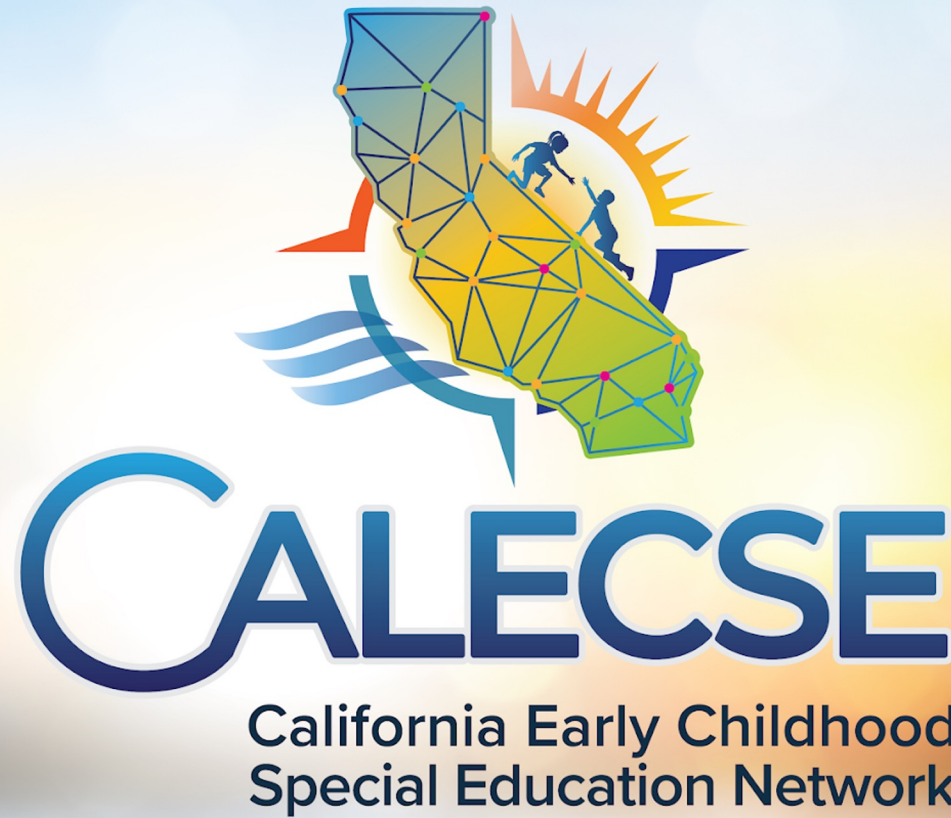




Early Education Interagency Collaboration
Convening Stakeholders to Discuss and Improve Regional
IDEA Part C to Part B Transitions
November 6, 2024



CaIECSE

California Early Childhood Special Education Network

Funded by the CDE



Implementation Leadership

Co-Executive Director- Dr. Scott Turner, East San Gabriel Valley SELPA
Co-Executive Director-Melanie Hertig, Irvine Special Education/SELPA
Project Coordinator-Marion Springett, Saddleback Valley USD



CalECSE

California Early Childhood Special Education Network

Funded by the CDE

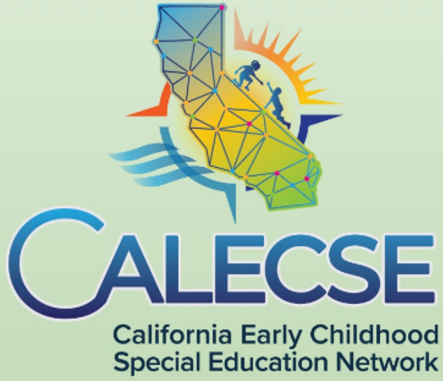
CalECSE.org



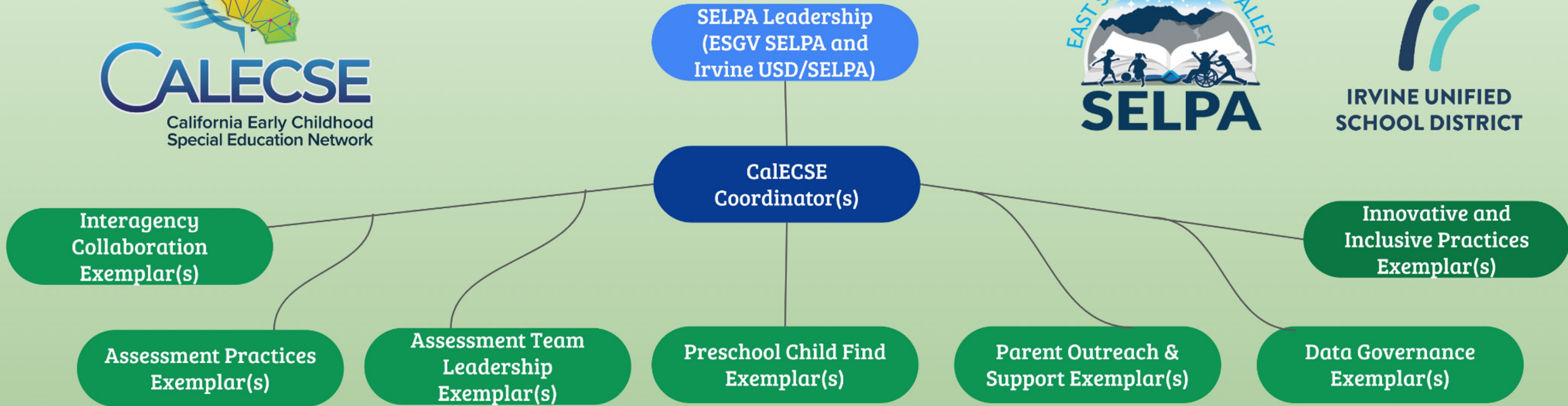
CalECSE is a technical assistance project funded under the California Department of Education (CDE) that will support Local Educational Agencies (LEAs), Special Education Local Plan Area (SELPA)s, County Offices of Special Education (COEs), and other Agency Partners in the areas of IDEA Part C to B Transitions, Preschool Assessment Practices, and Preschool Child Find by providing technical assistance, professional learning, and demonstration of tangible practices *that have been proven successful*.

The CalECSE Network will *leverage collaboration amongst agencies, disseminate resources, highlight existing exemplar practices, and provide direct technical assistance* to improve the capacity, knowledge, collaboration, and implementation of evidence-based practices across agencies throughout California.

The CalECSE Network is committed to *improving outcomes* for children and their families by *eliminating and addressing barriers* to successful transition for California's youngest children with disabilities.



CalECSE Network



Geographic Technical Assistance Facilitators/Leads



CalECSE Network

Interagency Collaboration

**Lucia Garay, Interagency Collaboration
Exemplar Lead - LEA, CalECSE Network**

**Heather DiFede, Interagency Collaboration
Exemplar Lead - LEA, CalECSE Network**

**Sarah Franco, Interagency Collaboration
Exemplar Lead - Regional Center Agency,
CalECSE Network**



Best Practices to Establishing Successful Regional Part C to Part B Transitions:

Convening Stakeholders to Discuss and Improve
Regional Part C to Part B Transitions

Successes

The Interagency agreement is a culmination of a collaborative process that assists all agencies to achieve successful outcomes for children and families.



REFERRAL TIMELINES

REQUIRED - Referral/Notification- Lead agency to LEA no fewer than 90 days before the 3rd birthday

Must include Child's name & DOB, and Parent contact info.

Parental consent not required

Transition Planning Conference – Lead agency & LEA with family no fewer than 90 days, but not more than 9 months before the 3rd birthday

Transition Plan - no fewer than 90 days before the 3rd birthday

Parent consent is required for any information shared, beyond required notification PII from Part C to B

Determination of Part-B eligibility by age 3

If eligible, IEP and services in place by 3rd birthday

IDEA's Regulations at Section 303.209 is titled "Transition to preschool and other programs" and has the following italicized lead-ins to its paragraphs: paragraph (b) Notification to the SEA and appropriate LEA; paragraph (c) Conference to discuss services; paragraph (d) Transition plan; paragraph (e) Transition conference and meeting to develop transition plan; paragraph (f) Applicability of transition requirements.

Collaborative Development

“No two collaborations will progress the exact same way.”

Successful Part C to B Interagency Collaborations & Agreements

- Collaborative development
- Include agreed-upon processes for each transition step
- Include all education partner agencies in all discussions
- Focus on function over form or format of the agreement
- Remain family-centric
- Have processes to develop consensus on each item/element
- Consider limitations and challenge status-quo
- Have an allocated time commitment to discuss, collaborate, & develop
- Commitment to annual review/revision and cyclic staff training on the agreement



Collaborative Member Roles



- ✓ ***The Initiator*** - Identifies essential collaborative members and plans for the first organizational meeting. The initiator is one of the collaborative's leaders.
- ✓ ***A Champion*** - A leader who is passionate about the issue and has the energy to drive the process of collaboration & champions to generate followers. Also referred to as an “organizational driver”, a champion is critical to successful collaboration.
- ✓ ***The Facilitator*** - Works to improve the group's effectiveness by improving its process and working toward building consensus. The facilitator can be a member of the collaborative (the initiator or champion sometime assumes this role) or can be a neutral 3rd party who focuses only on group process.
- ✓ ***Interest Holder*** - An individual, group, or organization directly influenced by actions others take to solve the problem being addressed by the collaborative

10 Best Practices To Successful Transitions



1. Inform families about transitions
2. Know about the community resources available to families
3. Develop and annually review the interagency agreement
4. Plan for the transition with the family
5. Have a process in place for referral and notification
6. Have a process for late referrals
7. Prepare for the transition conference
8. Plan for Summer and extended school breaks
9. Develop cross-agency understanding of the LEA eligibility assessment and IEP Planning Processes
10. Develop cross-agency understanding of the Lanterman assessment and IEP Planning Processes



SOURCE: California Department of Developmental Services, Early Start Section and California Department of Education, Special Education Division. Effective Early Childhood Transitions: A Guide for Transition at Age Three-Early Start to Preschool. Sacramento: WestEd Center for Prevention and Early Intervention, 2013.

Assessing Collaboration Readiness



- Assessing Team Communications
- Assessing Team Problem Solving/Creativity
- Assessing “Teamness”

SOURCE: Appendix materials in the Handbook on Administration of Early Childhood Special Education Programs, published by CDE in 2000

Cooperation, Coordination, and Collaboration (1)

Essential Element	Cooperation	Coordination	Collaboration
Vision and Relationship	Cooperation is between individuals but may be mandated by a 3rd party Interaction is on as-needed basis Organizational missions and goals are not taken into account	Individual relationships are supported by the organizations they represent Interaction is usually around 1 specific project of definable length Organizational missions and goals are reviewed for compatibility	Commitment of the organizations and their leaders is fully behind their representatives One or more projects are undertaken for long-term results Common, new mission and goals are created

Cooperation, Coordination, and Collaboration (2)

Essential Element	Cooperation	Coordination	Collaboration
Structure, Responsibilities and Communication	Relationships are informal; each organization functions differently No joint planning is required Information is conveyed as needed	Organizations involved take needed roles, but function relatively independent from each other Some project-specific Planning is required Communication roles are established, and definite channels are created for interaction	Clearly defined and interrelated roles that constitute a formal division of labor are created Comprehensive planning that includes development of joint strategies and success measures (impact on those served) Many levels of communication are created & clear information is a keystone of success

Cooperation, Coordination, and Collaboration(3)

Essential Element	Cooperation	Coordination	Collaboration
Authority and Responsibility	Authority rests solely with individual organizations Leadership is unilateral and control is central All authority and accountability rests with the individual organization's needs	Authority rests with individual organizations, but there is coordination among participants Some sharing of leadership and control There is some shared risk but most of the authority and accountability falls to the individual organizations	Authority is determined by the collaboration to balance ownership by the individual organizations with expediency to accomplish purpose Leadership is dispersed, and control is shared and mutual Equal risk is shared by all organizations in the collaboration

Cooperation, Coordination, and Collaboration(4)

Essential Element	Cooperation	Coordination	Collaboration
Resources and Rewards	Resources (staff time dollars, and capabilities) are separate, serving the individual organization's needs	Resources are acknowledged and can be made available to others for specific projects Rewards are mutually acknowledged	Resources are pooled together or jointly secured for long term effort that is managed by the collaborative structure Organizations share in the products; more is accomplished jointly that could have been individually

SOURCE: Appendix 1, *Best Practices in Interagency Collaboration*. Developed by Alta California Regional Center under the supervision of the California Department of Developmental Services, 2008.

5 Steps to Organize a Collaboration

“Collaboration is a tool to achieve a desired result.”

Step 1 : Decide Why to Collaborate



- ✓ The initiator reaches out to others, explains the rationale for forming a collaborative and engages others to work together to define the *purpose* of the collaborative (*purpose* refers to the reason for the development of a collaborative)
- ✓ One a small group of initiators agrees on the purpose of the collaboration, they make preliminary decisions regarding the scope and parameters of the effort
- ✓ Initiators discuss who else needs to be involved in the process
- ✓ Initiators have tolerance for ambiguity as the purpose of the collaborative is articulated and agreed to by the group.



Adapted from: *Best Practices in Interagency Collaboration*. Developed by Alta California Regional Center under the supervision of the California Department of Developmental Services, 2008.

Step 2 : Recruit and Convene Interest Holders



- ✓ Start with those genuinely interested even if the team is small. As the team succeeds, others will likely want to join.
- ✓ Research shows that task-oriented teams, function best with between 5 and 9 members, maximum 12.
- ✓ 4 types of Interest Holders:
 - Those with the formal power to make decisions
 - Those with the power to block a decision
 - Those affected by a decision
 - Those with relevant information and expertise
- ✓ Effective collaborations include interest holders representing different types of expertise:
 - System leadership
 - Technical expertise
 - Day-to-day leadership

Adapted from: Best Practices in Interagency Collaboration. Developed by Alta California Regional Center under the supervision of the California Department of Developmental Services, 2008.

Step 3 : Define Vision and Desired Outcomes



Write a Vision statement

A vision focuses on possibilities, not problems, is responsive to participating agencies but transcends individual concerns, by focusing on the common goal on which all members are united. Research shows it is preferable to “think big and start small”.



Agree on Desired Outcomes

Desired outcomes are concrete, attainable, and measurable declarations of the accomplishments necessary to realize the vision, and answer:

- How will we know when we have achieved our vision
- What will happen
- What will be created
- What will change



Develop Action Plans

Review action plans regularly to keep on track
Maintain focused on the desired outcomes

Develop a plan for maintenance or termination of the collaborative, as applicable.

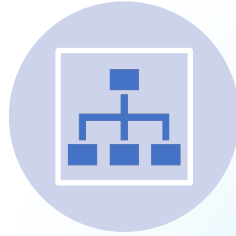
Adapted from: Best Practices in Interagency Collaboration. Developed by Alta California Regional Center under the supervision of the California Department of Developmental Services, 2008.

Step 4 : Establish Policies to Guide the Collaborative



CONFIRM COMMITMENT OF PARTNER ORGANIZATIONS

- Members of the collaborative obtain approval to act on behalf of his or her parent organization



**FORM A
STRUCTURE** – Such as full group always or alternate with special task groups/committees, and or independently operating groups reporting to an oversight/leadership committee



**CREATE
POLICIES
REGARDING
CONFLICT** – Who (internal/external to the collaborative) will facilitate the process to resolve conflict and what the process will be



**IDENTIFY
SUSTAINABLE
RESOURCES** – Pool or exchange resources they can contribute / incorporate objectives into institutional mandates and budgets



**DEVELOP A
COMMUNICATIONS
PLAN** – Formal and inter-organizational communication to ensure all are informed. Identify who receives what type of communications and how two-way communications will happen.

Step 5 : Monitor Success



- ✓ Evaluate progress on outcomes and action steps as well as the operational structure and team member relationship and involvement
- ✓ Evaluation strategies should track and report on the implementation of collaborative steps and whether activities are having the desired outcome or progress toward the desired outcome/measurable objective
- ✓ Encourage full participation and at regular intervals & ask members whether the effort is effective, adequate, efficient, and what lessons they have learned
- ✓ Based on findings, the group may revise outcomes or action steps
- ✓ Evaluation/monitoring results are shared with members and their parent organizations
- ✓ Celebrate progress of short-term successes publicly

10 Best Practices to Ensure Collaborative Success

“The quality of leadership of a collaborative greatly influences the collaborative’s process.”

- 1. Have a clear purpose**
- 2. Invite all appropriate interested parties to participate**
- 3. Support the activities and passion of the champions**
- 4. Share leadership responsibility for attaining goals**
- 5. Develop policies and procedures in support of the collaborative**





- 6. Create workable solutions and implement them**
- 7. Ensure adequate resources**
- 8. Take time**
- 9. Foster a collaborative spirit**
- 10. Do something to celebrate; Do something else, celebrate again**

Tools for Collaboration and Evaluation of Best Practices for Successful Collaborations



Resources to Convene a Regional Collaborative



Sample Ground Rules



Visioning Activity



Initial Collaborative Interest Holder Meeting Process and Agenda



Evaluation of Best Practices



Self Assessment Rubric: Elements of Cooperation, Coordination and Collaboration

Resources and Checklists:

[Elements of Cooperation, Coordination and Collaboration](#)

[5 Steps to Organize a Collaboration](#)

[10 Best Practices of Successful Collaboratives](#)

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

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

[Visioning Activity for Collaboratives](#)

[Sample Ground Rules for Collaboratives](#)



*"Change
happens at the
Speed of Trust."*



Old adage



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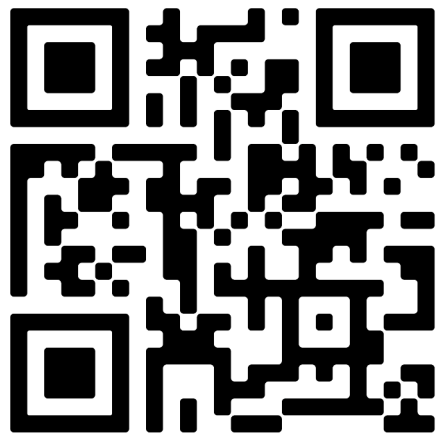
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Thank you for attending!

Contact Us!



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MARION SPRINGETT

Project Coordinator

(626) 966-1679 (P)

(626) 339-0027 (F)

mspringett@calecse.org

1400 Ranger Dr.

Covina, CA 91722

calecse.org