To: Directors of Community Centered Boards
   Administrative Unit Directors of Special Education

From: Mary Anne Snyder, Director
      Office of Early Childhood
      Department of Human Services
      Randy Boyer, Assistant Commissioner
      Exceptional Student Services Unit
      Department of Education

Subject: Updated Side-by-Side Comparison of Part C Child Find Responsibilities

Date: April 10, 2014

Purpose

This joint memorandum from the Colorado Department of Human Services (CDHS) and the Colorado Department of Education (CDE) provides updated guidance to local Community Centered Boards (CCBs) and Administrative Units (AUs) (i.e., boards of cooperative services and qualifying school districts) for carrying out the various roles and responsibilities in Colorado’s coordinated child find system for infants and toddlers, birth through two years, with developmental concerns.

Background

Both Part B and C of the federal Individuals with Disabilities Education Act (IDEA) refer to the relationship and need for collaboration between the two agencies overseeing the state implementation of Part B and C. Federal Part C regulations, 34 C.F.R. 303.115 and 303.302, require that the CDHS/Office of Early Childhood, Division of Community and Family Support, as the designated lead agency under Part C of IDEA for early intervention services, implement a coordinated, comprehensive child find system.

In May 2007, SB 07-255 was passed, codifying responsibilities for child find activities for all children from birth to twenty-one years of age in the State of Colorado. The law distinguishes those child find activities for infants and toddlers, birth through two years of age, and those for children age three to twenty-
one. The 2007 legislation outlined a collaborative process between the CDE and CDHS, as well as between local CCBs and AUs.

Important Information

In September 2011, revised federal Part C regulations added new requirements for screening, evaluation, and assessment of infants and toddlers. State Early Intervention Program rules have been revised and implemented to reflect the new requirements. The attached document replaces the original four documents drafted in 2007 (an implementation chart for CCBs with legal citations; an implementation chart for administrative units with legal citations; a side-by-side comparison of the responsibilities; and a crosswalk of the CCB service areas of responsibilities and the corresponding AUs) with a single, updated, side-by-side comparison of responsibilities between CCBs and AUs that incorporates revised state and federal requirements. The document is effective immediately.

If there are any questions about the responsibilities or required activities, please contact either Ardith Ferguson at the CDHS Office of Early Childhood at 303-866-5468 or Ardith.Ferguson@state.co.us or Penny Dell at the Department of Education at 303-866-6720 or Dell_p@cde.state.co.us.

cc: Tammi Graham, Director, CDHS/OEC/Division of Community and Family Support
    Administrative Unit Special Education Directors
    Administrative Unit Child Find Coordinators
    CCB Early Intervention Coordinators