

**Appendix IV**  
**Community Transition Interagency Committee's Operating Procedures**  
**CTIC SUMMARY**

Minnesota law known as the Interagency Services for Children with Disabilities Act was enacted in 1998. This legislation supports the development and implementation of a coordinated, multidisciplinary, interagency intervention system for children and youth with disabilities ages 3-21 and their families. Districts were mandated to provide coordination of services for children up to age 5 beginning January 2001. Beginning July 2001, districts were mandated to provide these services up to children age 9. Starting July 1, 2002, districts are mandated to coordinate services for children up to age 14. By July 1, 2003, coordinated services shall be offered to all eligible children through age 21.

The goal of this legislation is to streamline service delivery by reducing duplication of services from multiple service providers and by increasing collaboration and cooperation among all partners providing services to children, youth and their families.

Coordination of services must be offered to families with children eligible for special education services who are also receiving services from one or more of the following programs/services:

- Maternal and Child Health Program
- Medical Assistance
- Developmental Disabilities Assistance and Bill of Rights Act
- Head Start Act
- Rehabilitation Services
- Juvenile Court Act
- Children's Mental Health Collaboratives
- Family Service Collaboratives
- Family Community Support Plan
- Minnesotacare Program
- Community Health Service Grants
- Community Social Service Act
- Community Interagency Transition Committees (CTIC)
- Services provided under a health plan in conformity with an Individual Interagency Intervention Plan

**Standardized Written Plan Procedures**

Minnesota law requires that each eligible child or student have access to an interagency intervention service system that coordinates services and programs which will be reflected in a standardized written plan.

**Standardized Written Plan: Interagency Coordinated Plan (ICP)**

The purpose of children with disabilities ages 3-21 is to identify and organize both formal and informal supports to facilitate the development of a plan that addresses the child and family's concerns. While the actual written document contains the mandated plan requirements of many services and programs, the plan itself should be the product of interaction, collaboration, and partnerships between families and professionals.

The written plan used in the districts will be referred to as an "Interagency Coordinated Plan (ICP). The ICP will include the standard Individual Education Plan (IEP) pages which document team membership, present levels of student performance, student needs, goals and objectives, and services. An additional page (Interagency Coordinated Plan) will be used to document shared outcomes and the agency responsible for the provision of services, which implies funding source. The goal of shared outcomes is to encourage multiple agencies to jointly work on common concerns across multiple environments.

**Expectations on Implementing the Standardized Written Plan**

### **Local governance agreement**

The standardized written plan is a key element within each local interagency system. The Governing Boards of the Interagency Help Me Grow (HMG) Committees are required to develop an interagency Governance Agreement to support coordination of services for children with disabilities and their families that receive services through the standardized written plan. These Governance Agreements should specify the system of interagency child find; screening, assessment, and other system issues such as dispute resolution. They should also outline specific elements such as service coordination and funding and payment responsibilities for services on the standardized written plan.

### **Framework for documenting, describing, and coordinating services**

The standardized written plan should be used as a framework for interagency teams to document, describe, and coordinate services as well as payment arrangements for each individual child and their family.

### **Provide services to children with disabilities needing services from two or more agencies**

The standardized written plan is designed to be used for children with disabilities ages 3-21 who meet Special Education eligibility criteria and who also receive services from two or more agencies. It should be noted here that a family can choose not to use the written plan and the corresponding coordinated service system, even if their child is eligible to use the written plan and to receive services within the provisions of this document. Those families who do not wish to use the standardized written plan and coordinated interagency service system must be provided with an agreed upon alternative plan that meets their child's education and service related needs.

### CTIC Summary

The Runestone Area Community Transition Interagency Committee (CTIC) meets four (4) times per school year. CTIC is organized by a Chair and a Co-Chair. The Chair representative from a local school district. The Co-Chair is a representative from a local agency that supports transition aged youth. CTIC membership is open to anyone in the community that has an interest in or works directly with transition aged youth in counties of Douglas and Pope. Membership includes:

- Teachers
- Parents/guardians of individuals with disabilities
- County Social Services
- Employment Specialists
- Community/Technical College staff
- Program manager for DAC
- Public Health
- Staff of supported living facilities