



Iowa Council for Early ACCESS Orientation

September 2024

Iowa Early ACCESS State Team:
Dee Waddell, Tonya Krueger,
Meghan Miller, Abby Patterson and
Kimberly Villotti

Thank you for serving on the Iowa Council for Early ACCESS.

This short presentation will provide information to prepare you in your role on the council.

Orientation Overview

Part 1: Review the Iowa Council for Early ACCESS

[By-laws](#)

Part 2: Explore Early ACCESS Information

Part 3: Introduce Data, Indicators and Reports



The orientation is divided into 3 parts to allow you to work through the material at your own pace and gain general knowledge to prepare for council meetings.

Part 1- Review the Iowa Council for Early ACCESS By-laws

Part 2- Explore Early ACCESS Information

Part 3- Introduce Data, Indicators and Reports

Part 1: Review the Iowa Council for Early ACCESS Bylaws



First we will review the by-laws, specifically looking at the purpose and function of the council as well as information regarding membership, meetings and committees.

Iowa Council on Early ACCESS Purpose and Functions



The Iowa Council on Early ACCESS is defined in Iowa Administrative Code.

The Iowa Council on Early ACCESS was established as the Interagency Coordinating Council to meet regulations in the Individuals with Disabilities Education Act (IDEA).

Purpose of the Council

The purpose of the Iowa Council for Early ACCESS (ICEA) is to advise and assist the lead agency working collaboratively with partnering agencies in the coordination, development and implementation of the policies that constitute the statewide system of early intervention services.

Partnering agencies include the signatory agencies, and all public/private providers/agencies who work together in identifying, providing and coordinating services and resources to infants and toddlers and their families.



The purpose of the Iowa Council for Early ACCESS is to advise and assist the lead agency working collaboratively with partnering agencies in the coordination, development and implementation of the policies that constitute the statewide system of early intervention services.

Partnering agencies include the signatory agencies, and all public/private providers/agencies who work together in identifying, providing and coordinating services and resources to infants and toddlers and their families.

ICEA Functions

The Council shall advise and assist the Lead Agency in the performance of its responsibilities including:

1. Identification of sources of fiscal and other support for services for early intervention service programs under Part C of the Individuals with Disabilities Education Act (IDEA)
2. Assignment of financial responsibility to the appropriate agency
3. Promotion of methods for intra agency and interagency collaboration regarding:
 - child find
 - monitoring and enforcement
 - financial responsibility and provision of early intervention services
 - transition
4. Preparation of applications for IDEA Part C funds and amendments



There are 11 functions of the council with an emphasis on advising and assisting.

The Council shall advise and assist the Lead Agency (and Signatory Agencies) in the performance of its responsibilities including:

Identification of sources of fiscal and other support for services for early intervention service programs under Part C of the Individuals with Disabilities Education Act

Assignment of financial responsibility to the appropriate agency

Promotion of methods (including use of intra-agency and interagency agreements) for intra agency and interagency collaboration regarding:

- child find
- monitoring and enforcement
- financial responsibility and provision of early intervention services
- Transition

Preparation of applications for IDEA Part C funds and amendments

ICEA Functions

In addition, the Council shall also:

5. Advise and assist the Lead Agency regarding the transition of toddlers with disabilities to preschool and other appropriate services.
6. Prepare and submit an annual report to the Governor of Iowa and to the U.S. Department of Education Secretary on the status of Iowa's Early ACCESS system of early intervention services.
7. Advise and assist the Lead Agency in the development and implementation of the policies that constitute a statewide Early ACCESS system.
8. Assist the Lead Agency in achieving the full participation, coordination, and cooperation of all appropriate public and private agencies in the state;



In addition, the Council shall also:

Advise and assist the Lead Agency (and Signatory Agencies) regarding the transition of toddlers with disabilities to preschool (IDEA Part B) and other appropriate (community) services.

Prepare and submit an annual report to the Governor of Iowa and to the U.S. Department of Education Secretary on the status of Iowa's Early ACCESS system of early intervention services (IDEA Part C).

Advise and assist the Lead Agency (and Signatory Agencies) in the development and implementation of the policies that constitute a statewide Early ACCESS system.

Assist the Lead Agency in achieving the full participation, coordination, and cooperation of all appropriate public and private agencies in the state;

ICEA Functions

The Council may carry out the following activities:

9. Advise and assist the department regarding the provision of appropriate services for children with disabilities from birth through age five.
10. Advise appropriate agencies in the state with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the state.
11. Coordinate and collaborate with the state advisory council on early childhood education and care for children.



The Council may carry out the following activities:

Advise and assist the department regarding the provision of appropriate services for children with disabilities from birth through age five.

Advise appropriate agencies in the state with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the state.

Coordinate and collaborate with the state advisory council on early childhood education and care for children.

Advise vs. Advocate

Advising is...

- To give advice
- To inform
- To counsel
- To recommend
- To suggest
- To guide

Advocating is...

- To take sides
- To support something
- To plead your case/position
- To favor a position
- To argue



The responsibility of the council members is to advise, not advocate, for an individual position.

- **Advising** is...
To give advice

- To inform

- To counsel

- To recommend

- To suggest

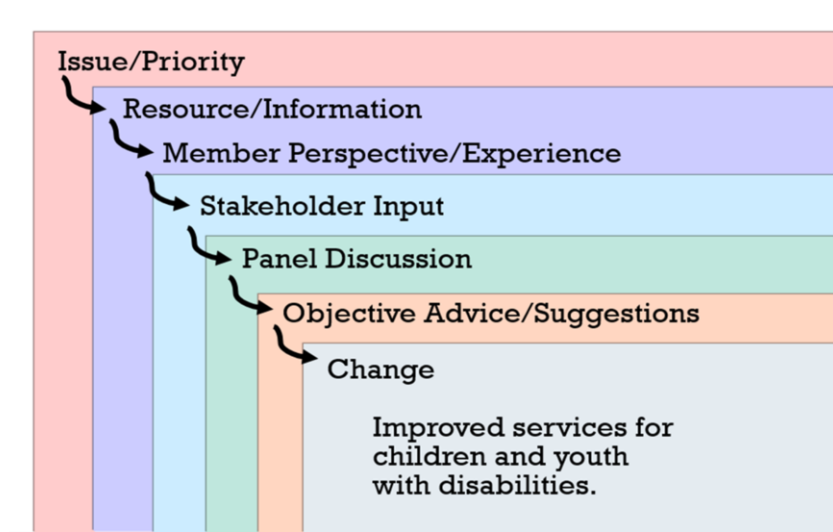
- To guide

- **Advocating** is...
To take sides

- To support something

- To plead your case/position
- To favor a position
- To argue

Exercising Advisory Responsibilities



This slide illustrates advisory responsibilities and how serving in this role influences change with the goal of improved services.

It is important for council members to provide information based on experience through discussions that result in actionable suggestions for the system.

The Early ACCESS system relies on multiple perspectives and stakeholders to effectively identify and serve children and families.

ICEA Membership, Meetings and Committees



The membership of the council is designed to support the advisory process previously outlined and includes a variety of members with specific perspectives.

Membership

1. PARENTS - Not less than 20 percent of the members shall be parents of children with disabilities aged 12 or younger. At least one member must be a parent of an infant, toddler, or child with a disability aged six years or younger;

2. SERVICE PROVIDERS- Not less than 20 percent of the members shall be public or private providers of early intervention services - at least one of whom is an administrative representative of a grantee;



Early
ACCESS

Parents and service providers make up a significant part of the council.

Not less than 20 percent of the members shall be parents, of children with disabilities aged 12 or younger. At least one member must be a parent of an infant, toddler, or child with a disability aged six years or younger;

Not less than 20 percent of the members shall be public or private providers of early intervention services - at least one of whom is an administrative representative of a grantee;

Membership, not less than one person from the following:

3. STATE LEGISLATURE
4. PERSONNEL PREPARATION - *Representative of a state university, private college or community college that prepares future Early Intervention providers*
5. AGENCY FOR EARLY INTERVENTION SERVICES - *Child Health Specialty Clinics, Departments of Education, Health and Human Services*
6. AGENCY FOR PRESCHOOL SERVICES - *Department of Education*
7. STATE MEDICAID AGENCY- *Department of Health and Human Services*
8. HEAD START AGENCY - *Head Start or Early Head Start*



There are additional required representatives. An individual from one agency may meet the requirements for one or more of the positions listed. The affiliated agency is listed in italics on the slide.

STATE LEGISLATURE

PERSONNEL PREPARATION

AGENCY FOR EARLY INTERVENTION SERVICES

AGENCY FOR PRESCHOOL SERVICES

STATE MEDICAID AGENCY

HEAD START AGENCY

Membership, not less than one person from the following:

9. CHILD CARE AGENCY- *Department of Health and Human Services*
10. AGENCY FOR HEALTH INSURANCE- *Iowa Insurance Commission*
11. OFFICE OF THE COORDINATOR OF EDUCATION OF HOMELESS CHILDREN AND YOUTH- *Department of Education*
12. STATE FOSTER CARE REPRESENTATIVE- *Department of Health and Human Services*
13. MENTAL HEALTH AGENCY- *Department of Health and Human Services*
14. OTHER-The council **may** include other members selected by the Governor



CHILD CARE AGENCY

AGENCY FOR HEALTH INSURANCE

OFFICE OF THE COORDINATOR OF EDUCATION OF HOMELESS CHILDREN AND YOUTH

STATE FOSTER CARE REPRESENTATIVE

MENTAL HEALTH AGENCY

The council **may** include other members selected by the Governor

Membership: Terms and Attendance

- Term of office shall be for 3 years
- Appointments shall be staggered
- Lead and Signatory Agency representatives may serve unlimited consecutive terms
- Recommended limit of two consecutive terms
- Regular attendance is expected



Term of office shall be for 3 years. The three-year term begins on the date of the first scheduled Council meeting after the Governor makes the official appointment.

Appointments shall be staggered terms of office to assure that the number of appointments approximate one third of the membership.

Representatives from the Lead and Signatory Agencies may serve unlimited consecutive terms.

It is recommended members from other agencies should not serve more than two consecutive terms.

Regular attendance is expected. Consistent with Iowa Code, if a member misses three consecutive meetings in a year or attends less than one half of the regularly scheduled meetings of an appointment year the member shall be deemed to have submitted a resignation.

Meetings

- Minimum of four meetings each year
- Agenda is to be posted ten days prior to each meeting with the agenda
- Agenda is to be sent to Council members ten days prior to each meeting
- Accommodations shall be provided with advance notice



The Iowa Council for Early ACCESS shall meet at the call of the Chair, and there shall be at least four meetings (quarterly) each year.

The State Coordinator for Early ACCESS shall ensure that a written public notice of each meeting is posted at least ten days prior to each meeting. Notice with tentative agenda and minutes of the previous meeting shall be distributed to Council members no later than ten days prior to the next meeting.

Interpreters for persons who are deaf and other special accommodations shall be provided at Council meetings for both Council members and participants who give advance notice of their needs to staff of the Council.

Executive Committee Functions

1. Initially reviewing and discussing information and issues that will be addressed by the full council;
2. Establishing the framework for overall council business, including the calendar of meetings and the agenda for council meetings; and
3. Facilitating the implementation of the interagency agreement among the signatory agencies.
4. Receive and filter information regarding the Iowa IDEA Part C system of services and prepare it for Council response;
5. Identify and make recommendations for the appropriate utilization of state resources as well as resources outside the purview of the state;
6. Consider action on the recommendations of the council;
7. Set priorities for development of the Early ACCESS system;
8. Annually review bylaws and revise as needed;



The Iowa Council for Early ACCESS is led by the Executive Committee, which includes representatives from all signatory agencies, and appointed members.

The elected members of the Iowa Council for Early ACCESS Executive Committee shall be: the council chair (unless designated by the Governor), vice chair, a parent, and one additional member from the council. The council administrative representative from a grantee and the appointed council representative from each of the signatory agencies shall be members of the Executive Committee with full voting privileges.

The executive committee is responsible for the following functions:

Initially reviewing and discussing information and issues that will be addressed by the full council;

Establishing the framework for overall council business, including the calendar of meetings and the agenda for council meetings; and

Facilitating the implementation of the interagency agreement among the signatory agencies.

They complete the following actions:

Receive and filter information regarding the Iowa IDEA Part C system of services and prepare it for Council response;

Identify and make recommendations for the appropriate utilization of state resources as well as resources outside the purview of the state;

Consider action on the recommendations of the council;

Set priorities for development of the Early ACCESS system;

Annually review bylaws and revise as needed;

Standing Committees

Membership- Purpose: To review Council composition, recruit potential members, and make recommendations to fill vacancies in order to assure compliance with IDEA and the Council's ability to effectively perform its duties; and to contact members who have been unable to fulfill the duties of the appointment as specified.

Public Awareness- Purpose: To identify innovative ways to improve our public awareness and outreach regarding Early ACCESS services in an effort to positively influence our referral and identification data.

Continuous Improvement- Purpose: to ensure that all ICEA members have a strong foundational understanding of Early ACCESS and its impact on families in Iowa so they can make informed recommendations during meetings and in broader conversations about early intervention.



There are three standing committees that meet as needed to address responsibilities.

The Membership Committee is to review Council composition, recruit potential members, and make recommendations to fill vacancies as specified in order to assure compliance with IDEA and the Council's ability to effectively perform its duties; and to contact members who have been unable to fulfill the duties of the appointment as specified.

The Public Awareness Committee is to identify innovative ways to improve our public awareness and outreach regarding Early ACCESS services in an effort to positively influence our referral and identification data.

The Continuous Improvement Committee is to ensure that all ICEA members have a strong foundational understanding of Early ACCESS and its impact on families in Iowa so they can make informed recommendations during meetings and in broader conversations about Early ACCESS.

Questions

Please reach out to a member of the State Early ACCESS Team with any questions regarding the information presented in this section.



Thank you for reviewing the by-laws.

Please reach out to a member of the State Early ACCESS Team with any questions regarding the information presented in this section.

There are more resources to support you in your role in the remaining orientation materials.