



# NEBRASKA

## DEPARTMENT OF EDUCATION

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TO: Early Childhood Planning Region Team Lead Agencies and Chairs; Special Education Directors; Services Coordination Agencies

FROM: Cole Johnson  
Planning Region Team Coordinator

DATE: March 27, 2018

RE: Early Childhood Planning Region Team Annual Meeting

Please be reminded that each Early Childhood Planning Region is required to conduct an interagency Annual Meeting according to **92 NAC 51-005.02** and **92 NAC 52-005.02** prior to July 1, 2018. The purpose of the Annual Meeting is to provide a basis for communication and problem solving among all stakeholders in services provided to children with disabilities birth to age five and their families and to establish a mechanism for collaborative Child Find efforts and program development.

**A regular Early Childhood Planning Region Team meeting can serve as the Annual Meeting if the following requirements are met:**

- The date and place of the Annual Meeting should be disseminated so that all school district personnel and service providers, parents and non-public agencies including those providers serving infants and toddlers have access to the information.
- A written report of the Annual Meeting shall be prepared, which includes a list of participants as well as the meeting minutes. This report shall be distributed within 30 days following the meeting to school districts and service providers in the Planning Region and to Cole Johnson at the Nebraska Department of Education.

**Agenda Topics:**

- Discussion and planning should occur regarding the PRT Targeted Improvement Plan for submission by August 1, 2018.
- Discussion and planning should occur regarding year round services for infants and toddlers, including toddlers who reach age 3 but continue to remain in Part C through August 31st. Identify who is available to take referrals and arrange for MDTs and initial/required IFSP meetings to be conducted within regulatory required timelines. Ensure that the District Representative will be available year round to participate in IFSP meetings or will designate an alternate representative.
- Discuss regional Child Find efforts and review the region's data on referrals.

To assist each region in completing this requirement we have included examples of a meeting invitation letter, public notice that can be posted in the local newspaper, and an agenda at: <http://edn.ne.gov/cms/example-materials>.

If you have any questions about the Annual Meeting you can reach Cole Johnson at 402-471-4318. Reports should be submitted within 30 days after the meeting to Cole at [cole.johnson@nebraska.gov](mailto:cole.johnson@nebraska.gov) or at Nebraska Department of Education, Office of Special Education, P.O. Box 94987, Lincoln, NE 68509.

cc: Steve Milliken, Director  
Amy Rhone, Assistant Director  
Special Education Team staff  
Julie Docter, EDN Co-lead, DHHS