

Successful Interagency Communications

The LEA's simplifies how families contact them:

- ✓ Single/generic email or phone number where all LEA "intake/transition team" staff check for messages
- ✓ Avoid person-specific emails and phone numbers, in case of staff turn-over during the transition process

The Regional Center meets with each district:

- ✓ To learn their processes so Service Coordinators can share them with parents to support families through the transition process

The Regional Center and the Districts/SELPA's:

- ✓ Hold regularly scheduled quarterly meetings, maintaining open communications between practitioners from both agency-types, coordinating transitions for families
- ✓ Have an established protocol on who to call when issues need to be resolved
- ✓ Hold joint trainings to review and discuss operational transition process agreements, whenever possible
- ✓ Have a plan to support families in completing electronic school registration, if/as applicable

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Additional items to
openly discuss across

Late referrals:

- ✓ Train all LEA/R.C. staff to NEVER tell parents to return to the LEA after the child's 3rd birthday, in order to avoid transition timelines
- ✓ Dedicate time to discussing how late referrals will be handled and how families will be collaboratively supported by both agencies
- ✓ LEA's need to specify enrollment requirements, if required to follow-up on a referral so R.C./Service Coordinators can support families gather and present the information to the LEA in timely manner staff

agencies:

Outline and specify co-enrollment:

- ✓ Service Coordinators/LEA transition intake team have an understanding on who will assist families identify and connect with Head Start or CSPP for enrollment

Summer birthdays:

- ✓ Locally determine if LEA's will have reduced staff or alternate schedules to handle registration/enrollment, and keep families informed