



Arizona Early Intervention Program Technical Assistance Bulletin



To: Service Providing Agencies, Service Coordinators and Early Intervention Providers



Date: September 2024



**Subject:
Early Head Start (EHS) Program Collaboration**

IDEA Part C Section 303.302(c)(1)(ii)(E)

Comprehensive Child Find System. Coordination. The lead agency, with the assistance of the Council, as defined in § 303.8, must ensure that the child find system under this part is coordinated with the efforts of the Head Start Act (including Early Head Start programs under section 645A of the Head Start Act) (42 U.S.C. 9801 et seq.)

IDEA Part C Section 303.210 (a)

Coordination with Head Start and Early Head Start, early education, and child care programs.

(a) Each application must contain a description of State efforts to promote collaboration among Head Start and Early Head Start programs under the Head Start Act (42 U.S.C. 9801, et seq., as amended), early education and child care programs, and services under this part.

AzEIP Procedure 3.4.2(E)(5)

If, based on the results of the screening, the child is not suspected of having a developmental delay, the service coordinator discusses the option to share information with others, such as the referral source (e.g., the pediatrician, early education, and childcare programs such as Early Head Start, etc.). If the family is interested, the service coordinator completes the Consent to Share Early Intervention Records and Information form, specifically indicating the individuals with whom the family has agreed to share information and the records that they agree to share.

AzEIP Procedure 3.10.3

The service coordinator assists the family with identifying and/or accessing community activities and resources of interest to the family that are noted in the “Natural Resources” section of the IFSP Child and Family Assessment page or “Other Services” section of the IFSP Payment Arrangements page, such as Early Head Start, health insurance, Supplemental Security Income, parent information and outreach and/or advocacy organizations for support and information.

Purpose

- To enhance Service Providing Agencies understanding of their responsibilities in collaborating with Early Head Start and Head Start as outlined in the AzEIP and EHS Memorandum of Understanding (MOU)
- To increase referrals to Early Head Start from Service Providing Agencies
- To increase collaboration between AzEIP and EHS

Early Head Start (EHS) Program Collaboration: MOU

Memorandum of Understanding (MOU) Between Arizona Early Intervention Program (AzEIP), Arizona Department of Education, (ADE) and Arizona Head Start Association (AZHSA)

The purpose of the agreement is to effectively identify children needing early intervention services and enhance coordination between programs to provide quality services for children with developmental delays or disabilities and their families by establishing a coordinated approach to providing services.

The AzEIP/EHS MOU's intent is for agencies to:

- Work as a team in conjunction with families
- Provide service delivery and coordination that will be complimentary, effective, and responsive to family needs
- Recognize that each child and family has unique and varying needs that shift over time

How Does the Early Head Start Program Support Children and Families?

The goal of the program is to enhance children's physical, social, emotional, and cognitive development; to enable parents to be better caregivers and teachers to their children, as well as to help parents meet their own goals, including economic independence.

- Provides early, individualized child development and parent education services to income-eligible families with infants and toddlers according to a plan developed jointly by the parents and staff.
- Provides services through an appropriate mix of home visits and experiences in the EHS Home Based Program Option.
- Provides early opportunities for infants and toddlers with and without disabilities to grow and develop together in nurturing and inclusive settings in:
 - EHS Center Based
 - Family Childcare, or
 - Childcare Partnership Program Options
- Ensures that the EHS Program is supportive and nurturing to families.
- Responds to the needs of families, including the need for childcare while families attend school or work.
- Connects with other programs at the local level to ensure that a comprehensive array of health, nutrition, and other services are provided to very young children, their families, and pregnant women in the Early Head Start and Head Start programs.
- Recruits, trains, and supervises high-quality staff, ensuring the kind of warm and continuous relationships between caregivers and children that are crucial to learning and development for infants and toddlers.
- Ensures parent involvement in policy and decision-making.
- Coordinates with local Head Start Program and other child development programs to ensure continuity of services for children and families.

Early Head Start (EHS) Program Collaboration: Expanded Guidance

Referrals to EHS

- Service Coordinators (SC):
 - Coordinators give information on how EHS:
 - Provides support to families
 - Processes applications
 - Assist the families in making referrals to EHS
- For children who are referred to AzEIP and are not identified as eligible, the SC should discuss with the family if they would be interested in information about EHS and/or HS.

Referrals from EHS

- EHS sends referrals to AzEIP after conducting a developmental, sensory, and/or behavioral assessment.
- If EHS does not include a copy of their assessment, the SC reaches out to request a copy to use for screening purposes.
- SCs should explain to families the importance of providing their consent to share with the EHS program. ([GCI-1040A Consent to Share Early Intervention Records and Information](#))
- If the family provides consent, the SC updates EHS on the screening, eligibility, and the scheduling of the Initial IFSP.

Individualized Family Service Plans (IFSP)

- With the families consent, SCs should schedule IFSPs for dually enrolled families to occur at a time and place that allows the EHS Representative to attend the meeting.
- The IFSP Team and EHS work together to create an IFSP that is individualized to the child and family with outcomes and services that build on a family support system provided by EHS.
- EHS can provide supportive information in creating the Child Outcomes Summary and future updates.

Ongoing Collaboration:

- Establish ongoing communication among families, SC, Early Intervention Providers and EHS.
- Share copies of the IFSP and Quarterly Progress Reports with EHS within ten (10) days of completion.

Transition Process

- The SC discusses with the family Head Start as a transition option after the child turns three (3).
- With the family's consent, the SC sends an invite to the Transition Conference to EHS and HS.

Note:

Provider Contact Logs should include documentation of:

- EHS family discussions and support
- Collaboration with EHS

Early Head Start (EHS) Program Collaboration: Resources and Acronyms

Additional Resources:

- [IDEA Part C § 303.210](#)
- [AzEIP Policy Manual](#)
- [AzEIP Procedure Manual](#)
- [Memorandum of Understanding \(MOU\)](#)
- [AZUSA-Statewide-Recruitment-Flyer](#)
- [AZHSA Arizona Head Start Association](#)

Acronyms List:

AzEIP - Arizona Early Intervention Program

EHS - Early Head Start

HS - Head Start

IFSP - Individualized Family Service Plan

MOU - Memorandum of Understanding

SC - Service Coordinator



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