

OPERATING PROCEDURES

Regional Interagency Early Intervention Committees

Name of Regional Committee: Region 8 Help Me Grow Interagency Early Intervention Committee

Statutory Requirements:

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

(a) A group of school districts or special education cooperatives, in cooperation with the health and human service agencies located in the county or counties in which the districts or cooperatives are 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, 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, agencies that serve families experiencing homelessness, and a representative from Indian health services or a tribal council 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 the subject of a substantiated case of abuse or neglect or (ii) is identified as directly affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

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

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

(5) develop a plan for the allocation and expenditure of 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 I, Public Law 89-313).

(c) The local committee shall also 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.

Glossary of terms:

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

SEAU – Special Education Administrative Unit

Purpose of the Committee

The purpose of the Region 8 Help Me Grow IEIC is to develop and assure the implementation of interagency policies and procedures, in a way that is consistent with other regions throughout the state, so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.

Responsibilities/Priorities

Relationship to:

1. State Agencies:

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 8 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.).

2. Governor’s Interagency Coordinating Council:

The Region 8 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 when requested.

3. SEAUs, Regional projects:

The Local Primary Agency (LPA) for the region 8 Help Me Grow IEIC is the South West/ West Central Service Cooperative (SW/WC Service Coop). The Region 8 IEIC will collaborate with SW/WC Service Cooperative to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU. Linkages to local entities (community-based service providers) should be maintained. SEAUs and local agencies will collaborate to maintain established relationships.

Scope of work/mission: The purpose of the Region 8 Help Me Grow IEIC is to develop and assure the implementation of interagency policies and procedures, in a way that is consistent with other regions throughout the state, so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.

Data privacy:

Member agencies will ensure the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained in accordance with the protections under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Maintain documents: The Local Primary Agency will maintain IEC 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: Pertinent paperwork will be posted on the South West/West Central Service Cooperative page. It is posted under Programs – Early Childhood Special Education. Meeting minutes, annual work plans, budget, and regional Committee work will be placed on the website to make information available to other stakeholders and interested parties.

Process to change Operating Procedures:

Changes proposed at one meeting would be voted on at the meeting or within two weeks electronically providing electronic quorum has been met. If electronic voting is needed, proper documentation explaining the proposed change will be sent with the request for electronic vote.

Critical Questions:
<i>How does our IEC address these duties? We are working on outreach activities by coordinating efforts with various agencies. In the past we have shared information about referring for daycare providers and medical staff.</i>
<i>What additional priorities have we identified for our particular community? We have identified the need for a facilitator to help in running the committee and in coordinating outreach.</i>
<i>Have we developed a work plan to address these priorities? Yes</i>
<i>Does our meeting schedule support the accomplishment of these activities? Yes</i>
<i>Are the annual allocation plan and budget shared with the committee members, with written updates provided at each IEC meeting? Yes</i>
<i>How are we determining the effectiveness of IEC efforts and activities? Numbers of referrals in the Region. Communication amongst the agencies. Meeting attendance from the various sectors.</i>

Demographics

Geographic area served:

School Districts: Red Rock Central, Windom, Mountain Lake, Heron Lake-Okabena, Jackson County Central, Hendricks, Ivanhoe, Lake Benton, Russell/Tyler/Ruthton, Minneota, Lynd, Marshall, Hills-Beaver Creek, Ellsworth, Lakeview, Tracy, Westbrook-Walnut Grove, Murray County Central, Fulda, Adrian, Worthington, Edgerton, Pipestone, Milroy, Wabasso, Redwood Falls, Luverne, Cedar Mountain, Round Lake-Brewster.

Counties: Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock.

Head Start: Southwestern Minnesota Opportunity Council (SMOC) and United Community Action Partnership (UCAP)

Reservations: Lower Sioux

Fiscal Host: The fiscal host for the Region 8 Help Me Grow IEC is:

SW/WC Service Cooperative

A fiscal host has been designated by the IEIC. The agency designated as the fiscal host must be an eligible recipient of federal special education funds and agrees to expend these federal funds consistent with the approved budget.

Critical Questions:
<i>How are funding priorities determined? By state priorities and community needs</i>

Membership

Membership Requirement (according to statute):

Representation Required:

- Local health - County
- Education
- County human service
- Early childhood family education programs
- Head Start
- Parents of young children with disabilities under age 12 (parents without an ECSE professional affiliation, cross sector)
- Child care resource and referral
- School readiness programs
- Current service providers – OT, PT, Speech
- Homeless Liaison
- Tribal Health/Education (updated)

Other potential members may also include representatives from:

- Private agencies
- Public agencies
- School nurses
- Children’s mental health
- Foster care
- Physicians
- CLD
- Child care providers
- Voting Members and Ex-Officio Members (state staff)
- PDFs
- County Board Members
- School Board Members

Recruitment/ Selection of Members: Facilitator takes charge of finding and recruiting new members, with help and suggestions from the current members.

Chair or co-Chair (required): Co-chairs will rotate every 2 years with new and current co-chairs alternating. The co-chairs will be determined on a volunteer basis, with three to five co-chairs each year.

- Co-chairs help IEIC Facilitator prepare the agenda
- Co-Chairs assure the membership roster and variety of membership is maintained per MN Statute as needed.
- Co-Chairs sign off on the work plan for the upcoming year.
- Co-Chairs oversee budget along with IEIC members. The SWWC Service Cooperative is the fiscal host.
- Co-Chairs close the work plan for the current year in May-June.
- Co-Chairs provide input into the effectiveness of meetings, determine length of meeting, and assist the facilitator.
- Co-Chairs may want to subscribe to distribution/attend/view webinar of IEIC calls from MDE or ICC meetings.
- Co-Chairs act a resource for IEIC members and facilitator as needed.

Other Officers –(optional):

Secretary – Takes notes during the meeting. Note taker rotates at each meeting and is fulfilled by volunteers from the co-chairs and /or other current members.

Facilitator: Job responsibilities are under the direction of the co-chairs and committee.

The IEIC facilitator will:

- *Participate in State MDE webinars/conferences and take notes for Regional IEIC.
- *Communicate with the Region 8 Chairperson(s).
- *Coordinate and facilitate the regional quarterly meetings (agenda, notify members, write minutes).
- *Write out and submit the annual work plan under the direction of the committee.
- *Maintain the contact list with Region 8 school districts and agencies.
- *Assist in outreach activities (ordering and distributing materials and other duties) as assigned by the committee.

Members:

- Attend quarterly meetings
- Provide input for committee projects
- Represent their county in Help Me Grow matters.
- May subscribe to the teleconference link for the ICC and /or IEIC links.
- May attend the annual state conference.
- May volunteer for subcommittees, as needed.

Assurance of Area Representation: There are at least 2 representatives from each county across professional sectors. The representatives will bring to the meeting information to and share information from their constituents.

Attendance: There are 4 meetings to attend annually. If a member must miss a meeting, advance notice to the chairs or facilitator is requested.

Removal/ Replacement: 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 committee 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.

Terms of Membership: As determined by the school district or agency represented.

Critical Questions:
<i>Do we have active participation of all mandated members? We are currently working to have all required members.</i>
<i>How often are new members recruited? New members are currently being recruited. New members will be recruited to replace open positions.</i>
<i>Do we offer an orientation to new members? The facilitator of Region 8 will offer new member orientation through IEIC documents, written, and verbal information.</i>
<i>Have we formalized our responsibilities for members? Yes</i>
<i>How are parents reimbursed for their participation? A participation stipend is paid for each meeting attended.</i>

Meetings

Meetings of Members:

Quarterly meetings every third Wednesday (or as is convenient/timely for committee members) of the months listed below, from 11:00-1:00.

Meeting cycle:

- 1st Q: Summer - September
- 2nd Q: Fall - November
- 3rd Q: Winter - February
- 4th Q: Spring - April

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

Conducting Business/ Holding meetings: The IEIC members will determine when and where the meetings will be held. The IEIC facilitator, under the direction of the IEIC co-chairs, will set the agendas.

Rules of order/Ground Rules: Roberts Rules of Order

Decision making process: Voting will be done by the members at the meetings when a quorum is present. There is one vote for each member. Electronic voting will be done when needed to meet a quorum within 2 weeks of the meeting.

Electronic participation - Technology may be used to facilitate meeting attendance:

Standing agenda format: A standing agenda will be used.

Quorum: 2/3 of the voting membership needs to be present at a meeting for quorum requirements to be met.

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

Reimbursement policies: The Region 8 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, then expenses will not be reimbursed by the Regional IEIC committee. A parent stipend of \$100 is paid for each parent attending at each meeting.

Critical Questions:
<i>Do we use task forces or subcommittees to address specific needs? Yes as needed</i>
<i>What decision making structure have we established? Each member has an equal vote on the committee.</i>
<i>Do we have a practical, effective set of "operating principles" or bylaws that assist in establishing a governance structure? Yes by using these operating procedures.</i>

Standing Sub-Committees (optional)

Region 8 IEIC will assign sub-committees as needed.

Possible subcommittees may include:

- Membership Committee (establish guidelines for IEIC membership)
- Planning /Budget Committee
- Public Awareness/Outreach/Child Find Committee
- Intake and Referral Committee
- Compliance Committee - Quality Improvement
- Family Support Committee

Year IEIC established: 2011

Approval Signators (Initial Chair): _____/_____

Changes to operating procedures: ___4-17-19___/_____

Changes to operating procedures: ___2-19-20___/_____

Changes to operating procedures: ___12-2-20___/_____