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Contract Number

21-772

SAP Number

Preschool Services Department

Department Contract Representative	Lydia Gitonga
Telephone Number	(909) 386-8314
 Contractor	 Inland Counties Regional Center, Inc. dba Inland Regional Center
Contractor Representative	Treva Webster
Telephone Number	(909) 890-3493
Contract Term	October 27, 2021 through October 26, 2024
Original Contract Amount	N/A
Amendment Amount	N/A
Total Contract Amount	N/A
Cost Center	N/A

Briefly describe the general nature of the contract:

Non-financial Memorandum of Understanding with Inland Counties Regional Center, Inc. dba Inland Regional Center to provide disability services for eligible Early Head Start infants and toddlers, for the period of October 27, 2021 through October 26, 2024.

FOR COUNTY USE ONLY

Approved as to Legal Form

A blue ink signature of Kristina M. Robb.

Kristina M. Robb, Principal Assistant County Counsel

 Date October 12, 2021

Reviewed for Contract Compliance

A blue ink signature of Becky Giroux.

Becky Giroux, Contracts Manager

 Date October 12, 2021

Reviewed/Approved by Department

A blue ink signature of Jacquelyn Greene.

 Jacquelyn Greene, Director,
Preschool Services Department

 Date October 12, 2021

**Early Head Start Program
Memorandum of Understanding
Between
San Bernardino County Preschool Services
And Inland Regional Center, San Bernardino**

I. Purpose:

Purpose of this Memorandum of Understanding (MOU) is to improve the coordination of services for children from birth to thirty-six (36) months, with or at risk for disabilities and their families by establishing a common set of working guidelines and procedures to support positive collaboration between San Bernardino County Preschool Services Department (SB-PSD) program and Inland Counties Regional Center, Inc. d/b/a Inland Regional Center (IRC).

The MOU is designed to:

- A. Promote sharing information and provision of services collaborative.
- B. Provide quality intervention services to children with disabilities.
- C. Clarify the role and responsibilities of both programs when jointly serving children and families.

II. Program Overview:

San Bernardino County Preschool Services Department (SB-PSD) will provide age appropriate early intervention services in home or in a center based setting as required on the Infant/Toddler Individual Family Service (IFSP). Early Head Start (EHS) performance standards require programs to make available ten (10%) of their opportunity to infants and toddlers with disabilities and their families.

III. Mutual points of agreement:

- A. SB-PSD agrees to comply with all statutes and regulations applicable to designated programs, which include but is not limited to those pertaining to the child find and referrals; evaluations determination and assessment, IFSP, service delivery and coordination, and transition planning.
- B. Encourage a representative from each agency (SB-PSD and IRC) to attend one another's council meetings.
- C. SB-PSD will conduct child fund public awareness activities that address California's cultural and linguistic diversity.
- D. The Disability/Mental Health Coordinator will keep current and knowledgeable about IRC services system and referral process.
- E. Referrals from IRC to SB-PSD-EHS will be directed to the Disability/Mental Health Coordinator.
- F. IRC and SB-PSD-EHS will share relevant information such as: current contacts and intake information with consent of parent/guardian, timely sharing of the infant/toddler's medical and developmental history; age appropriate assessment.

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- G. SB-PSD-EHS will provide services to IRC clients who qualify for intervention services of children from birth to thirty-six (36) months of age.
- H. SB-PSD-EHS will inform IRC when there is an opening in the program for prenatal women or children birth to thirty-six (36) months. When SB-PSD-EHS receives a referral from IRC, the child's family information will be directed to the Disability/Mental Health Coordinator.
- I. The Disability/Mental Health Coordinator and Infant Service Coordinator will schedule a joint visit with the family and child. The purpose for the inter-disciplinary team joint visit is to obtain information on the child and to do a developmental assessment to determine the current needs of the child and parent.
- J. The Disability/Mental Health can provided feedback during the six (6) month updates and the annual review. A copy of all information will be given to the parents and Infant Service Coordinator. The family and teachers/Home Educator will be involved in the assessment process. Their information is an intricate part of the Early Head Start Program.

IV. Individual Family Service Plan (IFSP):

- A. The family, Disability/Mental Health Coordinator, Teachers/Home Educators and Infant Service Coordinator will participate in the development of the IFSP.
- B. IRC will provide specialized instruction services as indicated on the IFSP. These services will promote parent participation and education. PSD will support the provision of these services.
- C. IRC will provide a copy to SB-PSD-EHS Disability/Mental Health Coordinator at the time of the IFSP. Some circumstances may prevent this from occurring. In these cases, the IRC will mail or fax a copy of the IFSP to the SB-PSD-EHS Disability/Mental Health Coordinator.

V. Services Delivery and Coordination:

- A. SB-PSD-EHS and IRC Service Coordinator will work together to ensure quality services for qualifying children and their families.
- B. SB-PSD-EHS will provide parents with resources to community services that effectively support the needs of individual children and families.
- C. SB-PSD-EHS will provide Early Intervention, direct services in the family's natural environment such as everyday routines, relationships, activities, places and partnerships appropriate to the unique needs of the child and family. SB-PSD-EHS is currently providing a center-base program.
- D. SB-PSD-EHS will ensure that the child's primary caregiver will be involved in planning goals and activities for their child. Also, ensure that the Parents will have the opportunity to participate in parent Home Base socialization meetings, and Center Base parent meetings.
- E. SB-PSD-EHS and IRC will participate in sharing assessment information with family/parent/guardian consent.

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- F. With parent consent, SB-PSD-EHS will encourage direct communication between SB-PSD-EHS and other service providers when needed.
- G. SB-PSD-EHS Disability/Mental Health Coordinator will plan for continuation of services regardless of the time of year, including when a family transfers from IRC and/ or Early Head Start service area.

VI. Transition:

- A. A transition meeting will be scheduled between SB-PSD-EHS, IRC Infant Services Coordinator and the local school district. This plan is for children 30-36 month of age to ensure continuity of services and success for the child in their new environment.
- B. SB-PSD-EHS will collaborate in the development of an IFSP with a joint transition plan for dually enrolled infant/toddlers to ensure continuity of services beyond age three.
- C. SB-PSD-EHS will inform the receiving preschool programs of potential referrals.

VII. Personal Development:

- A. SB-PSD-EHS will address request for technical assistance.
- B. SB-PSD-EHS will provide training and technical assistance for staff members to develop understanding of children and families who are served by both entities.
- C. SB-PSD-EHS will disseminate information about Early Head Start and our program at respective conferences and training events.
- D. SB-PSD-EHS will coordinate trainings and technical assistance on topics of shared relevance, including, but not limited to: respective program characteristics; evaluations, assessments and eligibility determination; service delivery and coordination; transition; dispute resolution; and procedural safeguards.
- E. SB-PSD-EHS Disability/Mental Health Coordinator will connect with IRC for staff trainings opportunities.
- F. SB-PSD-EHS will be placed on the mailing list with the IRC in order to receive updated information in community functions. SB-PSD-EHS will supply IRC and local education agencies with recruitment flyers, pre-application and information on upcoming events.

VIII. Resolution:

- A. SB-PSD-EHS Disability/Mental Health Coordinator will collaborate with IRC Unit Manager to resolve any conflicts or disputes that may arise.
- B. If the dispute cannot be resolved with the assistance of the IRC Unit Manager, SB-PSD-EHS will document the issues under dispute from their perspective, as well as the efforts made to resolve the issue at local level through the normal channels. The issue will be brought to the attention of SB-PSD-EHS director.

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IX. Procedure Safeguards:

- A. SB-PSD-EHS will have families sign 'Consent to Assessment' Forms.
- B. SB-PSD-EHS will help families understand their rights, protection and responsibilities.
- C. SB-PSD-EHS Disability/Mental Health Coordinator will work with families and IRC Infant Services Coordinator regarding any complaints filed by the parent/guardian, organizations or individuals regarding early intervention services.

X. Administration and Monitoring:

- A. SB-PSD-EHS Disability/Mental Health Coordinator agrees to collaborate with IRC when applicable.
- B. The Disability/Mental Health Coordinator will represent SB-PSD-EHS at the IRC council meeting when appropriate.

XI. Review Agreement:

The Disability/Mental Health Coordinator will meet with IRC Unit Manager when needed to review the following:

- A. The effectiveness of the interagency and revise/address any understanding policy issues between the agencies.
- B. Establishing a direction and priorities for ongoing collaboration efforts between the agencies.

XII. Term:

This Memorandum of Understanding is valid for the period of October 27, 2021 through October 26, 2024, at which time the agreement can be modified and/or renewed. The MOU term may be extended for two additional one-year periods by a written amendment signed by authorized representatives of both parties. An authorized representative of (SB-PSD) - Early Head Start and/or Inland Regional Center will submit written notification of program termination by either party.

XIII. Conclusion:

- A. This MOU, consisting of five (5) pages, is the full and complete document describing services to be rendered by the parties, including all covenants, conditions, and benefits.
- B. This MOU may be modified only by a written amendment signed by authorized representatives of both Parties.
- C. The signatures of the parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- D. This MOU may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together

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constitute one and the same MOU. The parties shall be entitled to sign and transmit an electronic signature of this MOU (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed MOU upon request.

San Bernardino County Preschool Services
Department Early Head Start

By: Jacquelyn Greene
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Jacquelyn Greene, Director

Date: October 12, 2021

Address: 662 S. Tippecanoe Ave.
San Bernardino, CA 92408
(888) 543-7025

Inland Counties Regional Center, Inc.
Early Start

Signed by: Lavinia Johnson
874C81FAFDE1411...
Lavinia Johnson, Executive Director

Date: October 7, 2021

Address: 1365 S. Waterman Ave.
San Bernardino, CA 92408
(909) 890-4771

SAN BERNARDINO COUNTY

► Curt Hagman
Curt Hagman, Chairman, Board of Supervisors

Dated: OCT 26 2021

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By: Deputy

