

Kansas Interagency Coordinating Council on Early Childhood Developmental Services / Kansas Interagency Coordinating Council

Meeting Minutes

Virtual

May 17, 2024

1:00 PM

Members Present

David Lindeman, Chair & Regents Representative
Christie Wyckoff, for Melissa Rooker, Kansas Children's Cabinet and Trust Fund
Nichelle Adams, Kansas Dept. for Children and Families (DCF)
Sydney Dringman, Kansas Dept. for Children and Families (DCF)
Lisa Collette, Vice-Chair & Insurance Commission Representative
Gary Henault, KDADS
Senator Renee Erickson, Legislator
Elizabeth Brunscheen-Cartagena, Parent Member
Courtney Hochman, Public Member
Hillary Crist, Service Provider Member
Ann Elliott, Service Provider Member
Erin Schuweiler, Service Provider Member
Monica Ross, Service Provider Member
Marites Altuna, Service Provider Member
Kim Kennedy, Kansas Dept. for Children and Families (DCF) (Ex-Officio)
Lesli Girard, Families Together (Ex-Officio)

Members Not Present

vacant, for Dr. Watson, Kansas Commissioner of Education,
vacant, Medicaid Representative
Tricia Waggoner, Kansas Department of Health and Environment (KDHE)
Representative Susan Ruiz, Legislator
Susan Bowles, Service Provider Member
Diana Martinez, Head Start Representative
Jennifer King, SEAC liaison

Nonmembers Present

Stacy Novak, KSDE SICCC Staff Person
Tiffany Bartley, KCSL, guest
Mikaela Ball, parent
Jenny Brase, KITS TA

Beccy Strohm, KSDE
Sandra Batt, KSDE
Lindsey Buck
Tammy Dreiling
Tammy Wallin, KSDE KITS
Michelle Calvert
Kathy Kersenbrock Ostmeyer

Call to order:

Chair Dave Lindeman introduced himself and called the meeting to order. Introductions were made by all present (it was noted that there was a quorum).

Meeting Minutes:

The minutes from April 2024 were reviewed and approved.
Motion made by Lisa Collette to accept minutes
Seconded by Courtney Hochman
Motion carried – All members voted yes

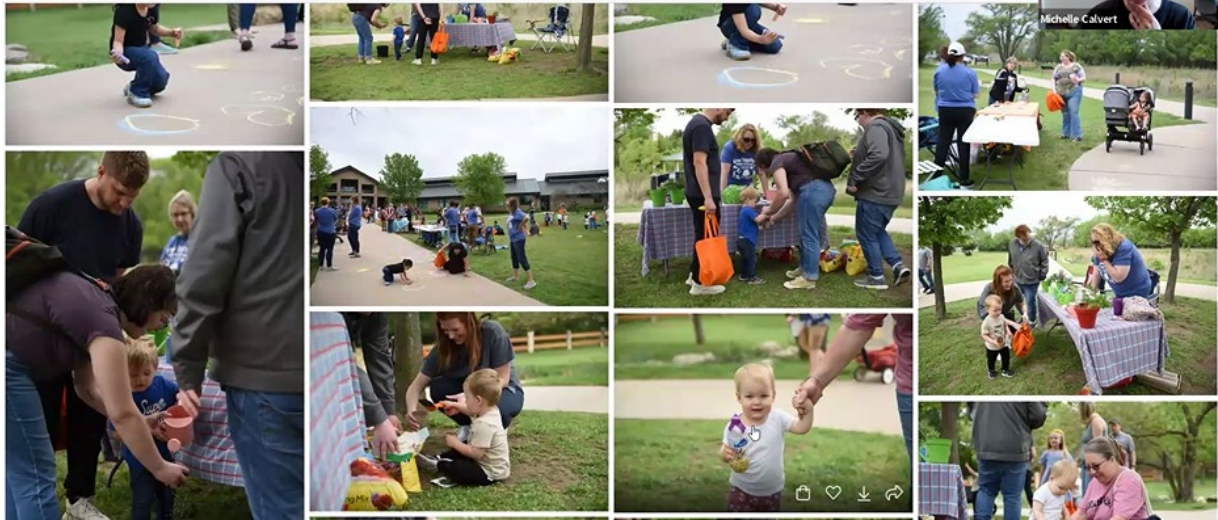
Meeting agenda:

The agenda for May 2024 was reviewed and approved with revisions.
Gary Henault moved to accept the agenda
Liz Brunscheen Cartegena seconded the motion
Motion carried – All members voted yes

Public Comment:

Michelle Calvert shared that Sedgwick County LICC used the grant money to fund the Grow Together Family Play Day on April 27, 2024. 230 plus attendees





Extending grant applications invoice acceptance until November 1, 2024
Motion made by Lisa Collette to extend the acceptance of invoices
Seconded by Liz Brunscheen Cartegena
All in favor

Committee Reports:

No written committee or agency reports

SICC member training provided from TAESE – slides attached.

We thanked Dave Lindeman for his many years of service to the SICC and we sent him well wishes in retirement.

Adjournment:

Motion made by Gary Henault to adjourn the meeting.

Motion seconded by Marites Altuna.

Meeting adjourned at 3:51 pm by Dave Lindeman

All in favor

SICC Membership Training 2024 Handouts

1. Agenda for the Orientation
2. ICC Bylaws
3. National SAP & SICC Workgroup Information
4. OSEP SPP/APR Booklet
5. Examples of Providing Assistance
6. Exercising Advisory Responsibilities
7. Functions of the ICC
8. ICC Membership
9. Components of Special Education General
Supervision
10. Preparing for the DMS
11. State ICC Regulations

ARTICLE I. MISSION OF THE COUNCIL

The mission of the Kansas Coordinating Council on Early Childhood Developmental

Services is to ensure that a comprehensive service delivery system of integrated services

is available in Kansas to all children with a disability or who experience (or are at risk for)

developmental delays from birth through age 5 and their families.

ARTICLE II. VALUES OF THE COUNCIL

Early intervention provides the necessary services to enable young children who experience or are at risk for developmental delays to progress toward the maximum of

their abilities. When these services are provided in a timely and appropriate manner, and

in the context of the family, the need for further intervention can often be eliminated or reduced.

The family should be the center of every child's world. Accordingly, it functions as a

child's most important developmental context. Therefore, the family should be the most

important focus in early intervention efforts, including assessment and intervention

activities. Collaboration with the family is essential to meet the developmental needs of all young children.

Administrative structures and funding mechanisms for services to young children should

not require assigning specific diagnostic labels, because of the variable nature of young children's performance and the potential for rapid change in their developmental status.

The utilization of interagency collaboration is essential and will produce the most comprehensive and uninterrupted service. These services should be multi-disciplinary,

and to the maximum extent appropriate, delivered in settings which are typical for

young children and which include a predominance of normally developing children.

ARTICLE III. FUNCTIONS OF THE COUNCIL

As referenced in K.S.A. 74-7802, the Council will:

1. Solicit information and opinions from concerned agencies, groups and individuals on proposed policies and recommendations for the delivery of health, education and social services for all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.
2. Establish appropriate committees to perform tasks, gather information, and explore issues as directed by the Council. (See Article V)
3. Determine the work activities of the staff to the Coordinating Council on Early Childhood Developmental Services.
4. Disseminate information about the activities of the Council and its actions to local, private and public service providers, parents, advocacy organizations, state agency personnel, and other interested parties.
5. Develop, implement, and review as appropriate a state plan for young children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.
6. Recommend policies, procedures, and legislation for effectively providing health, education, and social services.
7. Develop interagency agreements to promote a comprehensive service delivery system for all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.
8. Advise and assist the lead agency in implementing the Individuals with Disabilities Education Act (IDEA), Part C at both state and local levels.
9. Submit an annual report to the Governor.
10. Advise and assist all Kansas state agencies that provide services to all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

ARTICLE IV. MEMBERSHIP

The membership of the Kansas Coordinating Council shall consist of representatives of the public and private sector who by virtue of their position, interest and training can contribute to the quality of services provided to children with developmental delays and their families. The council shall be composed of at least 16 members, but not more than

25 members, and will include:

1. a representative of the Governor;
2. the Secretary of Kansas Department of Social and Rehabilitation Services or a

- representative selected by the Secretary;
3. the Secretary of Kansas Department of Health and Environment or a representative selected by the Secretary;
 4. a member of the Kansas State Board of Education selected by the Chairperson of the State Board of Education or, at the discretion of the Chairperson, the Commissioner of Education or a representative selected by the Commissioner;
 5. a representative of the Board of Regents selected by the Chairperson of the Board of Regents;
 6. two members of the state legislature selected by the Legislative Coordinating Council so that one is a member of the Senate and one is a member of the House of Representatives and such members are not members of the same political party;
 7. the Commissioner of Insurance or a representative of the Commissioner selected by the Commissioner; and
 8. a representative of the state Medicaid agency; and
 9. not less than eight nor more than seventeen members appointed by the governor, which members shall be selected to ensure that the requirements of 20 U.S.C. 1400 and amendments thereto are met.

Note: Part C of IDEA (2004) indicates that membership include:

- ☐ at least 20 percent of the members must be parents, parent membership must be composed of "parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one member must be a parent of an infant or toddler with a disability or a child with a disability aged six or younger. A parent member may not be an employee of a public or private agency involved in providing early intervention services.
- ☐ at least 20 percent of the members must be public or private providers of early intervention services.
- ☐ at least one member from each of the following constituents: the state legislature, person involved in personnel preparation, state agencies involved in the provision of or payment for early intervention services, the SEA responsible for preschool services of children with disabilities, the state Medicaid agency, a Head Start agency or program, the agency responsible for child care, the agency responsible for regulation of health insurance, the office responsible for coordination of the education for homeless children and youth, the child welfare agency responsible for foster care, and the agency responsible for children's mental health. One member may be appointed to represent more than one

program or agency listed in the membership.

A. TERM OF OFFICE

Members appointed by the governor shall serve a term of four years. Members are eligible for reappointment.

B. MEETING PARTICIPATION

Participation in its meetings by all Council members is critical to the success of the

Council in meeting its mission. Reviews will be done on an on-going basis to assess

attendance. The following shall constitute grounds for a possible recommendation to

the Governor for termination of membership on the Council:

1. absence from three (3) consecutive meetings in one year, or
2. more than two unexcused absences, or
3. more than two unexcused absences and three total absences in any given year.

Members of the Council may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating can hear each other. Participation in a meeting pursuant to this shall constitute presence at such meeting.

C. VACANCIES

Any vacancy occurring in the appointive membership of the Council shall be filled in the

same manner and from the same class as the original appointment. The Council shall

inform the appointing authority within thirty calendar days of any vacancy.

Though

Council recommendations for filling said vacancy may be forwarded to the appointing

authority, this shall not be construed as usurping the authority to make any appointments.

D. RESIGNATION

A Council member's resignation must be in writing and shall be submitted to the appointing authority and to the Council Chairperson.

E. ORIENTATION

The Chairperson, staff, and longstanding Council members shall make available to new

members an orientation to the Council, its operations, and functions

ARTICLE V. EXECUTIVE COMMITTEE AND OTHER COMMITTEES

A. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Council Chairperson, the Vice Chairperson, the Past Chair, and three members to be elected by the Council from the its membership, and at least one of these members shall be one who serves on the Council in the capacity of an ICC parent. All elected members of the Executive Committee shall serve two year terms. Elected members are eligible for re-election. The Executive Committee shall:

1. Have such powers as are conferred upon it by the Council. It may take interim action on behalf of the full Council, only when such affairs are of an urgent nature and require immediate attention between officially scheduled meetings. Any action taken by the Executive Committee shall be reported at the next regularly scheduled Council meeting and ratified by the Council.
2. Execute any other functions, duties and responsibilities delegated to it by the Council.
3. Should the Executive Committee determine that the full Council should be consulted concerning matters brought before the Executive Committee, it may utilize electronic communication to communicate with the full Council. If e-mail communication is used, any action would require a motion from any member of the Executive committee, followed by a second from any Council member. After a reasonable discussion period, the chair would call for a vote to be limited in time duration.

B. COMMITTEES and WORK GROUPS

1. When necessary, the Council shall be aided in its work by Committees and Work Groups. Membership shall consist of at a minimum three members of the Council and other persons approved by the Council. The Chair of any committee or work group shall be a member of the Council. A Co-Chair may be selected from the entire membership of the committee or work group.
2. Committees and Work Groups are intended to be task/topic specific. They are expected to review issues and topics as assigned by the Council and to make recommendations to the Council for consideration prior to any possible action. Committees are designated as a standing committee of the Council and will focus on goals/activities related to the strategic plan of the Council. Work Groups are to be limited in tenure and are to be disbanded following action on final recommendations to the Council.

ARTICLE VI. MEETINGS OF THE COUNCIL

A. SCHEDULE

The Council shall meet at least quarterly. Additional meetings may be scheduled at other times and places as determined by the Council Chairperson, or as requested by any three members of the Council. Each year a specific meeting will be designated by the Council as the Annual Meeting. This will provide opportunity to review the Council and its operations.

B. QUORUM

A quorum consists of a simple majority of the full council membership. The Council may take official action only when a quorum is present. Members participating by way of communications equipment (Article IV-B) shall be counted toward a quorum. Final decisions of the council shall be by majority vote of the Council members present.

C. CHAIRPERSON

A Chairperson shall be designated annually by the Governor. In the event that the annual designation of Council Chairperson is not forthcoming from the Governor, the Council may designate an interim Chairperson pursuant to Governor's action. Any member of the Council who is a representative of the Part C lead agency may not serve as the chairperson of the Council. The Chairperson is a full participating member of the Council and shall:

1. Be responsible for developing meeting agendas, scheduling meetings and ensuring completion of all tasks associated with Council meetings;
2. Preside over all meetings of the Council and the Executive Committee;
3. Vote only when required to break a tie on any matter submitted to a vote of the Council membership;
4. Facilitate the determination of the work activities of a staff person to the Council. Evaluate, on a yearly basis, the job performance of the Coordinator with input from other Council members;
5. Receive requests and allocate the resources of the Council;

6. Assure that the chair and membership of committees and work groups meet the requirements of the by-laws and appoint Council members as necessary; and
7. Perform all duties incident to the position of Chairperson and all other duties as may be prescribed by the Council.

D. VICE-CHAIRPERSON

The Chairperson shall appoint a Vice-Chairperson. The Vice Chairperson is a full participating member of the Council who shall:

1. In the Chairperson's absence, perform the duties of the Chairperson;
2. When the Vice-Chairperson is acting as Chairperson, he/she shall have all the powers of and be subject to all the restrictions upon the Chairperson; and,
3. The Vice-Chairperson shall be a member of the Executive Committee and shall perform any other duties that may be assigned by the Council Chairperson or by the Council.

E. VOTING

1. Each Council member is entitled to one vote on each matter submitted to a vote.
2. A vote of the majority of those members present is necessary to approve any action taken by the Council. In the event of a tie vote, the Chairperson may vote to break the tie vote.
3. The votes of Council members participating by way of communication equipment shall be included on matters submitted to a vote
4. Official business of the Council may only occur outside of Council meetings under the circumstances identified under the responsibilities of the Executive Committee (Article V).
5. Voting by Proxy is not permitted (Note: Kansas Attorney General letter of 3/6/07) Each Council member is entitled to one vote on each matter submitted to a vote.

F. CONFLICT OF INTEREST

No member shall cast a vote on any matter that would provide financial benefit to that member or otherwise give the appearance of a conflict of interest under State Law.

1. The member should immediately disclose the actual or potential conflict.
2. The member, at the request of any other member, shall be temporarily excused from the meeting to permit the Council to deliberate and vote upon the issue.

3. Subsequent discovery of any undisclosed actual or perceived conflict regarding a matter in which the member participated in either discussion or voting shall invalidate the Council action on the matter. The member should immediately disclose the actual or potential conflict.

G. EXPENSES

The members of the Coordinating Council who requests such shall be reimbursed for actual and necessary expenses, incurred in their performance of their official duties in accordance with section (e) of K.S.A. 75-3223 and amendments thereto.

H. PUBLIC PARTICIPATION

Public participation is deemed vital to the effective functioning of the Council. Within appropriate constraints determined by the Chairperson, a portion of each meeting of the Coordinating Council shall be set aside for public participation. Persons wishing to address the Council will be asked to notify the Coordinator by the morning of the meeting. Council meetings must be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend. To the extent appropriate, these meetings will be open and accessible to the general public.

I. PLACING ITEMS ON THE AGENDA

The agenda will be mailed at least one week prior to the meeting. Additions and/or amendments to the agenda may be suggested by anyone in attendance and will be considered by the Chairperson at the onset of each Council meeting.

J. MINUTES

Draft copies of minutes will be mailed or sent electronically to Council members prior to the next scheduled Council meeting. At that next meeting, this draft will be considered and edited, as necessary. A majority vote will approve the minutes. Approved minutes of the Council meetings shall be made available for public inspection

in a timely fashion.

ARTICLE VII. AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by

formal action of the Council at any regular or special meeting of the Council.

Proposed

changes shall be submitted in writing to the Council Chair or Coordinator and received

by all members of the Council at least 15 days prior to the scheduled meeting at which

action is to be taken.

A regular and periodic review of these bylaws will be conducted by the Council or by a

group designated by the Council

Revised:

January 1997; November 2006; September 2007; October 2007



National SAP & SICC Workgroup

*Assisting State Advisory Panels (SAP) and
State Interagency Coordinating Councils (SICC)*

The SAP and SICC Workgroup assists in planning national activities to support states in organizing, orienting, and providing learning opportunities for SAPs and SICC across the country.

We collaboratively plan and facilitate professional learning and capacity-building activities for SICC and SAP chairs/members and state staff on topics including;

- interagency collaboration
- leadership
- engagement of families and other stakeholders
- emerging issues

Activities include webinars and teleconferences, online resources, and connections to partner centers.



Did you know?

- We have archived webinars
- We have all state contact information
- We have state resources
- We have a Q&A section



The SAP and SICC workgroup consists of interested staff from the Office of Special Education Programs (OSEP), OSEP-funded Parent Centers and Technical Assistance Centers, state staff, and members involved in their states' SAP or SICC.



**For more information, contact the workgroup by email:
info@stateadvisorypanel.org**

Where can you find out more?

<https://collab.osepideasthatwork.org/SAP-SICC>



Helpful Links
<http://ed.gov>
<http://idea.ed.gov>
<http://spp-apr-calendar.tadnet.org>

To learn more about the IDEA or the SPP/APR process, contact your:

Determinations/Enforcement
(continued)

For States that don't meet requirements, the IDEA identifies specific enforcement actions that the U.S. Department of Education must conduct under specific circumstances. If a State "needs assistance" for two consecutive years, the Department must take one or more enforcement actions, which may include: requiring the State to receive technical assistance; designating the State as a high-risk grantee; or directing the use of State set-aside funds to the area(s) where the State needs assistance; or other appropriate actions. If a State "needs intervention" for three consecutive years, the Department must require a corrective action plan or compliance agreement, or withhold in whole or in part further payments to the State. Any time a State "needs substantial intervention," the Department must take immediate enforcement action, such as withholding funds or referring the matter to the Department's Inspector General or to the U.S. Department of Justice.

State Reporting and Determinations

Each State conducts a similar evaluation process for its local school districts and early intervention programs. States must annually review LEA and EIS program performance against targets in the State's SPP determine if each LEA and EIS program "meets requirements," "needs assistance," "needs intervention," or "needs substantial intervention" in implementing Parts B and C of the IDEA, and inform each LEA and EIS program of its determination. States also must report annually to the public on the performance of each LEA and EIS program located in the State on the targets in the State's SPP. The reports must be posted on the SEA and LEA websites.

A Focus to Improve Results

Focusing on the important indicators in the SPP can help LEAs improve results for children and youth with disabilities. Information on your State's SPP and APR, as well as your LEA's public report, is available on your SEA website. See the back page to find these resources in your State. *

State Education Agency (SEA), Part B:

Local Education Agency (LEA), Part B:

Lead Agency (LA) and/or Early Intervention Service (EIS) Program, Part C:

Parent Training Information (PTI) Center:



LEARNING MORE ABOUT IDEA

**State Performance Plans
and Annual Performance Reports**



The Individuals with Disabilities Education Act (IDEA) is a Federal law that guarantees a free, appropriate public education to each child with a disability throughout the nation. The IDEA governs how states and public agencies provide early intervention, special education, and related services to approximately 7 million eligible infants, toddlers, children, and youth with disabilities. States receive more than \$12 billion in Federal IDEA funds each year to support these services.

Parts of the IDEA

Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under Part C of the IDEA. Children and youth (ages 3-21) receive special education and related services under Part B of the IDEA. To learn more about the history and specific parts of the IDEA, go to <http://idea.ed.gov>.

Oversight of the IDEA

The Office of Special Education Programs (OSEP) at the U.S. Department of Education monitors how Parts B and C of the IDEA are implemented by States. Each State must supervise the implementation of Part B of the IDEA by local educational agencies (LEAs), and of Part C by early intervention services (EIS) programs. OSEP oversees these general supervision activities by each State, and the State's progress in a State Performance Plan which shows its overall efforts in implementing the IDEA.

State Performance Plan

When the IDEA was reauthorized in 2004, the law was amended to require that each State develop a State Performance Plan (SPP). The SPP helps the State evaluate its efforts in implementing the requirements and purposes of the IDEA, and describes how it will improve its implementation over a period of six years. For Part B, the SPP includes baseline data, measurable and rigorous targets, and improvement activities for 20 indicators such as graduation rate, dropout rate, participation and performance on assessments, meeting evaluation timelines, and ensuring that complaints and hearings are resolved within required timelines. For Part C, the SPP includes baseline data, measurable and rigorous targets, and improvement activities for 14 indicators such as ensuring positive outcomes for infants and toddlers with disabilities, timely provision of services, meeting evaluation timelines, and provision of services in natural environments.

Annual Performance Report

The IDEA also requires each State to report annually to the U.S. Secretary of Education on the progress it has made that year in meeting the measurable and rigorous targets established in its six-year SPP. This is known as the Annual Performance Report (APR). After reviewing each State's APR and assessing its progress, the Secretary is required to issue an annual determination letter—essentially a report card—which documents the State's overall progress in meeting the requirements of the IDEA. This annual report card, called a "determination," is an important tool in helping States in their ongoing efforts to improve education for children with disabilities.

How Does the SPP/APR Process Improve Education?

The ongoing evaluation of States in their progress in implementing the IDEA has important outcomes for all stakeholders. The SPP/APR process allows:

SEAs, LEAs, and EIS programs to make informed, data-driven decisions, while managing their schools or programs effectively. School boards to make informed, data-driven decisions. Parents to become better informed and more involved in their child's services and education. Infants, toddlers, children, and youth to obtain improved outcomes.

Determinations/Enforcement

The IDEA specifies four possible options for the Secretary's determination. The Secretary may determine that the State:

1. Meets the requirements and purposes of the IDEA;
2. Needs assistance in implementing the requirements of the IDEA;
3. Needs intervention in implementing the requirements of the IDEA; or
4. Needs substantial intervention in implementing the requirements of the IDEA. *



Interagency Coordinating Council



State Examples and Federal Definition of Advise and Assist

The following are the IDEA regulations in regards to advise and assist as well as selected state examples of how to advise and assist.

IDEA 2004

"...advise and assist the lead agency in the performance of the responsibilities set forth in Section 635(a)(10) of the Individuals with Disabilities Education Act, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of financial responsibility to the appropriate agency, and the promotion of the interagency agreements; advise and assist the lead agency in the preparation of applications and amendments thereto; advise and assist the State educational agency regarding the transition of toddlers with disabilities to preschool and other appropriate services; and, prepare and submit to the Governor and to the Federal Secretary of Education on the status of early intervention programs for infants and toddlers with disabilities and their families operated within the State."

Connecticut

1. Assist the lead agency in the effective performance of the lead agency's responsibilities, including:

- Identifying the sources of fiscal support for early intervention services and programs
- Advising on priority areas and measures for quality assurance of programs
- Assignment of financial responsibility to the appropriate agency
- Promotion of interagency agreements

2. Advise and assist the Commissioner of the Office of Early Childhood on issues concerning:

- The development of standards and procedures
- The transition of children from Birth to Three into Dept. of Ed services
- Identifying barriers that impede timely and effective services delivery
- The adoption of rules and regulations

Assist" takes the form of reviewing selected draft products, such as service guidelines, new or revised procedures for our providers, and any proposed changes to our state regulations. The lead agency shares bimonthly referral, fiscal, services, and complaint data for feedback on strengths and challenges. Agency task forces and committees include ICC members so that the Council's perspective may be infused throughout lead agency activities and priorities. Representatives from other State agencies can sometimes broker inter-agency arrangements or facilitate collaboration on issues relevant to our shared interest groups. As in other states,

T A E S E

Technical Assistance for Excellence in Special Education

www.taese.org

our ICC submits an Annual Report to our Governor. They have also hosted a legislative breakfast to raise awareness of our system's strengths among elected officials and monitor legislative proposals that may affect our families or our state's system.

Washington

Role of the Council – to advise and assist the Department and other participating state agencies in coordinating and implementing policies that constitute a statewide system of early intervention services, including:

- Identifying sources of fiscal and other support for services for the early intervention programs
- Assigning financial responsibilities to the appropriate agency
- Promoting interagency agreements
- Providing appropriate services for children
- Transition of toddlers with disabilities to preschool services
- Provision of appropriate services for children from birth through age three
- Integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families
- Achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state
- Effective implementation of a statewide early intervention system (seeking information from service providers, family resource coordinators, parents, and others about any federal, state or local policies that impeded timely service delivery and take steps to ensure that any policy problems are resolved)
- Working with County Interagency Coordinating Councils (CICCs) to coordinate and enhance existing early intervention services and assisting communities to meet the needs of infants and toddlers with disabilities and their families
- Preparing applications for federal grants under IDEA, Part C
- Preparing budgets as necessary to carry out the Council's functions
- Preparing reports to the Governor and federal officials as required by federal and state laws

New Jersey

- Developing and implementing the policies for Early Intervention;
- Advocating for all participants of NJEIS;
- Promoting communication that connects all components of the NJEIS;
- Identifying and recommending strategies for improvement;
- Identifying other sources of fiscal and other support; and
- Listening to the public.

Utah

Provide meaningful directions, assistance, and support to the Lead Agency to plan, develop, and implement the policies and procedures constituting the statewide system of individualized, family-focused, culturally competent, services for infants and toddlers with developmental delays and their families as outline in IDEA (PL 108-446, '97 final regulation 34 CFR Part 303) and advocate for their implementation.

New Mexico

"Assist" by

- a. Reviewing current FIT (Family Infant Toddler program) policies and making recommendations, recommending new policies as needed
- b. Assuring that ICC membership includes decision makers from the State agencies that impact the early intervention service system. These members will bring ICC recommendations to their specific agencies and report back to the ICC.
- c. Use of the ICC Tool Kit to promote the FIT Program
- d. Each State agency representative provides a written report on their agency's current initiatives, etc. prior to each ICC meeting. At the meeting, the ICC agenda has designated time to ask questions about any of the reports.

Delaware

ICC advises on 0-3 EI system priority areas and overall improvement plan. ICC assists on specific areas, as discussed through committees and approved through ICC. The Council is able to offer information to the public and legislators as it may help the system reach the objectives of the priority areas and service delivery.

Tennessee

Informally, assist has meant serving as a review and advisory board for implementation of all components of the system. The Council has drafted letters of support when it has been necessary to pursue a change in legislation to insure appropriate implementation of the system. All elements of progress and change (ex. development of regs, Part C monitoring update) are presented to the Council at regular meetings and their feedback and endorsement is sought for any action before it is finalized.

Virginia

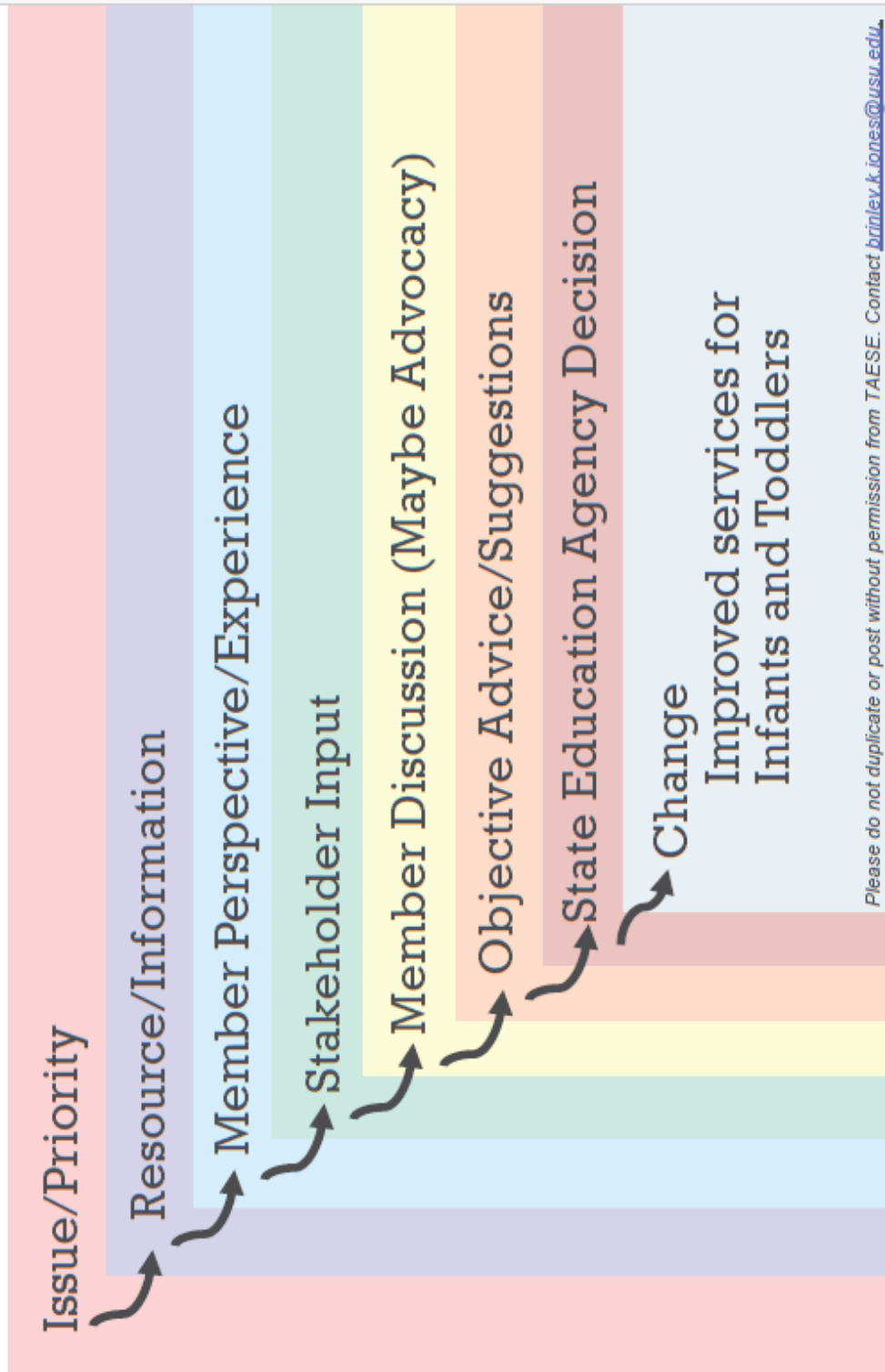
Assist = Recommends

Florida

- Advise and assist the Lead Agency in the development and implementation of the policies that constitute the statewide system;
- Advise and assist the Lead Agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State;
- Advise and assist the Lead Agency and the State educational agency regarding the provision of appropriate services for children aged birth to five, inclusive; and,
- Advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the State.
- Advise and assist the Lead Agency in the identification of sources of fiscal and other support for services for early intervention programs; assignment of financial responsibility to the appropriate agency; and promotion of interagency agreements under 303.523.
- Advise and assist the Lead Agency in the preparation of applications for IDEA funding and amendments to those applications.
- Advise and assist the State educational agency regarding the transition of toddlers with disabilities to services provided under part B of IDEA to preschool and other appropriate services.

Information gathered in 2015

Exercising Advisory Responsibilities Interagency Coordinating Council



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ARTICLE III. FUNCTIONS OF THE COUNCIL

As referenced in K.S.A. 74-7802, the Council will:

Solicit information and opinions from concerned agencies, groups and individuals on proposed policies and recommendations for the delivery of health, education and social services for all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

Establish appropriate committees to perform tasks, gather information, and explore issues as directed by the Council. (See Article V)

Determine the work activities of the staff to the Coordinating Council on Early Childhood Developmental Services.

Disseminate information about the activities of the Council and its actions to local, private and public service providers, parents, advocacy organizations, state agency personnel, and other interested parties.

Develop, implement, and review as appropriate a state plan for young children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

Recommend policies, procedures, and legislation for effectively providing health, education, and social services.

Develop interagency agreements to promote a comprehensive service delivery system for all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

Advise and assist the lead agency in implementing the Individuals with Disabilities Education Act (IDEA), Part C at both state and local levels.

Submit an annual report to the Governor.

Advise and assist all Kansas state agencies that provide services to all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

ARTICLE IV. MEMBERSHIP

The membership of the Kansas Coordinating Council shall consist of representatives of the public and private sector who by virtue of their position, interest and training can contribute to the quality of services provided to children with developmental delays and their families. The council shall be composed of at least 16 members, but not more than 25 members, and will include:

1. a representative of the Governor;
2. the Secretary of Kansas Department of Social and Rehabilitation Services or a representative selected by the Secretary;
3. the Secretary of Kansas Department of Health and Environment or a representative selected by the Secretary;
4. a member of the Kansas State Board of Education selected by the Chairperson of the State Board of Education or, at the discretion of the Chairperson, the Commissioner of Education or a representative selected by the Commissioner;
5. a representative of the Board of Regents selected by the Chairperson of the Board of Regents;
6. two members of the state legislature selected by the Legislative Coordinating Council so that one is a member of the Senate and one is a member of the House of Representatives and such members are not members of the same political party;
7. the Commissioner of Insurance or a representative of the Commissioner selected by the Commissioner; and
8. a representative of the state Medicaid agency; and
9. not less than eight nor more than seventeen members appointed by the governor, which members shall be selected to ensure that the requirements of 20 U.S.C. 1400 and amendments thereto are met.

Note: Part C of IDEA (2004) indicates that membership include:

- at least 20 percent of the members must be parents, parent membership must be composed of "parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one member must be a parent of an infant or toddler with a disability or a child with a disability aged six or younger. A parent member may not be an employee of a public or private agency involved in providing early intervention services.
- at least 20 percent of the members must be public or private providers of early intervention services.
- at least one member from each of the following constituents: the state legislature, person involved in personnel preparation, state agencies involved in the provision of or payment for early intervention services, the SEA responsible for preschool services of children with disabilities, the state Medicaid agency, a Head Start agency or program, the agency responsible for child care, the agency responsible for regulation of health insurance, the office responsible for coordination of the education for homeless children and youth, the child welfare agency responsible for foster care, and the agency responsible for children's mental health. One member may be appointed to represent more than one program or agency listed in the membership.

A. TERM OF OFFICE

Members appointed by the governor shall serve a term of four years. Members are eligible for reappointment.

Interagency Coordinating Council Membership (CFR 303.601)

1. 20% parents with children 12 years or younger.
2. One member parent with a child with a disability 6 years or younger.
3. 20% public or private providers of early childhood services.
4. One member – State legislature.
5. One member – Personnel preparation.
6. One member of State Agency – Payment of Early Childhood Services.
7. One member SEA responsible for pre-school service for children with disabilities (cwg).
8. One member – State Medicaid and CHIP program.
9. One member – State agency for child care.
10. One member – Private health insurance.
11. One member – State agency children & youth experiencing homelessness.
12. One member – State agency responsible for foster care.
13. One member – State agency for children's mental health.
14. Bureau of Indian Education representative if there are BIE schools in the State.

The Components of Special Education General Supervision



DIFFERENTIATED MONITORING SUPPORT (DMS)

Interagency Coordinating Council Preparation

- » Be familiar with your duties under IDEA.
- » Develop and understanding of Special Education General Supervision.
- » Connect with Part B Special Education Advisory Council to discuss common areas.
- » Meet with the State Section 619 Coordinator to discuss areas that overlap between Part C and Part B.
- » Connect with State Parent Training and Information Center staff.
- » Have DMS update as an ICC agenda item.
- » Conduct mock interviews. Attend national webinars on DMS.
- » Make updates to state ICC website.

T A E S E

Technical Assistance for Excellence in Special Education



STATE INTERAGENCY COORDINATING COUNCIL

REGULATIONS PART C SUBPART G

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SEC. 303.600 ESTABLISHMENT OF COUNCIL

- (a) A State that desires to receive financial assistance under part C of the Act must establish a State Interagency Coordinating Council (Council) as defined in §303.8.
- (b) The Council must be appointed by the Governor. The Governor must ensure that the membership of the Council reasonably represents the population of the State.
- (c) The Governor must designate a member of the Council to serve as the chairperson of the Council or require the Council to do so. Any member of the Council who is a representative of the lead agency designated under §303.201 may not serve as the chairperson of the Council.

SEC. 303.601 COMPOSITION

- (a) The Council must be composed as follows:
 - (1)
 - (i) At least 20 percent of the members must be parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 years or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities.
 - (ii) At least one parent member must be a parent of an infant or toddler with a disability or a child with a disability aged six years or younger.
 - (2) At least 20 percent of the members must be public or private providers of early intervention services.
 - (3) At least one member must be from the State legislature.
 - (4) At least one member must be involved in personnel preparation.
 - (5) At least one member must—

- (i) Be from each of the State agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families; and
 - (ii) Have sufficient authority to engage in policy planning and implementation on behalf of these agencies.
 - (6) At least one member must—
 - (i) Be from the SEA responsible for preschool services to children with disabilities; and
 - (ii) Have sufficient authority to engage in policy planning and implementation on behalf of the SEA.
 - (7) At least one member must be from the agency responsible for the State Medicaid and CHIP program.
 - (8) At least one member must be from a Head Start or Early Head Start agency or program in the State.
 - (9) At least one member must be from a State agency responsible for child care.
 - (10) At least one member must be from the agency responsible for the State regulation of private health insurance.
 - (11) At least one member must be a representative designated by the Office of the Coordination of Education of Homeless Children and Youth.
 - (12) At least one member must be a representative from the State child welfare agency responsible for foster care.
 - (13) At least one member must be from the State agency responsible for children's mental health.
- (b) The Governor may appoint one member to represent more than one program or agency listed in paragraphs (a)(7) through (a)(13) of this section.
 - (c) The Council may include other members selected by the Governor, including a representative from the Bureau of Indian Education (BIE) or, where there is no school operated or funded by the BIE in the State, from the Indian Health Service or the tribe or tribal council.
 - (d) No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.

SEC. 303.602 MEETINGS

- (a) The Council must meet, at a minimum, on a quarterly basis, and in such places as it determines necessary.
- (b) The meetings must—
 - (1) Be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend;
 - (2) To the extent appropriate, be open and accessible to the general public; and

- (3) As needed, provide for interpreters for persons who are deaf and other necessary services for Council members and participants. The Council may use funds under this part to pay for those services.

SEC. 303.603 USE OF FUNDS BY THE COUNCIL

- (a) Subject to the approval by the Governor, the Council may use funds under this part to—
 - (1) Conduct hearings and forums;
 - (2) Reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives);
 - (3) Pay compensation to a member of the Council if the member is not employed or must forfeit wages from other employment when performing official Council business;
 - (4) Hire staff; and
 - (5) Obtain the services of professional, technical, and clerical personnel as may be necessary to carry out the performance of its functions under part C of the Act.
- (b) Except as provided in paragraph (a) of this section, Council members must serve without compensation from funds available under part C of the Act.

SEC. 303.604 FUNCTIONS OF THE COUNCIL—REQUIRED DUTIES

- (a) Advising and assisting the lead agency. The Council must advise and assist the lead agency in the performance of its responsibilities in section 635(a)(10) of the Act, including—
 - (1) Identification of sources of fiscal and other support for services for early intervention service programs under part C of the Act;
 - (2) Assignment of financial responsibility to the appropriate agency;
 - (3) Promotion of methods (including use of intra-agency and interagency agreements) for intra-agency and interagency collaboration regarding child find under §§303.115 and 303.302, monitoring under §303.120 and §§303.700 through 303.708, financial responsibility and provision of early intervention services under §§303.202 and 303.511, and transition under §303.209; and
 - (4) Preparation of applications under this part and amendments to those applications.
- (b) Advising and assisting on transition. The Council must advise and assist the SEA and the lead agency regarding the transition of toddlers with disabilities to preschool and other appropriate services.
- (c) Annual report to the Governor and to the Secretary.
 - (1) The Council must—
 - (i) Prepare and submit an annual report to the Governor and to the Secretary on the status of early intervention service programs for infants and toddlers with disabilities and their families under part C of the Act operated within the State; and

- (ii) Submit the report to the Secretary by a date that the Secretary establishes.
- (2) Each annual report must contain the information required by the Secretary for the year for which the report is made.

SEC. 303.605 AUTHORIZED ACTIVITIES BY THE COUNCIL

The Council may carry out the following activities:

- (a) Advise and assist the lead agency and the SEA regarding the provision of appropriate services for children with disabilities from birth through age five.
- (b) Advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the State.
- (c) Coordinate and collaborate with the State Advisory Council on Early Childhood Education and Care for children, as described in section 642B(b)(1)(A)(i) of the Head Start Act, 42 U.S.C. 9837b(b)(1)(A)(i), if applicable, and other State interagency early learning initiatives, as appropriate.

Subpart H—State Monitoring and Enforcement; Federal Monitoring and Enforcement; Reporting; and Allocation of Funds