



**ANNOUNCEMENT: ELS/MIECHV - 15 #13; ELS/NFP - 15 #13
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING**

ISSUED DATE: November 5, 2015

EFFECTIVE DATE: July 1, 2015

SUBJECT: Coordination with Early Intervention Agencies

TO: Maternal, Infant and Early Childhood Home Visiting Subrecipients (Chief Authorized Office, Fiscal Contact and Program Contact); Pennsylvania Nurse-Family Partnership Subrecipients

FROM: Michelle Figlar, Deputy Secretary, OCDEL

A handwritten signature in cursive script that reads "Michelle Figlar".

PURPOSE

To provide Maternal, Infant and Early Childhood Home Visiting (MIECHV) and Pennsylvania Nurse-Family Partnership (NFP) subrecipients with the Office of Child Development and Early Learning (OCDEL) policies on coordination with Early Intervention Agencies.

BACKGROUND

To ensure MIECHV and Pennsylvania NFP subrecipients are meeting goals OCDEL has established policies on coordination with Early Intervention Agencies. Early Intervention is provided by the county for eligible children birth to three and by MAWA's for preschool aged children.

DISCUSSION

Effective July 1, 2015, all subrecipients will be required to coordinate services with Early Intervention agencies to assure support to those children receiving services or children identified after enrollment as needing services. Coordination should be documented in a Memorandum of Agreement (MOA). In order to support the children and clarify expectations, the MOA should address the following minimum requirements.

- a) Transition of children and families into and out of the program;

Comments and questions regarding this announcement should be directed to your designated infant toddler specialist

- b) Procedures for refer to early intervention in the event that the children's screenings are below the cut score
- c) Establish a point of contact by each agency for follow up conversations and planning as needed;
- d) Outline protocols to share information and coordinate services as appropriate;
- e) Determine a frequency for the MOA to be reviewed and revised; and
- f) Other topics as relevant to local programs.
- g) **The MOA should be signed by an authorized individual from each agency.**

NEXT STEPS

- Subrecipients should ensure policies and agreements exist for coordination between subrecipients and Early Learning Intervention Agencies.
- Subrecipients should ensure written documentation is being kept of coordination. Documentation includes meetings, home visitations, etc.
- Subrecipients should ensure that policies are implemented and followed concerning coordination with Early Intervention agencies.

Comments and questions regarding this announcement should be directed to your designated infant toddler specialist