

## INTRODUCTION

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### I. Procedure Manual Purpose

The purpose of this manual is to provide guidance and technical assistance for local tiny-k programs, local interagency coordinating councils (LICC), contractors, and other agencies and organizations to implement quality and effective early intervention services while meeting Federal and State Regulations. These services are provided for infants and toddlers with developmental delays or disabilities or at identified risk for developmental delays and their families. In Kansas, Part C of the IDEA is implemented by *Kansas Infant-Toddler Services (KSITS)* through the Kansas Department of Health and Environment (KDHE). Local programs are referred to as local tiny-k programs.

It is the objective of Kansas Infant-Toddler Services, through the local tiny-k programs, local coordinating councils and other agencies and organizations to

- A. uphold Kansas' statewide, comprehensive, coordinated, multidisciplinary, interagency system for infants and toddlers with disabilities and their families,
- B. facilitate the coordination of payment for Part C early intervention services from Federal, State, local, and private sources,
- C. enhance the lead agency's capacity to provide quality early intervention services and expand and improve existing early intervention services being provided to infants and toddlers with disabilities and their families, and
- D. enhance the capacity of State and local agencies and local tiny-k program service providers to identify, evaluate, and meet the needs of all infants and toddlers with disabilities to include the historically underrepresented populations such as the homeless, low-income, minorities, inner-city and rural infants and toddlers and infants and toddlers in foster care.

### II. Part C (formerly Part H) of the IDEA and Kansas Infant-Toddler Services History

The Education for All Handicapped Children Act, P.L. 94-142 (1975), now the Individuals with Disabilities Education and Improvement Act (IDEA 2004), mandated that a free appropriate public education and related services be provided to children with disabilities ages 6-21. When the Amendments to the IDEA were passed in 1986 (P.L. 99-457), Part C was added. The Part C amendment provided an incentive to states to develop a system of coordinated, comprehensive, multidisciplinary, interagency programs of services for infants and toddlers, birth through 2 years of age, and their families. In 1987, the Kansas Department of Health and Environment (KDHE) was designated as lead agency to administer Part C of the IDEA services in Kansas. Federal money was made available to Kansas to design and implement Kansas Infant-Toddler Services. The Kansas Legislature began allocating state general funds to the Kansas Infant-Toddler Services in 1992. Utilizing the state and federal funds, KDHE/KSITS provides grants to the local tiny-k programs to assist in maintaining and implementing a statewide system of coordinated, comprehensive, multidisciplinary early intervention services for infants and toddlers with disabilities (birth through age 2) and their families. KDHE/KSITS is responsible for assuring availability of services to eligible infants and toddler and their families.

### III. Reauthorization of Part C

The U.S. Congress reauthorized the Part C Individuals with Disabilities Education Act (IDEA) in 2004. Based on this reauthorization, revision of Part C Regulations in 34 CFR Part 303 was initiated. On September 28, 2011, final federal regulations for states' Part C services programs under Part C of the IDEA were published in the *Federal Register* and were made effective on September 28, 2011. Current procedures and guidelines established for Kansas by the Kansas Department of Health and Environment (KDHE) are based on IDEA 2004 and the 9-28-11 Part C Final Regulations. **Kansas has adopted the federal regulations 34 CFR Part 303 by reference into state regulations.** State regulations to be implemented are in addition to federal regulations.

The content of this manual is based on Federal Public Law 108-446 -- the "Individuals with Disabilities Education Improvement Act of 2004"; Title 34 of the Code of Federal Regulations, Part 303; Kansas Statutes Chapter 75, Articles 56/75-5648, 5649, and 7801; Kansas Statutes Chapter 74, Articles 56/74-7802 and 7803; and Kansas Regulations, K.A.R. 28-4-550 to 572.

**A complete and current copy of the federal and state statutes and regulations related to the policies and procedures in this manual can be obtained at the following websites**

Federal Statute: IDEA 2004:

<http://idea.ed.gov/explore/view/p/%2Croot%2Cstatute%2CI%2CC%2C>

Federal Regulations (2011):

<http://www.nectac.org/partc/303regs.asp>

Kansas Statutes:

[http://kansasstatutes.lesterama.org/Chapter\\_75/Article\\_56/75-5648.html](http://kansasstatutes.lesterama.org/Chapter_75/Article_56/75-5648.html)

and:

[http://kansasstatutes.lesterama.org/Chapter\\_75/Article\\_56/75-5649.html](http://kansasstatutes.lesterama.org/Chapter_75/Article_56/75-5649.html)

Kansas Regulations:

<http://www.kdheks.gov/its/kar28-4-550to572.html>

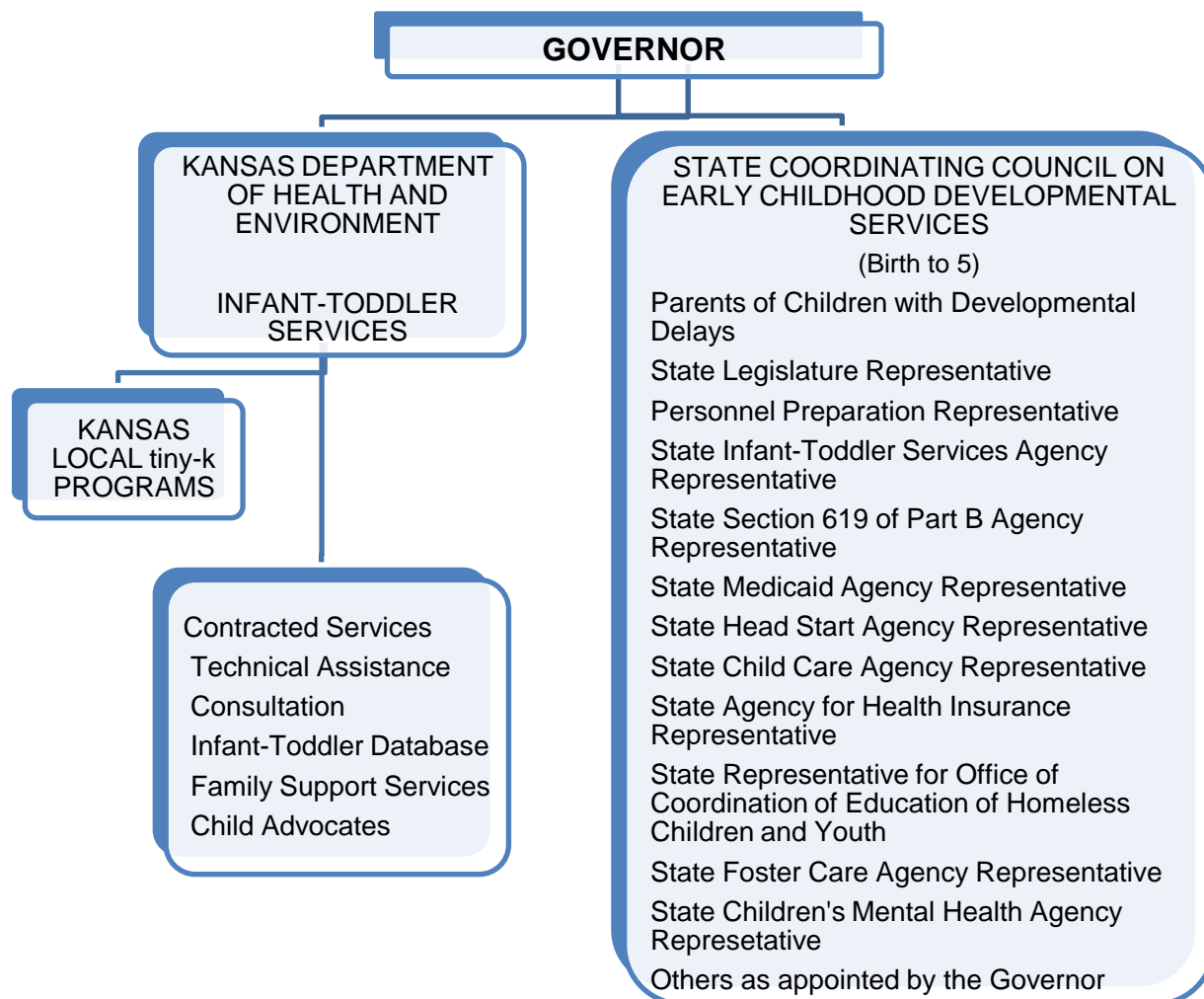
### IV. Interagency Philosophy

One of the best and most challenging aspects of Part C is the interagency approach to early intervention services delivery as described in the IDEA of 2004. No one agency or program can or should be expected to deliver all of the services a child and his/her family might need, thus, interagency agreements, which reflect a spirit of cooperation and collaboration, are established at the state and local levels. The agreements identify agency roles and responsibilities in meeting the state and local assurance of the availability of and access to early intervention services to meet the needs of eligible children and families. The Kansas Department of Health and Environment (KDHE), the Kansas State Department of Education (KSDE), the Kansas Department for Children and Families (KDCF), the Kansas Insurance Department, and the Board of Regents' institutions of higher education are key players in ensuring services are delivered as described in Part C of the IDEA. Programs and agencies such as Head Start, Parents As Teachers, local mental health providers, private/not-for-profit programs, hospitals, parent support groups, professional service providers, local health departments, local education agencies, and others who care for young children and their families work together to develop a

comprehensive service system for infants and toddlers with developmental delays and/or disabilities and their families.

In Kansas, early intervention services are coordinated through community-based networks of providers and parents known as *local tiny-k programs*. They work collaboratively to ensure early intervention services are available through a variety of service delivery options.

## V. Organizational Structure for the Administration of Part C of the IDEA in Kansas



## VI. Clarification of Specific Designations Within the Procedure Manual

Within this manual, the following names will be used to help the reader make a distinction among state, federal, and local Part C programs and terminology.

- A. *Kansas Infant-Toddler Services (or lead agency)* is used in reference to the state-level Kansas Department of Health and Environment Part C program.
- B. *Local tiny-k program* is used in reference to the each of the 37 Kansas Part C community networks.
- C. *Part C of the IDEA* is used in reference to the federal reauthorization of Part C and related regulations.
- D. *Early intervention services (EIS)* is used in reference to Part C services.
- E. *Local council* is used in reference to the Local Interagency Coordinating Council.
- F. *State council* is used in reference to the State Interagency Coordinating Council.

## VII. Use of Kansas Infant-Toddler Services Program Documents

Local tiny-k programs are to use copies of the original documents (IFSP, consent, complaint, etc.) found on the KSITS website, as their working documents. When there is need to recopy or reprint a form/document, check the website for a current form. Always use a copy of the forms/documents on the website as your “original.” This practice should assure use of correct and current forms/documents.

The documents and forms in this manual can be found on the KSITS website ([www.ksits.org](http://www.ksits.org)) and are considered part of this manual.

**VIII. Prior Written Notice Matrix**

**Procedural Due Process Paperwork Needed By Event**



Event	Prior Written Notice	Consent to Screen	Consent for Evaluation	Summary of Services (pg. 10)	IFSP Agreement (pg. 12)	IFSP Agreement Signature Page (pg. 13)	IFSP Review (pg. 18)	IFSP Review Agreement (pg. 19)	IFSP Review Agreement Signature Page (pg. 20)	Program Specific Information
tiny-k Screenings (post referral to local tiny-k program *)	X	X								
Initial Evaluation	X		X							
Initial Evaluation - Child Qualifies	X									
Initial Evaluation - Child Does NOT Qualify	X									
Initial IFSP	X		X	X	X					
Required 6 Month Review	X		X			X	X	X		
Quarterly Reviews at team meetings										
Home Visit Notes										
Change, Add, Delete Complete Outcomes	X					X	X	X		
Any Change in Service	X		X			X	X	X		
Update Service Plan	X		X			X	X	X		
Annual IFSP	X		X	X	X					
Do Transition Plan and HAVE Parent Permission for Transition Conference	X						X	X	X	
Do Transition Plan and NO Parent Permission for Transition Conference	X						X	X	X	
Hold Transition Conference	X						X	X	X	
Exit child as age appropriate	X		X**				X	X	X	
Exit Child - Parents Decline Services	X						X	X	X	
Exit Child at age 3	X						X	X	X	

\* Does not extend 45 day timeline.

\*\* Consent for Evaluation is not needed if an evaluation/assessment tool is not administered. If administered, BOTH PWN for evaluation date and PWN for IFSP review date.

## **IX. List of tiny-k Documents Found as Part of This Manual**

IFSP Cover Page:

[http://www.ksits.org/download/IFSP\\_Cover\\_Sheet.doc](http://www.ksits.org/download/IFSP_Cover_Sheet.doc)

Individualized Family Service Plan:

<http://www.ksits.org/download/IFSP.doc>

Summary of Services:

[http://www.ksits.org/download/Summary\\_of\\_Services.doc](http://www.ksits.org/download/Summary_of_Services.doc)

IFSP Outcome Page:

[http://www.ksits.org/download/IFSP\\_Outcome\\_Page.doc](http://www.ksits.org/download/IFSP_Outcome_Page.doc)

Consent for Screening:

[http://www.ksits.org/download/Consent\\_for\\_Screening.doc](http://www.ksits.org/download/Consent_for_Screening.doc)

Consent for Evaluation/Assessment:

[http://www.ksits.org/download/Consent\\_for\\_Evaluation\\_Assessment.doc](http://www.ksits.org/download/Consent_for_Evaluation_Assessment.doc)

Prior Written Notice:

[http://www.ksits.org/download/Prior\\_Written\\_Notice.doc](http://www.ksits.org/download/Prior_Written_Notice.doc)

Release of Information Consent:

[http://www.ksits.org/download/Release\\_of\\_Information\\_Consent.doc](http://www.ksits.org/download/Release_of_Information_Consent.doc)

Private Health Insurance Consent/Authorization:

[http://www.ksits.org/download/Private\\_Health\\_Insurance\\_Consent\\_Authorization.doc](http://www.ksits.org/download/Private_Health_Insurance_Consent_Authorization.doc)

Transition Plan:

[http://www.ksits.org/download/Transition\\_Plan.doc](http://www.ksits.org/download/Transition_Plan.doc)

Transition Conference:

[http://www.ksits.org/download/Transition\\_Conference.doc](http://www.ksits.org/download/Transition_Conference.doc)

IFSP Review Section:

[http://www.ksits.org/download/IFSP\\_Review\\_Section.doc](http://www.ksits.org/download/IFSP_Review_Section.doc)

The Parent Notification and Release of Information for Medicaid/KanCare/TRICARE/Physician:

[http://www.ksits.org/download/Parent\\_Notification\\_and\\_Release\\_of\\_Information\\_for\\_MedicaidKanCarePhysician.doc](http://www.ksits.org/download/Parent_Notification_and_Release_of_Information_for_MedicaidKanCarePhysician.doc)

Physician Authorization:

[http://www.ksits.org/download/Physician\\_Authorization.doc](http://www.ksits.org/download/Physician_Authorization.doc)

Declining Participation:

[http://www.ksits.org/download/Declining\\_Participation.doc](http://www.ksits.org/download/Declining_Participation.doc)

Family Service Coordination (FSC) Training Plan:

[http://www.ksits.org/download/Family\\_Service\\_Coordination\\_Training\\_Plan.doc](http://www.ksits.org/download/Family_Service_Coordination_Training_Plan.doc)

System of Payment for Families:

[http://www.ksits.org/download/Parents\\_Rights\\_Booklet.pdf](http://www.ksits.org/download/Parents_Rights_Booklet.pdf)

IFSP Guidance Document:

[http://www.ksits.org/download/IFSP\\_Guidance\\_Document.pdf](http://www.ksits.org/download/IFSP_Guidance_Document.pdf)

New Coordinator Training:

Hyperlink Coming Soon

Kansas Infant-Toddler Brochure:

<http://www.ksits.org/download/Infant-ToddlerBroch.pdf>

Developmental Growth for Children (Birth to 3 years of Age) General Guidelines Brochure:

[http://www.ksits.org/download/Developmental\\_growth.pdf](http://www.ksits.org/download/Developmental_growth.pdf)

Child and Family Rights and Kansas ITS Complaints Process:

[http://www.ksits.org/download/Parents\\_Rights\\_Booklet.pdf](http://www.ksits.org/download/Parents_Rights_Booklet.pdf)

CAPTA information:

<http://www.ksits.org/professionals.htm>

Formal Complaint Request:

[http://www.ksits.org/download/ITS\\_Formal\\_Complaint\\_Request\\_Form.pdf](http://www.ksits.org/download/ITS_Formal_Complaint_Request_Form.pdf)

Request for Due Process Hearing:

[http://www.ksits.org/download/ITS\\_Due\\_Process\\_Hearing\\_Request\\_Form.pdf](http://www.ksits.org/download/ITS_Due_Process_Hearing_Request_Form.pdf)

Request for Mediation:

[http://www.ksits.org/download/ITS%20\\_Mediation\\_Request\\_Form.pdf](http://www.ksits.org/download/ITS%20_Mediation_Request_Form.pdf)