

APPENDIX D

REGION 1 IEIC OPERATING PROCEDURES

OPERATING PROCEDURES

9/21/2011

Interim operating procedures

Region 1 Help Me Grow Interagency Early Intervention Committee (IEIC)

Glossary of terms:

ICC – Governor’s Interagency Coordinating Council

IEIC – Interagency Early Intervention Committee

Regional IEIC – Region 1 Help Me Grow IEIC

Purpose of the Committee

- A. The purpose of the Region 1 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.

Requirements of the Committee

Statutory Requirements:

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

(a) A school district, group of districts, or special education cooperative, in cooperation with the health and human service agencies located in the county or counties in which the district or cooperative is 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, county boards, school boards, 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, 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 involved in a substantiated case of abuse or neglect or (ii) is identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

(3) establish and evaluate the identification, referral, child and family assessment systems, procedural safeguard process, and community learning systems to recommend, where necessary, alterations and improvements;

(4) assure the development of individualized family service plans for all eligible infants and toddlers with disabilities from birth through age two, and their families, and individual education plans and individual service plans when necessary to appropriately serve children with disabilities, age three and older, and their families and recommend assignment of financial responsibilities to the appropriate agencies;

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

(6) facilitate the development of a transitional plan if a service provider is not recommended to continue to provide services;

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

(8) develop a plan for the allocation and expenditure of additional state and 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); and

(9) develop a policy that is consistent with section 13.05, subdivision 9, and federal law to enable a member of an interagency early intervention committee to allow another member access to data classified as not public.

(c) The local Committee shall also:

(1) 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; and

(2) review and comment on the early intervention section of the total special education system (TSES) for the district, the county social service plan, the section or sections of the community health services plan that address needs of and service activities targeted to children with special health care needs, the section on children with special needs in the county child care fund plan, sections in Head Start plans on coordinated planning and services for children with special needs, any relevant portions of early childhood education plans, such as early childhood family education or school readiness, or other applicable coordinated school and community plans for early childhood programs and services, and the section of the maternal and child health special project grants that address needs of and service activities targeted to children with chronic illness and disabilities.

B. Relationships/ Alignment / Priorities

This section serves to clarify the required roles of the state, regional and local entities within the statewide early intervention system. Roles and responsibilities have either changed from how things have been done in the past or they have been clarified to comply with state statute. Clarifying the roles will help to ensure that communication occurs within and between the three entities.

- **Lead Agency and State Partners:** 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 1 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.).

- **Governor’s Interagency Coordinating Council (ICC):** The Region 1 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. ITV as option for Region 1 and 2 will be explored by MDE Help Me Grow staff.
- **Special Education Administrative Units (SEAU):** The Region 1 Help Me Grow IEIC will collaborate with SEAUs to examine and distinguish local vs. regional priorities. Funding priorities will be established to help guide funding decisions at the SEAU.
- **Other local agencies:** Linkages to local entities (community-based service providers) should be maintained. SEAUs and local agencies will collaborate to maintain established relationships.
- **Centers of Excellence for Young Children with Disabilities Project (COE):** The Region 1 Help Me Grow IEIC will collaborate with the COE to ensure that ongoing training needs are met. The COE will participate in assessing district/local agency needs for training. Districts are strongly encouraged to align training with the COE to avoid duplication of training efforts. *See appendix 1, Region 1 & 2 Cross Sector Professional Development Committee, an affiliated work group of the Region 1 & 2 Help Me Grow IEIC’s.*

Operational Considerations

- C. **Fiscal Host:** The fiscal host for the Region 1 Help Me Grow IEIC is: **The Bemidji Regional Interdistrict Council (BRIC)**
- D. 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 and in accordance with the “Statement of Assurances” as signed by the district special education director and superintendent.
- E. **Local Primary Agency (LPA):** The local primary agency for the region 1 Help Me Grow IEIC is: **The Bemidji Regional Interdistrict Council (BRIC)**

An LPA has been determined by the IEIC. The LPA will perform duties consistent with Minnesota Statutes, section 125A.31 including: providing oversight of funds received through the annual fund request and providing oversight for data collection efforts.

Maintain documents: Local Primary Agency will maintain IEIC 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:

Use existing WIKI for Region 1 and 2 for members; <http://nwmncoe.pbworks.com>

Use a current website for more public information. (Consider BRIC &/or ASEC)

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 (see description of a quorum on page 5). If electronic voting is needed, proper documentation explaining the proposed change will be

sent with the request for electronic vote.

Within 30 days of the date the proposed change is received, it shall be submitted in writing to the IEIC Chair, who will then distribute the request to the Regional IEIC membership (as defined below). The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

The overall system will be evaluated using the same measures at 1 year and at the 3 year mark to evaluate effectiveness and impact of the new structure. The Interagency Coordinating Council will create that process.

F. Demographics

G. Geographic area served:

H. **School Districts:** Crookston 593, Roseau 682, Thief River Falls 564, Warroad 690, Ada-Borup 2854, Climax 592, East Grand Forks 595, Fertile-Beltrami 599, Fisher 600, Fosston 601, Norman County East 2215, Norman County West 2527, Plummer 627, Red Lake Falls 630, Stephen Argyle Central 2856, Warren-Alvarado-Oslo 2176, Win-E-Mac 2609, Badger 676, Goodridge 561, Greenbush-Middle River 2683, Tri-County 2358, Grygla 447, Kittson Central 2171, Lancaster 356, Marshall County Central 441.

I. **Region 1 Counties:** Norman, Polk, Marshall, Red Lake, Pennington, Kittson, Roseau

J. **Region 2 Counties:** Lake of the Woods, Beltrami, Clearwater, Mahnommen, Hubbard, Cass

K. Head Start:

L. Region 1: Northwest Community Action, Inter County Community Council, Tri-Valley Opportunity Council

M. Region 2: Northwest Community Action, Inter County Community Council, Mahube, Bi-CAP, White Earth Head Start, Leech Lake Head Start, Red Lake Head Start

Reservations:

N. Region 1: Red Lake

O. Region 2: White Earth, Leech Lake and Red Lake

Membership

P. **Mandated Sector Membership requirement:** (*according to statute*)

Q. Representation:

- Health
- Education
- County human services
- County board
- School board
- Early Childhood Family Education programs
- Head Start
- Parents of young children with disabilities under age 12
- Child Care Resource and Referral
- School Readiness programs
- Current service providers
- May also include representatives from:
 - Private agencies
 - Public agencies

- o School nurses

See appendix 2: Membership, Region 1 Help Me Grow IEIC.

R.

Additional Members Identified: Other members to be identified by the new Region 1 Help Me Grow IEIC.

Ex Officio – CoE staff

Public meeting – Anyone is welcome to attend and can request to be on the agenda,

Recruitment/ selection of members: To be determined by the new Region 1 Help Me Grow IEIC.

S. **Chair/ Co Chair and Secretary:**

T. Chair – Tammy Nielsen, Director of Special Education, NWRIC #382-52

U. Co-Chair/Chair Elect – Julie Aumock, Assistant Director of Special Education, ASEC

V. Secretary – Missy Kautzman, ECSE Teacher & Parent Rep – Thief River Falls School District

Assurance of area representation: There is representation from each geographic area. The representative will bring information to and share information from those constituents.

Removal/replacement: If a member of the Region 1 Help Me Grow IEIC is not able to continue on the Regional IEIC, the vacancy must be filled by another member from the same representative category (process yet to be determined).

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 membership 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: 9/26/12 – 2-year term length for chair, co-chair & Secretary

W. **Meetings**

X. **Meetings of members:**

Y. **Meeting cycle:**

Quarterly meetings

1st Q: Summer June

2nd Q: Fall September
3rd Q: Winter January
4th Q: Spring April

Meeting notification: Notices, agendas, and supporting documents will be sent out electronically 2 weeks prior to meetings.

Ground rules: To be determined by the new Region 1 Help Me Grow IEIC.

Attendance: Two consecutive absences without notifying the chair would result in dismissal from the Committee. Designees may be assigned as follows:

When members are unable to attend scheduled Region 1 Help Me Grow IEIC meetings, they may assign a designee, in writing, to the Chair. The designee shall have the authority to exercise the full privileges of the absent member.

Members may request an electronic connection to the meeting.

Decision-making process/voting: The committee may make decisions via electronic communication.

Distribution of meeting minutes to other stakeholders, interested parties: There will be communication mechanisms (e.g., website postings) in place to ensure that decisions and regional committee work are available to all interested parties.

Electronic participation: Electronic voting as a group at meetings is acceptable. Conference calling within 24 hours notice; or other form of electronic meeting is acceptable with 48 hour notice to the chair.

Absentee Voting: A member who is unable to attend a meeting may vote on any noticed action item by submitting his or her vote in writing to the Chair(s) in advance of the meeting in which the action will be taken. Such vote may be sent by mail, email or facsimile transmission.

Z. **Standing agenda format:** The new Region 1 Help Me Grow IEIC will determine if a standing agenda format is needed.

AA.

BB. **Quorum:** Quorum is established by the majority of those present in person and electronically.

Voting: Decisions by the Region 1 Help Me Grow IEIC shall, to the extent possible, be made by consensus of members (and designees), unless an exception is noted. If there is no consensus, decisions shall be made by a majority vote (51% or more) of the members (and designees). Simple majority of those present.

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

DD.

EE. **Reimbursement policies:** The new Region 1 Help Me Grow IEC will determine if any members or positions shall receive reimbursement for participation and duties on the IEC. If a Regional IEC member is serving within his/her assigned job duties, expenses will not be reimbursed by the Regional IEC committee.

FF.

GG. **Standing Sub-Committees:** (optional)

HH. The committee structure shall be determined by the Regional IEC. The Regional IEC Chair(s) shall appoint IEC members, community representatives, agency liaisons to each committee, considering individual interests and expertise. Other workgroups and task forces shall be designated in order to conduct the business of the Regional IEC.

Chair of Sub Committee: The Chair(s) of the Sub Committees will be appointed by the Regional IEC Chair(s).

- a) Membership – To be determined
- b) Public Awareness/Child Find – To be determined
- c) Professional Development – To be determined

Year IEC established: 2011
Approval Signatures (Initial Chair): _____/_____
Changes to operating procedures: _____/_____
Changes to operating procedures: _____/_____
Changes to operating procedures: _____/_____

Appendix 1

Region 1 & 2 Cross Sector Professional Development Committee

Jan Anderson	PO Box 7	Red Lake Falls	5675 0	janderson@redlakefalls.k12.mn.us	218-253- 2161	Principal, Hughes Elementary Red Lake Falls
Lin Backstrom	4225 Technol ogy Dr. NW	Bemidji	5660 1	linb@nwmf.org	218-759- 2057	Northwest Minnesota Foundation
DebDeWe nter	4647 Sugarbu sh Ct, NE	Bemidji	5660 1	ddewenter@gmail.com	218-751- 8356	ECPDF Region 2
Leila Goggeye				leila.goggeye@llojibwe.com	218-335- 8353	Special Education Coordinato r Leech Lake Early Childhood
Colleen Goltz	604 W Thorpe Ave.	Ada	5651 0	cgoltz@asec.net	218-784- 2606	ASEC
Vicky Grove	22719 110th Street, SE	Thief River Falls	5670 1	vgrove@redlakefalls.k12.mn.us	w218-253- 2163 H218-681- 8264 c218-766- 8301	ECPDF Region 1
Kathy Johnson	410 5th St. SE	Hallock	5672 8	kjohnson@co.kittson.mn.us	218-843- 2689	Kittson County Social Services
Missy Kautzman	601 County	Thief River	5670 1	mkautzman@trf.k12.mn.us	218-681- 8670	Parent & ECSE

	Road 61	Falls			C 701-799-4214	
Jennifer Kondos	3300 Gillette Dr, NW	Bemidji	5660 1	jkondos@bemidji.k12.mn.us	218-333-8330	ECSE Bemidji Schools
Emily Koterba	715 11th St. N	Moorhead	5656 0	emilyk@lakesandprairies.net	W2182997 625 C7018665 112	CCR & R Region 1,2 & 4
Mary Leff	PO Box 418	White Earth	5659 1	maryl@whiteearth.com	218-983-3285	White Earth Child Care Program
Soo-Yin Lim-Thompson	150 Dowell Annex	Crookston		slimthom@umn.edu	218-281-8285	U of MN Crookston
Renee Lukkason	PO Box 40	Walker	5648 4	Renee.lukkason@co.cass.mn.us	218-547-1340 x209	Cass County Health Human and Veteran's Services
Deanna Millar	2529 15th Street NW	Bemidji	5661 9	deanna.millar@bicap.org	218-751-4631	Bi Cap Head Start
Jessica Nieme	PO Box 430	Bemidji	5661 9	jessicroatt@hotmail.com	218-556-6242	Stellher Human Services
Sheree Setterholm	PO Box 279	Argyle	5671 3	ssetterholm@sac.k12.mn.us	218-437-6616	ECFE Learning Readiness, Stephen/Argyle Schools
Tracy Solheim	102 N Broadw	Crookston	5671 6	tsolheim@tvoc.org	218-281-5832	Tri-Valley Head Start

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Betty Tanger	PO Box 189	Oklee	5674 2	btangen@intercountycc.org	218-796- 5144	Intercounty Head Start
Kim Williams	Po Box97 4	Bemid ji	566 19	kwilliams@bric.k12.mn.us	218- 766- 0238	Principal , Hughes Elementa ry, Red Lake Falls

Appendix 2

Region 1 IEIC Membership FY13

Sheri Altepe ter	PO Box 403 721 S Minnesota St.	Crook ston	567 16	saltpeter@pcphealth.org	218- 281- 3385	Polk Co Public Health	Health
To Be Deter mined							County Board
Mark Carlso n	312 N. Main	Badge r	567 14	mcarlson@nwcaa.org	218- 528- 3227	NWCA Head Start	School Board
Tamm y Nielse n	NWRIC PO Box 9	Newfo lden	567 38	tnielsen@nwricon.com	218- 874- 8215	NWRIC #382-52	Education
Jodi Boerg er- Wilder	603 Bruce St, PO Box 603	Crook ston	567 16	jboergerwilder@nwmhc.org	218- 281- 3940	Northwestern Mental Health Cntr	Service Provider
Pam Hocks	109 S Main	Warre	567	pamh@nvhc.net	218- 745-	North Valley	Health

tedler		n	62		5154	Public Health	
Kathy Johnson	410 5th St. SE, Suite 100	Hallock	567 28	kjohnson@co.kittson.mn.us	218- 843- 2689	Kittson Co Social Services	Human Services
Missy Kautzman	601 County Road 61	Thief River Falls	567 01	mkautzman@trf.k12.mn.us	218- 681- 8670	Parent & ECSE	Parent & Education
Kateri Skunes	715 11th St. N, Suite 402	Moorhead	565 60	kateris@lakesandprairies.net	218- 299- 7679	CCR & R Region 1,2 & 4	CCR&R
Sheree Setterholm	PO Box 279	Argyle	567 13	ssetterholm@sac.k12.mn.us	218- 437- 6616	ECFE Learning Readiness, Stephen/Argyle Schools	ECFE/School Readiness
Tracy Solheim	102 N Broadway	Crookston	567 16	tsolheim@tvoc.org	218- 281- 5832	Tri-Valley Head Start	Head Start
Rhonda Vetteson	PO Box 189	Oklee	567 42	rvetteson@intercountycc.org	218- 796- 5144 Ext. 30	Intercounty Community Council Head Start	Head Start
Julie Aumock	301 East 1st	Fosston	565 42	jaumock@asec.net	218- 435- 2124	ASEC Special Ed Co-op	Education