

Memorandum of Understanding Between

Hidalgo County Head Start Program

And

Region One Education Service Center/Early Childhood Intervention Program

FILED
AT 11:50 O'CLOCK AM

AUG 09 2016

ARTURO GUAJARDO, JR., COUNTY CLERK
HIDALGO COUNTY, TEXAS
BY [Signature] DEPUTY

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:

- Provide services for infants and toddlers and their families to encourage trust and emotional security, provide a variety of sensory and motor experiences, support physical, social and emotional development, encourage the development of self-awareness and autonomy, and support emerging communication skills.
- Provide service coordination services for all eligible children and maintain documentation of these activities. The Social Service Specialist is responsible for coordinating all services within the program and across agency lines, as well as being available to parents.
- Make decisions regarding what services will be provided, which includes type, frequency, intensity, location, name of services provider, and method of delivery made through a collaborative Individualized Family Service Plan (IFSP) process between parents and other team members. Services are jointly coordinated with other services providers involved in delivery of services to the child and family.
- To assist with transition into other appropriate programs and services when the child turns three. As early as ninety (90) days prior to the child's third birthday and with family approval, a face-to-face conference must be convened with the family, the **Region One ESC** staff and staff from the next future setting, to review the child's program options and transition plan. The child must be referred to HCHSP as described in the Individual Family Service Plan (IFSP) and agreed upon by the parents. With parental consent assessment information may accompany the referral.
- Participate in and support efforts for a smooth transition when entering Head Start programs as well as for children who, at age three, will need to be considered for services for the preschool age. To avoid duplication of effort, the **Region One ESC** will coordinate, to the extent possible with families and the HCHSP to support the cooperation and the sharing of information among agencies and their community partners in accordance with the agency's confidentiality policies.
- Will establish and maintain transition procedures, and coordinate with the Hidalgo County Head Start Program to ensure the relevant children's record are transferred; will initiate meetings with **Hidalgo**

County Head Start staff for the next placement to discuss transition progress and abilities of individual children. The process will take into account; the child's health status and developmental level, circumstances, and availability of Head Start.

- Transition planning by **Region One ESC** will be undertaken for each child and family at least six months prior to the child's third birthday. **Region One ESC** will allow the child, as appropriate, to remain in Early Childhood Intervention Program, following his or her third birthday, for additional months until he or she can transition into a Head Start, childcare, pre-school, or daycare setting.

Hidalgo County Head Start Program will:

- Provide a comprehensive pre-school program for economically disadvantage children, three to five years of age. The program gives priority to identify, recruit, and serve foster children, homeless children, and children with disabilities and their families. Services include health, mental health, nutrition, education, special services, social services, parent involvement, and transition services.
- Engage in an ongoing family partnership building and provide social service assistance when needed.
- Provide information and referrals to families regarding services of collaborating agency/program.
- 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).
- 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.

Term:

This Agreement is in effect for the 2016-2017 school year, unless earlier terminated as provided herein.

Governing Law:

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

Consideration:

This Agreement is being made in consideration of the following: **Region One ESC and Hidalgo County Head Start Program** agree that there will be no financial exchange of monies or other compensation.

Region One ESC:

_____	_____	<u>Norma Jean Cano, Region One ESC, ECI Program Director</u>
Authorized Signature	Date	Print Name and Title

Hidalgo County Head Start Program

Ramon Garcia
 Honorable Ramon Garcia
 Hidalgo County Judge

Teresa Flores
 Teresa Flores, Executive Director
 Hidalgo County Head Start Program

_____ Date

_____ Date

APPROVED BY
 COMMISSIONERS' COURT
 ON: 6/7/16



ATTEST:

Arturo Guajardo, Jr.
 Arturo Guajardo, Jr.
 Hidalgo County Clerk

Approved As To Form:

Atlas, Hall & Rodriguez, LLP

By: Stephen L. Crain
 Stephen L. Crain

Approved As To Form:

Oxford & González, P.C.

By: Ricardo González
 Ricardo González

Date Approved by Policy Council: 5-25-2016
 Date Approved by Commissioner's Court: 6-07-2016