



Brownsville Independent School District

Agenda Category: General Function
Contracts/MOU Board of Education Meeting: 09/02/2025

Item Title: Memorandum of Understanding X Action
Brownsville ISD and ECI Program Information
Discussion

BACKGROUND:

Administration is requesting the annual approval for Memorandum of Understanding between Brownsville ISD and Early Childhood Intervention (ECI) program under the coordination of the Region One Educational Service Center (ESC). BISD and Region One ECI program work in partnership to help children under three years of age who have developmental delays and transition these children into the school system when age appropriate. This agreement is subject to needs of the eligible students and the district. Services include screenings and evaluations, programming service coordination, and transition services as needed. District's legal counsel has reviewed this agreement.

FISCAL IMPLICATIONS:

At no cost to the district.

RECOMMENDATION:

Recommended approval to enter into a Memorandum of Understanding between the Brownsville Independent School District and Early Childhood Intervention (ECI) Program under the coordination of Region One ESC to provide services for qualifying infants, toddlers, and their families for the 2025-2026 school year. At no cost to the District

Approved for Submission to Board of Education:

Adriana Lippa *[Signature]*
Submitted by: Principal/Program Director

Recommended by: Asst. Supt./Exec. Dir.

Miguel Salinas *[Signature]*
Reviewed by: Staff Attorney

Beatriz Hernandez *[Signature]*

Approved by: Chief Officer

[Signature]
Dr. Jesus H. Chavez, Superintendent

When Necessary, Additional Background May Follow This.

HEALTH AND HUMAN SERVICES COMMISSION EARLY CHILDHOOD INTERVENTION SERVICES



TEXAS
Health and Human
Services

*Medical and
Social Services*

LOCAL MEMORANDUM OF UNDERSTANDING FISCAL YEAR 2025-2026

- I. General Contact Information**
- II. Region One Child Find Collaboration**
- III. Transition Notification**
- IV. Transition Conference**
- V. Services to ECI Enrolled Children with Deaf and Hard of Hearing and/or Blind/Vision Impairments**

I. General Contact Information

ECI Program:

Region One ESC/ECI Program

1900 W. Schunior,
Edinburg, TX 78541
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Fax: 956-984-7648
www.esc1.net

ECI Administrator:

Theresa Cantu
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marycantu@esc1.net

ECI Sr. Directors:

Hidalgo County

Esmeralda Mora
956-984-6160
emora@esc1.net

Cameron County

Celina Perez
956-984-2102
cgperez@esc1.net

Local Education Agency: BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Special Education Director: Adriana Lippa

Primary Contact for Transition: Julie C. Rodriguez

Primary Contact for DHH services: Dr. Katherine Fletcher

Primary Contact for BVI services: Enrique Guevara, Shaly Cortez, Carlos Martinez

Orientation & Mobility services: Sixto De Angel

Special Information or contact: Julie C. Rodriguez

For summer months: Julie C. Rodriguez

II. REGION ONE CHILD FIND COLLABORATION

PURPOSE:

This section outlines the collaborative efforts between the Local Education Agency (LEA) and Region One Education Service Center (ESC) Early Childhood Intervention (ECI) Program to fulfill Child Find responsibilities as mandated under the Individuals with Disabilities Education Act (IDEA)

Child Find Overview:

Child Find is a federally mandated process designed to locate, identify, and evaluate children, birth through age 21, who may have developmental delays or disabilities and may need special education or related services.

For children birth to age 3, Child Find responsibilities fall under Part C of IDEA and are implemented through the ECI Program. For children age 3 and above, responsibilities transition to the LEA under Part B of IDEA.

REGION ONE ECI RESPONSIBILITIES:

1. Identification & Referral:

Region One ECI will conduct outreach and public awareness activities to identify infants and toddlers, birth to age 3, who may be eligible for early intervention services. ECI will accept referrals from the LEAs, and other community agencies.

2. Notification to LEA (Child Find Requirement):

In accordance with IDEA §303.209(b), Region One ECI will notify the appropriate LEA of any child suspected of having a disability who is approaching their third birthday but is not currently enrolled in ECI services. This ensures the LEA is aware of potentially eligible children who may require evaluation under Part B.

LEA RESPONSIBILITIES:

1. Identification and Referral:

With parental consent, the LEA will refer any child under the age of 3 who is suspected of having a developmental delay or disability to Region One ECI for screening and/or evaluation.

2. Participation in Community Events:

The LEA agrees to invite Region One ECI to participate in relevant community events—such as resource fairs, parent engagement nights, and transition meetings—to support shared Child Find efforts and raise awareness of early intervention services.

Joint Responsibilities:

- **Confidentiality:**
Both parties agree to ensure that all information shared between Region One ECI and the LEA regarding children and families complies with FERPA and HIPAA regulations.
- **Timely Communication:**
Regular communication between Region One ECI and the LEA will be maintained to ensure effective transitions, data sharing, and coordination of services.
- **Training & Awareness:**
Region One ECI and the LEA will collaborate on joint training opportunities for staff and community partners related to Child Find, developmental red flags, and transition procedures.

III. TRANSITION NOTIFICATION ECI Responsibilities:

1. ECI determines if child is potentially eligible for special education services under Part B of IDEA.
2. Prior to notifying the appropriate LEA that a child is potentially eligible for Part B services, ECI provides written notification to the child's parent advising the parent of:
 - a. The information that will be disclosed including the limited personally identifiable information (child's name, child's date of birth, parent's name, address, and telephone number), and the home language of the child.
 - b. The scheduled LEA notification date; and
 - c. The right to opt out of the disclosure in writing at any time up until the time of the scheduled LEA notification date.
3. For a child, whose parent has not opted out of the disclosure within the prescribed timeline, ECI notifies the LEA at least 90 days before the child's third birthday that the child is potentially eligible for Part B services.
4. When ECI provides notification of a potentially eligible child less than 90 days before the child's third birthday, ECI provides a written explanation to the LEA stating the reason for the delay:
 - a. Parent previously opted out of the notification
 - b. Child was referred to ECI less than 134 days before the child's 3rd birthday
 - c. ECI-specific program reason prevented timely notification
 - d. Family Reason

e. Other

5. If a child is enrolled late in ECI services (fewer than 90 days and more than 45 days before the child's third birthday), ECI determines as soon as possible whether the child is potentially eligible for Part B services. If the child is determined to be potentially eligible for Part B services, ECI provides notification to the LEA as soon as possible, unless the parent opts out of the disclosure in writing.
6. If a child is referred to ECI fewer than 45 days before the child's third birthday and the child may be potentially eligible for Part B services, ECI, with parental consent will refer the child to the LEA for a Part B eligibility determination. ECI is not required to determine the child's eligibility for ECI services in this situation.
7. With parental consent, ECI refers all children who have or are suspected of having Deaf and Hard of Hearing or a Blind Visual Impairment to the LEA for an evaluation by a teacher certified to teach children with Deaf and Hard of Hearing and/or Blind Visual Impairment, whichever is appropriate.

LEA Responsibilities:

1. LEAs understand that receiving notification of a child who is potentially eligible for Part B services constitutes a referral to the Part B system and that steps must be taken to initiate the evaluation process to determine whether the child is eligible for Part B services.
2. LEAs coordinate efforts with ECI programs to support parent involvement in the transition planning process.

III. Transition Conference

1. ECI obtains parental consent from the parents to contact the school district.
2. If a child is determined to be potentially eligible for LEA services, ECI obtains parental consent to contact the LEA to schedule a transition conference no fewer than 90 days prior to the child's third birthday, and at the discretion of all parties, not more than nine months before the child's third birthday to discuss any services the child may receive under Part B.

3. The request for transition conference will be sent to the LEA via the ECI Notification and Transition Conference document. The form will be faxed or scanned through email along with a copy of the parental consent for release of information. The document will contain the child's initial IFSP/enrollment date to assist the LEA in compliance with Child Find (SPPI-11 & SPPI-12) in the Texas Student Data System. Once scheduled, the ECI staff will invite other district staff that want to attend, including DHH and BVI teachers, if applicable.
4. A face-to-face transition conference must be held at least 90 days before the child's third birthday.
5. To assist the LEA in determining eligibility, ECI with parental consent, must send the LEA the most recent (within the year):
 - a. Evaluations (i.e., current Vision and Hearing report from doctor or nurse, etc.)
 - b. Assessments
 - c. IFSP's

The transition conference may be held at the family's home, at a school campus, or at another mutually agreed upon location. With parental consent, in addition to the family, the following individuals should also attend the meeting: ECI staff, a school representative, HHS for Blind and Visually Impaired Services specialist if the child has a vision impairment, or HHS Office of Deaf and Hard of Hearing Services regional specialist if a child has a hearing impairment.
6. The LEA referral Packet is filled out following the transition meeting.
7. A Full Individual Evaluation (FIE) and /or a speech evaluation are completed by the school district.
8. The Admission, Review, Dismissal (ARD) meeting is scheduled and held.

ECI is invited if school personnel or parents request their presence, but ECI attendance is not mandatory at the ARD meeting.
9. ECI continues to provide early intervention services to the child until the child's third birthday even if the ARD meeting has occurred and the Individual Education Plan (IEP) has been signed. However, ECI stops providing services to the child when:
 - The child reaches his or her third birthday.
 - The parents request to no longer receive early intervention services.
 - The child begins receiving the same services from the LEA.

10. The child begins receiving services from the school district on his or her 3rd birthday. However, if the child's third birthday occurs during the summer, the IEP team determines the start date of the IEP.
11. If the child will be attending Head Start and receive services from the school district, ECI, with parental consent, will contact the school district staff and the Head Start staff to attend the transition conference.
12. To ensure a smooth transition from ECI to the school district, Transition conference, which are due during the summer months, may be scheduled before May.

IV. Services to ECI Enrolled Children with Deaf and Hard of Hearing and/or Blind /Vision Impairments

1. ECI conducts a vision and a hearing screening on every referral.
2. If vision or hearing loss is suspected, ECI will refer to the LEA, with parental consent. In addition, ECI will refer for an audiological exam, ontological exam, and/or an exam by an ophthalmologist using TEA-recommended forms. The referral must be made within 5 working days from failure of the screening. If the child is already under the care of an ENT or ophthalmologist, ECI staff will obtain parental consent to obtain the most recent test results.
3. ECI is only responsible for providing ophthalmological, optometric, audiological, and ontological evaluations when required for determining eligibility for ECI services.
4. Upon receipt of the child's medical reports that indicate vision or auditory impairment, ECI will forward the medical reports to the LEA, HHSC Division for Blind Services, and Regional Day School Program for the Deaf, with parental consent, within five business days of receiving the report.
5. The specialized DHH and BVI district staff will provide information and support to ECI staff during the referral assessment phase as with parental consent.

6. The ECI "Prior Written Notice for Eligibility Determination, Service Implementation and Discontinuation of Services" form must be used for all test administered by the LEA and signed by the parent.
7. Children who are suspected or assessment results indicate a vision loss are referred to the LEA for a Functional Vision Evaluation (FVE), a Learning Media Assessment (LMA), and an Orientation and Mobility Evaluation (OME).
8. Children who are suspected or assessment results indicate an auditory loss are referred to the LEA for a communication assessment.
9. The DHH or BVI-certified teacher provides the evaluation and eligibility determinations for ECI services. Therefore, it is imperative that a complete copy of the DHH and/or BVI assessment tool and report are provided to ECI by the LEA upon eligibility determination.

Preferably, these tests are conducted as part of the initial assessment for ECI using the team approach and avoiding extra meetings for the family.

10. The Individual Family Service Plan (IFSP) meeting is held to develop the IFSP. The DHH and/or B/VI teacher is required to attend initial and annual IFSP meetings. The DHH and/or B/VI-certified teacher is not required to attend other IFSP meetings such as Complete Reviews, when issues related to DHH/B/VI services are not affected by the changes.
11. ECI provides the certified teacher with a 10-day written notice of the meeting. The teachers may agree to hold the meeting sooner than 10 days. DHH and BVI teachers review and sign all revisions to the IFSP, even if they do not attend the meetings.

12. Information the school district and ECI need for the child's record is:

A. ECI will give copies of the following to the LEA:

For DHH: Otological Assessment (Part A)
Audiological Assessment (Part B)

For BVI: Texas Eye Medical Report

For Both: IFSP including all IFSP reviews

B. The LEA will give copies of the following to ECI:

For DHH: Communication Assessment (Part C)

For BVI: Functional Vision Evaluation (FVE)
Learning Medical Assessment (LMA)
Orientation and Mobility Evaluation (OME)

13. The DHH and BVI-certified teachers provide services to ECI children as designated in the IFSP plan.

14. The DHH and BVI certified teacher assists ECI in meeting HHS ECI State Indicator 1 by complying to begin the initial service visit no later than 28 days after the IFSP signed by the parent.

15. If DHH or BVI teachers become aware of any changes in family circumstances, that information will be communicated to the ECI assigned case manager (i.e., no-show visits, change of address, etc.)

16. In the event the DHH and BVI certified teacher recommends change in services provision (including frequency and intensity) this will require an IFSP meeting or a complete review with changes. The IFSP service grid must be signed by parents and all direct service providers for the change to take effect.

17. Progress notes are kept by the DHH and BVI teacher to document the status and occurrences for each case. Progress notes are submitted to the ECI program weekly when services are delivered.

18. The ECI Program is responsible for providing services year-round. Services to children with deaf and hard of hearing and visual impairments must receive services as designated in the IFSP including the summer months.

This MOU will be reviewed annually. This MOU is effective upon the signature by all the parties and shall continue in effect until 08/31/2026.

 _____ Mary C. Hill (Aug 8, 2025 09:06:01 CDT)	Aug 8, 2025
ECI Representative	Date

_____ LEA Representative	_____ Date
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_____ Superintendent of Schools (If applicable)	_____ Date
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_____ School Legal Counsel (If applicable)	_____ Date
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References and Resources:

HHS.ECI of Texas - www.hhs.texas.gov

Texas Education Agency MOU: tea.texas.gov/academics/special-student-populations/special-education/tea-hhsc-eci-mou-2023.pdf






FY2025-2026 Memorandum BSD (1)

Final Audit Report

2025-08-08

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