the Collaborative. If several LEAs work with a single Regional Center, discuss the feasibility of having a single agreement, maintaining stability for families who may move within the region but across LEA residency boundaries.
9	The Collaborative monitors and evaluates the IA being sure to establish: the template and agencies to be included in the revised agreement; assign responsibilities (who will do the drafting/typing) and timelines for drafting the revised agreement that includes agreements documented throughout the process; and timelines for reviews, feedback, and for final approval by your collaborative.
10	Repeat this process for any agreements which will necessitate the development of Collaborative Protocols either within or across agencies.
11	Conduct a joint review of the final IA and Collaborative Protocols to confirm elements of Successful Interagency Communications were clearly addressed.
12	Once the IA is finalized by the Collaborative: <ul style="list-style-type: none"> • Specify the period of time covered by the agreement • Identify the official signatories and their titles for each agency • Determine the signature process and timeline • Define communication and dissemination processes to interagency staff and other partner organizations (e.g., Head Start, Family Empowerment/Resource Centers, early childhood inclusion collaboratives)
13	Determine Collaborative's commitment to staff training on the IA and implementation protocols (no less than annually, is recommended). Specify if training materials will be jointly created by interagency partners (who/when), how training will be provided (in person or if virtually: asynchronous or synchronous).
14	Monitoring and Ongoing evaluations of the Collaborative and the Interagency Agreement. Confirm the IA or the Collaborative's protocols include: <ul style="list-style-type: none"> • How often partners will meet, who convenes, facilitates and documents meetings, and who will report out/communicate to staff and partner agencies • How any agreements on necessary changes to protocols or to IA language at the annual revision, will be documented and possibly "piloted" until documents are updated and new annual signatures are obtained (as applicable since protocols do not require formal agency signatures)
15	Once the Collaborative begins their regular meetings, refer to the Transition Conceptual Framework to add agenda items that focus on continuous improvement of your collaborative practices.

