

INTERAGENCY COORDINATING COUNCILS STATE AND LOCAL

Introduction

Due to the interagency nature of the Kansas Infant-Toddler Services, any state that receives financial assistance under Part C of IDEA must establish a State Interagency Coordinating Council (SICC) to coordinate early intervention services for infants and toddlers with developmental delays and/or disabilities and their families. Additionally, Kansas regulations require that each local lead agency that receives funding through the Kansas Department of Health and Environment (KDHE) must establish a local council to support the delivery of early intervention services.

I. State Interagency Coordinating Council

In Kansas, the State Interagency Coordinating Council (SICC) is called the Kansas Coordinating Council on Early Childhood Developmental Services (KCCECDS). The mission of the KCCECDS is to ensure that a comprehensive service delivery system of integrated services is available in Kansas to all children with or at an established risk of developmental delays from birth through age five and their families. A key component of the SICC is the emphasis on interagency collaboration and the recognition that children with developmental delays and/or disabilities and their families need services across agency lines.

II. Membership of Kansas Coordinating Council on Early Childhood Developmental Services [34 CFR 303.601]

The governor appoints the majority of Council members, including the chairperson, and may appoint one member to represent more than one program or agency. Those selected represent the population of the State to the extent possible. All members serve without compensation from funds under Part C except under circumstances outlined in Subsection VI (A) "Use of Funds by Council" (pg. 4) below.

Part C of IDEA requires that particular members serve on the Council. A list of required members follows.

- A. A representative of the governor will be one member.
- B. At least 20% of the members are parents, including minority parents, with children who have disabilities between the ages of birth through 12 years of age who have knowledge and/or experience with programs for infants and toddlers with disabilities. At least one parent must have a child below the age of 6.
- C. At least 20% of the Council are public or private services providers in Part C and early intervention programs.
- D. One member will be from the State Legislature. In Kansas, state statute requires there be two members from the State Legislature. One from each house of the legislature and one from each political party.
- E. A person who is involved in personnel preparation will be one member.
- F. Each of the state agencies involved in the provision of, or payment for, Part C services to infants and toddlers with disabilities and their families will designate a member. Those designated must have sufficient authority to engage in policy planning and implementation on behalf of these agencies.

- G. The state education agency that is responsible for preschool services for children with disabilities will be a member. The representative designated must have sufficient authority to engage in policy planning and implementation on behalf of these agencies.
- H. There will be one member from the state Medicaid/KanCare program.
- I. One member from Head Start or Early Head Start will be designated.
- J. There will be at least one member designated from the state agency responsible for child care.
- K. One member responsible for state regulation of health insurance will be designated.
- L. One member will be designated from the Office of the Coordination of Education for Homeless Children and Youth.
- M. The state child welfare agency shall designate one member.
- N. One member from children's mental health shall be designated.

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 Kansas, from the Indian Health Service or the tribe or tribal council.

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 Kansas law.

For a list of current members of the KCCECDS, go to <http://www.kansasicc.org/>.

III. Functions of the KCCECDS [34 CFR 303.604]

The function of the KCCECDS is to advise and assist the lead agency (KDHE) in performing its responsibilities. These responsibilities include the following tasks.

- A. The Council will solicit information and opinions from concerned parents, 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.
- B. The Council will establish appropriate committees to perform tasks, gather information, and explore issues as directed by the Council (see V below).
- C. The Council will determine the work activities of the staff to the KCCECDS.
- D. The Council will disseminate information about the activities of the Council and its actions to local, private, and public service providers, parent advocacy organizations, state agency personnel, and other interested parties.
- E. The Council will 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.

- F. The Council will recommend policies, procedures, and legislation for effectively providing health, education, and social services.
- G. The Council will develop interagency agreements to promote a comprehensive service delivery system for all children with a disability or those who experience (or are at risk for) developmental delays from birth through age 5 and their families to include methods for intra-agency and interagency collaboration regarding child find, monitoring, financial responsibility, transition, and the provision of early intervention services.
- H. The Council will advise and assist the lead agency in implementing the Individuals with Disabilities Education Act (IDEA), Part C, at both state and local levels to include fiscal and other support for early intervention services.
- I. In conjunction with Kansas Infant Toddler Services, the Council will submit an annual report to the Governor and to the Secretary of Education/Office of Special Education on the status of early intervention services in Kansas.

IV. Authorized Activities by the Council [34 CFR 303.605]

- A. The Council will advise and assist all Kansas state agencies that provide services to children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families regarding
 - 1) the provision of appropriate early intervention services, and
 - 2) 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 Kansas.
- B. Coordinate and collaborate with the Kansas Advisory Council on Early Childhood Education and Care (ECAC) for children and other Kansas interagency early learning initiatives, as appropriate. In Kansas, the Children's Cabinet acts as the ECAC.

V. Coordinating Council Meetings [34 CFR 303.602]

- A. The KCCECDS meets, at a minimum, on a quarterly basis in a location it determines necessary. The meetings :
 - 1) are publicly announced sufficiently in advance of the meeting dates to ensure that all interested parties have an opportunity to attend;
 - 2) are open and accessible, to the extent appropriate, to the general public; and
 - 3) have interpreters for those in attendance who are deaf and other necessary services for Council members and participants, when needed. (The Council may use Part C funds to pay for these services.)

VI. Use of Funds by the Council [34 CFR 303.603]

- A. Subject to approval by the Governor, the Council may use Part C funds 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.
- B. Except as indicated in (A) above, Council members must serve without compensation from Part C funds.

VII. Local Interagency Coordinating Councils

Local tiny-k and early intervention programs coordinate services and address issues through the local interagency coordinating council.

- A. The local council shall consist of members who reflect the community, including a minimum of the following representatives:
- 1) Parent of a child who is or has been eligible for Part C
 - 2) Representative of a health or medical agency
 - 3) Representative of an educational agency
 - 4) Representative of a social services agency
 - 5) Representative of the local tiny-k program
- B. The names of local council members shall be submitted to and acknowledged by the lead agency (KDHE).
- 1) The chair of each local council shall be elected by the local council membership and election results forwarded to the lead agency.
 - 2) A local council chair shall not be a local lead agency employee.
- C. The responsibilities of the local council shall include the following activities:
- 1) Identifying local service providers who can provide Part C services to infants and toddlers with disabilities and their families

- 2) Advising and assisting local service providers
 - 3) Communicating, combining, cooperating, and collaborating with other local councils on issues of concern
- D. In collaboration with its local council, each local tiny-k program shall develop a plan describing the system for coordinating Part C. The plan shall include the following objectives.
- 1) Identification of a local lead agency
 - 2) Identification of a local fiscal agency (the local lead and local fiscal agency may be the same agency if the local lead agency is a legal entity)
 - 3) The lead/fiscal agency shall be acknowledged by the secretary of the lead agency
 - 4) Identification of jurisdiction boundary lines
 - 5) A provision that Part C shall be at no cost to eligible infants and toddlers and their families
 - 6) Development of a formal working team that meets at least quarterly to address local early intervention needs that include, but not limited to the following details:
 - (a) A description of child find, including assurance that child find is available
 - (b) Developing and disseminating, to primary referral sources, a public awareness program that includes child find information related to referral for screening or evaluation, availability of Part C services, and parent information
 - (c) Identifying a central point of contact for families and providers
 - (d) Describing the Part C services system in the community based on identified community needs and resources, including development of written interagency agreements or memoranda of understanding
 - (e) Utilizing interagency agreements or memoranda of understanding to support services provided in the Individualized Family Service Plan (IFSP) for eligible infants and toddlers with disabilities and their families
 - (f) Ensuring that referrals are made in a timely fashion
 - (g) Identifying the geographical areas served
 - (h) Providing a description of identified community needs and resources
 - (i) Advising and assisting the lead agency (e.g., writing grants, policies, resolution of disputes)

Other councils may exist in communities. The local council is encouraged to explore how other councils in their community may interact and overlap with their council. Any organizational approach is acceptable as long as the above goals are identifiable and carried out in the spirit of the philosophy of Part C of the IDEA. The local council must communicate, combine, cooperate, and collaborate with other councils on issues of concern.