

Memorandum of Understanding Between
Hidalgo County Head Start Program
And
Region One Education Service Center/Child Find-Child Serve

The Hidalgo County Head Start Program (HCHSP) and Region One Education Service Center (Region One ESC) agree to establish a working and cooperative relationship between the parties in order to plan services appropriate for each agency's or program's clients. It is the objective of the Hidalgo County Head Start Program to collaborate with partners in our communities, in order to provide the highest level of services to children and families; to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures.

The terms and conditions set forth in the following document shall constitute the entire agreement between the HCHSP and Region One ESC, may not be amended except by a written document signed by HCHSP and Region One ESC.

Region One ESC will:

1. Provide Public Service Announcements (PSA) will be aired periodically as determined by Region One on radio stations and television stations from September 2014 to August 2015.
2. Print materials such as poster, brochures, etc., will be printed at a cost to the Head Start Program.
3. Provide and maintain an 1-800 toll number for the purpose of receiving referrals.
4. Maintain a data base that will reflect all referrals made to the ESC related to Child Find.
5. Provide assistance to the Head Start Program in developing written procedures for a comprehensive system of Child Find.
6. Provide and maintain a data bank of resources to serve individuals with disabilities.
7. Maintain a log of all presentations made in relation to Child Find activities in the Head Start Program. Upon request, this log will be shared with the HCHSP as to where a presentation was held.
8. Disseminate Child Find materials and information to the HCHSP, appropriate agencies, medical facilities, day care centers, nursing homes and other residential facilities.
9. Assemble a Child Find Advisory Board, with representatives from LEA's, Head Start, and ECI program, to meet for training and discussions on Child Find activities for the Region One area, and promote collaboration between all agencies providing services for children birth to 21 years.
10. Relay all referrals received by the Region One Child Find component to the appropriate districts in a timely manner (2 day turnaround) with follow-up letters to the districts for the purpose of obtaining status information on the referrals.

Hidalgo County Head Start Program will:

1. Engage in Child Find activities within Region One and the Local Education Agency boundaries.
2. Receive referrals and process as described for possible enrollment in Hidalgo County Head Start Program. Respond to follow-up letters in a timely manner, sent by Child Find at the ESC.
3. Develop a system to place students in a Head Start Center, once the referral is received.
4. Coordinate and collaborate with ECI for the purpose of insuring a smooth transition of students from the intervention program into the Hidalgo County Head Start Program.
5. Coordinate and maintain Memorandum of Understanding (MOU) with ECI Programs for the purpose of insuring the provision of services for those referrals, which relate to children 0-2 years of age for future infant and toddler early Head Start.
6. Maintain telephone logs and /or written documentation that demonstrate follow up between the ECI Program and Head Start /or Region One ESC and the person making the initial referral.
7. Maintain a log of all local efforts in relation to Child Find activities.
8. Maintain documentation of all coordinated Child Find/Child Serve efforts between the HCHSP and the Region One ESC.
9. Disseminate printed materials, make presentations, and provide any additional information to interested parties, public or private, within Hidalgo County Head Start Program.
10. HCHSP will continue to actively participate in the Child Find Advisory Board by selecting a District Child Find contact person/representative and allowing them to attend the Child Advisory Board meeting.
11. Abide by the U.S. Department of Health and Human Services final regulations pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
12. Maintain the children's, families', and programmatic records in a manner that will assure the protection of the rights and privacy of parents, families, and staff. All HCHSP records, data, or information related to individual children, families, and staff will be treated as confidential. Release of information will take place only with clients' prior written consent and approval.

Collaboration Efforts between Region One ESC and HCHSP:

- To refer clients as appropriate to each other. Services to the client will be based upon the needs of said client and the receiving agency's or program's ability to provide services. In the event that the receiving agency or program is unable to provide services to the client, it is agreed that alternate referrals will be provided as possible resources.
- To exchange reports describing services rendered between each other on a regular basis. The undersigned parties agree that they will try, when possible, to participate and collaborate in shared forums, networking meetings, and training sessions.

Termination:

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

