



North Kitsap School District

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Meeting: June 13, 2019

Category: Action

Subject: Holly Ridge Purchase Order 2109-2020

Goal(s): Success for all Students

Budget Implication: \$762,000.00

Summary: 2019-20 annual contract for the Holly Ridge infant/ toddler program.

Strategic Goals

- I. Success for All Students
 - A. Deliver instruction aligned to standards
 - B. Use instructional strategies to maximize student engagement and learning
 - C. Create safe and nurturing learning environments
 - D. Provide a variety of opportunities to meet the diverse needs of all students
- II. Stakeholder Support and Satisfaction
 - A. Optimize communication strategies which enhance transparency
 - B. Continuous district improvement based on stakeholder input
 - C. Increase stakeholder engagement
- III. Effective and Efficient Operations
 - A. Responsible allocation and expenditure of funds to meet district goals
 - B. Responsible stewardship of district assets
 - C. Clear and effective management systems

The District must encumber funds to cover the Holly Ridge contract for the 2019-20 school year. Holly Ridge provides birth-3 services and special education evaluations for children prior to their third birthday. The annual amount projected for the 19-20 school year is \$762,000.00 amount and based on the current number of 68 students from the 18-19 school year June count. The per child billing rate identified in April 2019 was \$1104.17. This dollar amount comes from the April 1220 report and is being used to calculate the projected rate and total dollar amount for 19-20 school year. Recommend

approval for the contract for the amount identified. The summary table below displays the 2018-19 monthly Holly Ridge child count.

Monthly Holly Ridge count:

	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Holly Ridge Count	50	55	61	62	61	60	59	65	68 projected

2019-2020 CONTRACT BETWEEN HOLLY RIDGE CENTER AND NORTH KITSAP SCHOOL DISTRICT

This Agreement is entered into between Holly Ridge Center (hereafter referred to as HRC) and the North Kitsap School District (hereafter referred to as the District) for the provision of Early Intervention services for children residing within the boundaries of the District who are age birth to three years.

HRC's program will be staffed and supervised by appropriately certificated and licensed personnel. HRC confirms that employees who have regularly scheduled unsupervised access to children have complied with pre-employment background check requirements of Chapter 43.43 RCW and 28A.400.303 and no background check has disclosed any information suggesting that it would be inappropriate for the employee(s) to have unsupervised access to children, developmentally disabled persons, or vulnerable adults.

Both parties agree that they and their agents will comply with all applicable local, state and federal statutes and regulations, including, but not limited to, due process requirements. HRC agrees to meet all licensing and other requirements for providing services under this agreement, at its own expense. Documentation for eligibility and provision of services will be reviewed by the State Lead Agency for IDEA Part C (Early Support for Infants and Toddlers Program (ESIT)) staff to assure compliance with applicable Washington Administrative Codes (WACs) and IDEA Part C requirements. If interpretations of this agreement by involved parties differ, either party may seek assistance from a third party to resolve the disagreement. The provision of early intervention services will meet the requirements of IDEA Part C and WAC 170-400.

I. Service Locations:

The service locations offered under this Agreement will vary based on the individual child and family needs. This may include services at home, childcare, community infant toddler programs, the North Kitsap site, or other Holly Ridge Center satellites.

II. Definition of the Population to be Served

Children considered for this contractual agreement are those who are in need of early intervention services and meet the definition and eligibility criteria for developmentally delayed as defined by the State's IDEA Part C application and 34 CFR 303 as follows:

*Developmental Delay: A child shall be eligible if he or she demonstrates a delay of -1.5 standard deviation or 25% of chronological age delay in one or more of the following areas: cognitive, physical, communication, social/emotional or adaptive as measured by appropriate evaluation tests or procedures, including the use of informed clinical opinion and administered by qualified personnel or

*Diagnosed Physical or Mental Condition: A child shall be eligible if he or she has a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay as identified in medical reports or by use of informed clinical opinion.

*Use of informed clinical opinion in conjunction with evaluation, assessment, and review of medical records.

III. Identification Process:

For the purposes of this agreement, identification process is considered to be identification for IDEA Part C early intervention services. HRC will be responsible for screening and/or evaluating children age birth to 45 days prior to third birthday who are referred to them by the District, families, or other

sources. When the District is the first point of contact for the family, the District will inform the family of Family Resources Coordinator (FRC) services. Referrals for children within 45 days of their third birthday will be referred to the District for evaluation. The FRC will provide the family with information concerning community resources and District contacts. The evaluation tools and procedures selected will conform to requirements of Part C of the IDEA. Upon completion, the evaluation team will discuss evaluation results and recommendations for services.

The District will be notified of the Eligibility/Individual Family Service Plan (IFSP) Meeting as soon as it is scheduled. District personnel will be invited no less than one week prior to the Eligibility/IFSP meeting. The early intervention initial eligibility and IFSP meetings are combined. For those children who are 27 months or older, and identified as eligible, a Transition Planning Conference will be held in conjunction with the initial IFSP.

HRC will be responsible for providing IDEA Part C eligibility documentation as a component of the initial IFSP.

IV. Individualized Family Service Plans:

HRC will be responsible for developing the IFSP in collaboration with the family and the IFSP team including the District. The IFSP will be written on State approved forms that meet IDEA Part C requirements. The FRC will work together with the family to implement the components of the IFSP.

V. Transition:

At age three, children who were eligible for early intervention services must be exited from HRC services. (summer birthday exception is outlined below.)

Holly Ridge and the District will assure transition procedures and planning activities are followed according to WAC 392-172A-02080 (Transition of children from the Part C program to Preschool Services) and Washington's Early Support for Infants and Toddlers Program, Principles, Procedural Safeguards & Guidelines (Transition to Preschool Services). With the family's permission, the FRC and the school district convene the transitional planning meeting up to 9 months or at least 90 days prior to the child's third birthday to review the child's service/program options from the day the child turns three through the remainder of the school year and to determine steps to support this transition.

All evaluations to determine eligibility for IDEA Part B services are the responsibility of the school district. Holly Ridge will assist with evaluation planning through the completion of the Notification of Transition Planning on Potentially Eligible 3 year olds form. Although the District will conduct the majority of Part B eligibility evaluations, Holly Ridge is able to complete some evaluations on specified children, as determined appropriate by the District, Family, and HRC direct service staff at the transition planning meeting. These exceptions would be for children who receive multiple direct services through HRC, are likely to be multiply handicapped and/or may include a Functional Behavioral evaluation by a BCBA or Functional Vision evaluation by a Teacher of the Visually Impaired.

When HRC conducts 3 year evaluations, the district will be billed \$250 per child evaluated. This fee will be per child not per the number of evaluations conducted. For evaluations completed by HRC, staff will obtain parental consent within 90 days before the child's third birthdate. For those children with summer birthdates, June through August, HRC can obtain consent up to 120 days before the child's third birthdate. If due to summer months or as determine above, at the request of the district and with mutual agreement, HRC will complete evaluations in developmental areas of concern for a child. Should these evaluations be in some areas, but not all areas, HRC will still bill \$250 for that portion of the evaluation.

For those children to be evaluated by the District, the District is responsible for scheduling the evaluations and obtaining consent. Assessment information, if available, and current levels of development for children receiving services from HRC can be provided to assist the District in determining initial special education eligibility for 3 year olds. The type of information available will vary depending on the services the child receives.

Prior to May 1, eligible children will transition to the school district on or before their third birthday. Children who turn 3 between May 1 and the end of the HRC regular school year may continue to receive educational services paid for by the District and provided by HRC, if there is a District-generated IEP in place and there is space available at Holly Ridge Center. When a child's birthday is in May and continues with services into the month of June, the child should be on the district's June bill. Children with May through August third birthdates will transition to the District as noted on each child's IEP. During the summer months, if a child has turned 3 years of age, other service options may be explored by HRC and the District based on WAC requirements, child need, and Holly Ridge service availability.

Children who are late referrals to HRC will have their transition planning meeting as a part of their initial IFSP meeting. To process inquiries for children within 45 days of their third birthday, see section III. Identification Process.

VI. Fees:

The District will reimburse HRC for services provided at the rate of 95% of the State Special Education per pupil allocation, birth to three. The District will retain 5% of the State Special Education per pupil allocation--birth to three for services provided. The State Special Education per pupil allocation--birth to three will be pro-rated over the billing period, as per WAC 170-400-0140. The billing period will consist of nine (9) months beginning on October 1, and ending on June 1. HRC will provide the district the calculated per child allotment for the start of the contract year based on the OSPI June 1220 report by July 30th, the rate will be reviewed and updated as needed in January and April.

As outlined above, HRC will bill the district separately for 3 year evaluations conducted on a per child basis of \$250, for evaluations as requested by the District.

To maintain compliance with audit and State of Washington rules, if a dispute results in the withholding of payment for any reason and the dispute is then rectified, payment retroactive to when the child was first placed on the school district's billing to the State will be made to HRC in the amount indicated above, given that all compliance requirements are met.

VII. Enrollment Documentation Requirements, Payment Timelines and Procedures:

By the **first school day** of each month, HRC will submit to the District a list of all children eligible for early intervention. Documentation necessary to establish eligibility may be submitted up to three school days after the first day of the month. The monthly invoice is now sent in two methods:

1. Invoice with total head count and district monthly pay rate, mailed.
2. Invoice from above, followed by list of children by name, current IFSP date, MDT (eligibility date), and any applicable notes; faxed to district.

Children will be included on the monthly invoice when eligibility documentation is completed by the first count date for each month as determined by the district. Eligibility documentation, submitted up to 3 school days after the first of the month, will consist of appropriate forms as indicated below, the following forms will be faxed directly to the school district:

- Program Change/Exit when child is determined not eligible for Part C.

- Invitation to Initial IFSP Meeting; Prior written notice for identification, need for services (for transitioning children only, remainder will be posted to the DMS)
- IFSP signature pages for Initial and Annual meetings

The following forms will be posted on the ESIT Data Management System for school districts to access:

- Inquiry Form from Family Resources Coordinator
- Consent for Initial Evaluation; Prior written notice for evaluation
- Any initial evaluation reports completed on children who were 30 months or older upon entry to program
- All 3 year evaluation reports completed by HRC
- Special Education Enrollment Form and School District ethnicity form
- Full IFSP which includes: documentation of eligibility; consent for initial placement; transition plan, if applicable; prior written notice for service placement or the provision of early intervention services to the child and the family
- Any IFSP reviews or documentation of any service plan changes

These documents will be posted on the ESIT Data Management System, within 3 months of program entry and/or prior to transition for children who are late referrals to the system:

- Proof of Address; Proof of Name
- Certification of Immunization Status, if received

Upon receipt of the monthly invoice, the District agrees to make payment to HRC within thirty-one (31) days. Payments received after the thirty-one (31) day period will be assessed a 1.5 percent late charge per month on all unpaid balances. See attachment A for address and contact information.

VIII. Technical Assistance

The District may review the files of all children shared with HRC and has full access to the child's record through the ESIT Data Management System (DMS). Review standards and guidelines shall comply with all regulations put forth in WAC 170-400 and the state's application of IDEA Part C. The State Lead Agency for IDEA Part C, Early Support for Infants and Toddlers Program has audit and technical assistance responsibility over IDEA Part C records and practices

IX. Confidentiality

Both parties agree to abide by privacy regulations as stipulated in the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Both parties will maintain confidentiality of any information to which they have access including that on the State web-based data management system. The district will assure that all employees who have access to an eligible child's record through the DMS will sign and return to HRC a Statement of Confidentiality and Non-Disclosure Agreement. These forms will be provided by HRC and are required to be renewed annually by DCYF. The district is responsible for notifying HRC on any new employees who have access to the DMS to assure that an agreement is signed.

X. Contract Terms

This contract will be in effect from September 1, 2019 to August 31, 2020. Termination of this agreement shall be made in writing by either party with sixty (60) days prior notice.

Both parties will notify the other regarding their intent to participate/provide service for the coming school year by April of the current year. Contract amendments and revisions will be made by June of the current year, unless otherwise agreed to by HRC and the District.

GUIDELINES FOR BILLING SCHOOL DISTRICTS AND OTHER RESOURCES

All children with an active IFSP are eligible to access District funding. Funding may be used for any of the 17 early intervention services as defined in IDEA Part C (303.13(b)) listed below:

1. Assistive Technology
2. Audiology
3. Family training, counseling and home visits
4. Health services necessary to enable a child to benefit from the other early intervention services during the time the child is receiving the other early intervention services.
5. Medical services only for diagnostic or evaluation purposes to determine a child's developmental status and the need for early intervention services.
6. Nursing services necessary to enable a child to benefit from the early intervention services.
7. Nutrition Services
8. Occupational Therapy
9. Physical Therapy
10. Psychological Services
11. Service Coordination
12. Sign and Cued Language
13. Social Work Services
14. Special Instruction
15. Speech-Language Pathology
16. Transportation and related costs
17. Vision

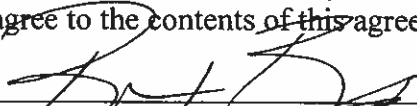
Other public and private funding sources will include the following:

1. Military health benefits through Tricare;
2. Private insurance;
3. Medicaid/Healthy Options/SCHIP;
4. Private donations;
5. Children with Special Health Care Needs;
6. Division of Developmental Disabilities;
7. Payer of Last Resort IDEA, Part C Early Intervention Funds.

XII. Debarment Certification

Both parties to this agreement certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this agreement by any Federal department or agency.

The undersigned are designated as the coordinators of the services to be provided by the parties and agree to the contents of this agreement.



Roxanne Bryson, Executive Director
Holly Ridge Center

5-21-2019

Date



Director of Special Education
North Kitsap School District

6-3-19

Date

Superintendent
North Kitsap School District

Date

ATTACHMENT A

Please complete the following section and return with the enclosed contract.

Inquiries concerning billing problems can be directed to either the Holly Ridge Center Finance/Business Manager or the Holly Ridge Center Accounts Receivable Specialist at (360) 373-2536.

Invoices will be mailed/presented to:

North Kitsap School District, Office of Special Education
Address:

School Count Date for District:

- 1st of each month
- Actual first day of school for the month
- Other:

To the attention of:

Denise Clark

Phone inquiries to the school district concerning unpaid invoices should be made to

Lisa Pruett at 360-396-3024