

**Clay County Interagency Agreement  
For Children with Disabilities  
Ages Kindergarten through 21 Years of Age**

**(Note: This document is only applicable with parental informed consent)**

**Partner Identifiers**

The Individual Interagency Intervention Plan (IIIP) Work Group of the Clay County Collaborative oversees the delivery of services to children with disabilities, kindergarten through 21. Partners involved are as follows: Parents, Lake Agassiz Special Education Cooperative; Dilworth/Glyndon/Felton School District #2164; Moorhead Public School District #152; Clay County Social Services; Clay County Public Health; Lakeland Mental Health and other Partners of the Clay County Collaborative.

**ROLES AND RESPONSIBILITIES**

**I. Identification**

***How will multi-agency children/adolescents become known to your system?***

Any agency or school contacted by the parents will ask parents if their child is involved with other services. If multi-agency involvement is identified, the agency or school will provide both written and verbal information about the IIIP process. The wraparound process used with many multi-agency children will also be used to identify children for this process. The process can begin with any Collaborative partner.

***Who will assure, or facilitate connections?***

Once criteria have been met, the IIIP process can begin with any Collaborative partner. County workers/agency case managers and school case managers will work together to implement strategies to ensure that the IIIP process is followed. The Collaborative's IIIP work group addresses any ongoing problems or barriers with the process as they become known to work group members.

**II. Multi-agency and Disciplinary Screening, Assessment and Evaluation**

***How will eligibility determinations and evaluation/assessments take place? Who will do them? Will they be comprehensive, coordinated, or separate?***

Each agency will conduct its own assessment in coordination with other involved agencies to determine eligibility. Evaluations and assessments will occur within each agency/provider and school setting. They will be completed by individuals working with the child and family who are most appropriate to administer the assessments. Evaluations in most cases will be separate; however, the team will ensure that the assessments that occur will be comprehensive and give the team the necessary information on the child that is needed to develop a plan.

***How will assessment data be incorporated into a plan?***

Information regarding evaluations will be shared among team members with permission from the parent or guardian. All pertinent evaluation and assessment data will be integrated into the plan.

***How will variable timelines be coordinated in your system?***

Timelines are addressed around the school timelines. It may not be possible to align all plans with the school timelines. Each agency will be responsible for its own timelines and required signatures. Information on all plans will be shared with all team members no matter when they occur.

***Will there be an interagency release of information?***

At this time Clay County has no interagency release of information. Parents are asked to sign releases with each partnering agency.

**III. Service Coordination**

***What model will be used for child and family specific coordination of services?***

School/County/Mental Health Case Managers will work together to coordinate services for the family. Whenever appropriate the wraparound model of strength-based, culturally-appropriate, family-centered services will be incorporated into the plan.

***Who will facilitate the planning meetings?***

School staff typically facilitate the IIP meetings; however, parents should be informed as part of the preparation for each annual meeting that another team member could assume this role.

***Who will be a contact for the family and between the family and community?***

The family may have more than one contact person depending on the need. The contact person(s) will be identified during the interagency planning process.

***How will continuity of planning for all life transitions be assured?***

All team members will assure that life transition issues are identified in the planning process. Leadership of the participating agencies, along with the child/adolescent team, shall assure continuity of planning for all life transitions by utilizing best practices to enable youth to reach their full potential.

***How will the knowledge base of resources available in the community be maintained?***

Community resources are listed on the Collaborative website ([www.claycountycollaborative.org](http://www.claycountycollaborative.org)), County website ([www.co.clay.mn.us](http://www.co.clay.mn.us)), Dakota Medical Foundation website ([www.dakmed.org](http://www.dakmed.org)), school district websites, and in brochures.

#### **IV. Single Plan Development**

##### ***Who will participate in the development of a plan? How will this be decided, and by whom?***

All team members identified as working with the child and whom the family wishes to be a part of the development of the plan will participate in its development. The IIP process can be initiated by any school, agency or service provider working with the child and the family. Based on available information, the service provider, along with the family, will determine the participants for the initial meeting of the development of the plan. The other participants will be added as needed.

##### ***Who will write the plan and manage interagency documents?***

The team will write the plan with the school case manager and either the county case manager or mental health case manager taking the lead on each of the specific parts. All team members will be responsible for contributing to the written document (e.g. participating in writing global goals based on the student's needs at the IIP meeting). Each school, agency or service provider will be responsible for incorporating their own data into the plan.

##### ***Who and how will review and updating be facilitated?***

Timelines for review may not be coordinated with each plan because of specific criteria for review within each agency. Where reviews are not coordinated, case managers will ensure that other team members are aware of the updates. Updating and review of the timeline will be determined and documented at the initial planning meeting. The interagency plan will be reviewed and updated at a minimum of once per year.

##### ***How will gaps in service be met?***

Gaps in services are addressed through the Collaborative's IIP work group as well as the other county and Collaborative work groups. Team members will problem-solve to determine possible solutions and funding sources. Identified gaps will be shared among the various work groups and brought to the IIP work group to determine the impact those gaps have on coordinating services.

##### ***How will agencies be held accountable for progress toward a coordinated plan of care?***

IIP work group members hold their respective agencies accountable for this progress and for the team process.

##### ***How will due process be addressed?***

Due process will be addressed according to the requirements under each entity.

#### **V. Information, Resources and Technical Assistance**

##### ***What kind is needed?***

Training needs are identified by the participants (parents, case managers, county social workers, school staff, etc.) and through the Collaborative work groups. Training is then

developed to meet those needs. Technical Assistance may be needed from time to time from the MnSIC work group to address areas of concern.

***Who needs it in your community?***

Agency case managers, school staff, parents and county workers will need information, resources and training on the IIP purpose and process.

***How will it take place?***

The Collaborative has a four-member training team consisting of a parent, county case manager, school representative and mental health case manager. Training will take place on an as needed basis. Training may be agency specific or cross-training with multiple agency and providers.

***Who will pay for it, with what funds?***

The Clay County Collaborative has set aside funds for the purpose of training individuals working with the interagency process and to disseminate information on the process.

**VI. Services: Access, Identification of Available Resources and Plans to Address Gaps**

***How will the community partners address system gaps as they become known?***

Several work groups in the Collaborative and the County address system gaps. Members include representatives from all the major participants in children's programming in the county including parents. Each work group identifies gaps and develops a work plan.

***How will the system find out about such gaps?***

Collaborative partners will communicate system gaps to the IIP work group and to other Collaborative meetings in order to develop strategies for addressing them. Gaps will be identified at IIP meetings, as a result of training events, and through surveys with service providers, professionals and parents. This information will be presented to appropriate collaborative work groups. Should a gap be identified which does not follow under the IIP work group, the Collaborative Coordinator will assure that the needed information is conveyed to the appropriate work group.

***How are services explained?***

Information will be explained verbally, as well as in written format and in other languages as needed. A parent letter and brochures are available to any service provider, collaborative partner and school staff. They are also available on the collaborative website at [www.claycountycollaborative.org](http://www.claycountycollaborative.org). Any individual working with families will use one on one opportunities to share information about options, rights, and responsibilities.

***Is there coordinated access?***

Coordinated access is facilitated when team members have access to software programs used by the school districts. Efforts to improve access across the county is ongoing.

***How are services available in your community identified and shared within the community?***

Information on services and programs are shared at work group meetings, on County and Collaborative websites and through email groups and written materials. Information is shared through the use of brochures, parent fairs, advocacy agencies, service providers and workshops.

**Dispute Resolution Process:**

***What kinds of disputes are there?***

No formal disputes have occurred to date. Families not happy with the IIP process typically revert back to using separate plans. A survey of these families is ongoing.

***What disputes do local areas need to plan around?***

Disputes in the area of service delivery including: types of services, techniques, follow through to other agencies/sites, location where delivery of service occurs, amount of hours provided and when provided, differences in cultures, who will deliver the services, pay for the services transportation and personnel may occur. As they are brought to our attention, the IIP work group will continue to address barriers.

***Is there a state dispute process to follow?***

Within the state of Minnesota each entity has its own dispute process.

***How will local disputes be addressed?***

Disputes regarding services to families provided by specific agencies are handled according to the requirements for that agency.

**Provision and payment of services:**

***Who provides and pays for services?***

Medical Assistance, State and County funding may be used to pay for disability and mental health services within the plan if those services address outside of school functioning needs. Schools pay for needed services within the school programming.

***How are these decisions shared and known to the community? How are disputes handled?***

These decisions appear in the interagency plan. They are known to the community because funding is a matter of public policy and appears in state and federal law.

***Do you have an interagency agreement?***

Yes, this document serves as the interagency agreement. It has been approved by the IIP Work Group, the Administrative Group, and the Governance Board of the Clay County Collaborative.

***What if more than one program or agency can provide or pay, who is the first payor, next . . . ?***

Information and understanding on the various funding sources is essential for the team. The team will work out any conflicts. Service delivery costs for mandated service will be the

responsibility of the agency providing that service (first payor). The team will discuss and address possible flexible funding sources for non-mandated services (second payor).

## **System Assurances and Accountability**

### **Accountability:**

#### ***What body will be assigned to address governance and accountability?***

The IIIP work group develops the interagency agreement that addresses governance and accountability issues as well as outlines the process for implementing the IIIP within Clay County. Once the agreement is developed it goes to the Collaborative Administrative Board for consideration and recommendation and then on to the Governance Board of the Collaborative.

### **Data Collection:**

#### ***What data needs to be collected: why it is collected and who will be collecting it?***

The work group collects data on the number of families who are eligible for the IIIP and the number of those families who use the process. Data will be collected on an annual basis as to the satisfaction of the process in serving families. The data collected will ensure that the collaborative process is in place and working as well as identify gaps in services and areas of need. Data on the progress of the individual students is kept within the agencies working with them.

#### ***Who will maintain interagency records, and manage recording and documentation activities?***

Each agency maintains the necessary records and plans for each child according to those agencies requirements.

### **Assurances:**

#### ***How are the values of family centered, wraparound and person centered philosophies operationalized in your system?***

Wraparound is an important process that is used with families in Clay County. Because it is strength based as is the IIIP, the two processes may go hand in hand in working with our families. Both the Wraparound Process and the IIIP are supported by the Collaborative Partners. Because of that, those entities working with families are dedicated to providing services to families with a goal to provide them in a family friendly, family driven manner.

#### ***How will your system assure that it is meeting the unique cultural needs of children and families?***

Efforts will be made to increase participation on Collaborative work groups and other agency/county advisory groups of culturally diverse families and more culturally diverse training for professionals will occur. Information will be also presented in other languages when needed and whenever possible. When addressing the cultural needs of the family, it will be important to consider that culture includes economics, life styles and values, as well as ethnicity. Many families struggle with economic issues that effect their way of life and agencies/schools will be encouraged to be sensitive to the multi and varied cultural issues.

**Evaluation:**

***How will your system know that you have a coordinated system?***

Work to achieve that goal is ongoing. Families have a choice in participating in both the IIP and Wraparound, both family centered processes. Providing families with complete information on them is essential.

***How will your system know that it has increased family satisfaction?***

A past evaluation was done with families utilizing the IIP process. Satisfaction with respect to the process was noted to be high. Work is currently underway to evaluate the system as it works now.

***Has it increased provider satisfaction?***

Work continues to address provider satisfaction. While families may be happy with the process and the option of interagency coordinated planning, it does not necessarily result in provider satisfaction in working with the process. Barriers are identified at each IIP Work Group meeting and discussion and problem solving those barriers has been challenging for the work group because of the systems involved.

Revised by the IIP work group of the Clay County Collaborative  
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Approved by the Administrative Group of the Clay County Collaborative  
August 27, 2008

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