

INTERAGENCY AGREEMENT
THE OHIO DEPARTMENT OF HUMAN SERVICES
EARLY AND PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT PROGRAM
AND
THE OHIO HEAD START PROGRAM

Agreement by and between The Ohio Department of Human Services, Early and Periodic Screening, Diagnosis, and Treatment Program (hereinafter, referred to as "EPSDT") and the Ohio Head Start Program (hereinafter, referred to as "Head Start").

Dated: November 6, 1986

I. GENERAL PROVISIONS

- A. The Ohio Department of Human Services, Bureau of EPSDT, is the Title XIX agency responsible for supervising the EPSDT Program. The 88 county departments of human services are responsible for the administration of the EPSDT Program at the local level.
- B. The fifty-one Head Start Programs serving children throughout the State of Ohio are mandated to meet the following Head Start health services objectives and performance standards:
 1. Provide a comprehensive health services program for preschool children and assist in children's physical, emotional, cognitive, and social development.
 2. Promote preventive health services and early intervention.
 3. Educate families about the benefits of EPSDT, link them to an ongoing health care system, and ensure that children continue to receive comprehensive health care after leaving Head Start.

II. PURPOSE OF THE AGREEMENT

The purpose of this agreement is to present a statewide model for interagency coordination between the Ohio EPSDT and Head Start Programs, to present combined program objectives, and to specify individual and joint responsibilities of the two programs in ensuring EPSDT eligible Head Start participants obtain EPSDT services.

III. GOALS AND OBJECTIVES

Many children in Head Start are eligible for EPSDT services through Medicaid. When children are enrolled in both programs, their health care needs are to be met through the Medicaid/EPSDT Program. The goal of this interagency agreement is to ensure the availability of EPSDT services for all Medicaid eligible children participating in the Ohio Head Start Program and to increase the number of these children who participate in the EPSDT Program.

The chief objectives of this agreement are to ensure quality health care services for children; to efficiently use federal, state, and local funds; and to eliminate duplication of services. The provisions of this agreement are in accordance with relevant guidelines and regulations of the United States Department of Health and Human Services.

TNS # 89-35
SUPERSEDES
TNS # 80-7

APPROVAL DATE 4/12/90
EFFECTIVE DATE 11/6/86

In consideration of the mutual promises made by the parties, the parties agree to the following:

IV. RESPONSIBILITIES OF THE HEAD START PROGRAM

A. INFORMING AND ELIGIBILITY

The Head Start Program/Head Start Health Coordinator shall:

1. Identify and inform EPSDT eligible Title XIX Head Start families (including age-eligible parents and siblings) of available services.
2. Provide Medicaid eligible families with brochures which explain the EPSDT Program and how to obtain services.
3. Provide the local EPSDT coordinator with a list of Medicaid eligible Head Start children quarterly or whenever the Head Start grantee receives new enrollees. This list must include: child's name, parent(s) name(s), address, and Medicaid eligibility number.
4. Ensure confidentiality in the exchange of information by first obtaining a signed authorization (release of information) form from the parent or guardian. Contact the regional office for a copy of release of information form.

B. ARRANGEMENT FOR SCREENING AND FOLLOW-UP SERVICES

The Head Start Program/Head Start Health Coordinator shall:

1. Encourage EPSDT eligible Head Start families to schedule appointments for an EPSDT examination and provide follow-up to families who miss appointments.
2. Request from the local EPSDT coordinator a current list of EPSDT providers within the surrounding geographic area (list may include providers both in and out of the county who participate in the EPSDT program).
3. Assist parents and local EPSDT staff in scheduling appointments for screening exams and any follow-up treatment necessary. However, according to Head Start Performance Standards, the Head Start health coordinator should act as a facilitator and encourage parents to schedule their own appointments and keep them.
4. Encourage and assist EPSDT eligible Head Start families in selecting one primary care provider (a medical home), encourage parents to accompany children to exams and to follow-up visits, and encourage these families once leaving Head Start to continue in a preventive health care program.

C. CASE MANAGEMENT AND FOLLOW-UP

The Head Start Program/Head Start Health Coordinator shall:

1. Act as a facilitator between Head Start parents and the local EPSDT coordinator in arranging referrals for diagnostic and treatment services, when indicated.

TNS # 89-35
SUPERSEDES
TNS # 80-7

APPROVAL DATE 1/6/90
EFFECTIVE DATE 11/6/86

- 2. Request parents of children obtaining EPSDT exams to bring Head Start health coordinator(s) their parent's copy of the EPSDT screening invoice to make a copy for the family's file. If a parent does not have their copy of the invoice, request a copy from the local EPSDT coordinator or from the physician administering the exam (as a last resort).

V. RESPONSIBILITIES OF LOCAL EPSDT PROGRAM AND EPSDT COORDINATOR

A. Informing and Eligibility

The EPSDT Program/EPSDT Coordinator shall:

- 1. Request a list of Head Start children who are currently EPSDT eligible from the local Head Start health coordinator(s), if not provided quarterly, as specified in this interagency agreement.
- 2. Identify from local Head Start Program's list of EPSDT eligible Head Start enrollees, those children who have received an EPSDT comprehensive screening in the past twelve (12) months (and are therefore, ineligible for another screening).
- 3. Provide Head Start health coordinator(s) with a copy of the EPSDT screening invoice (ODHS 3505) for all EPSDT/Head Start children who have had an EPSDT exam in the past 12 months.
- 5. Furnish local Head Start Programs with literature explaining EPSDT services to assist in outreach efforts.

B. ARRANGEMENT FOR SCREENING AND FOLLOW-UP SERVICES

The EPSDT Program/EPSDT Coordinator shall:

- 1. Assume primary responsibility in providing supportive services, i.e., assistance with provider names, scheduling appointments, and transportation, for EPSDT eligible Head Start participants (within constraints of availability of services).
- 2. Provide local Head Start health coordinator(s) with current list of all EPSDT providers who serve EPSDT participants in the county (list should include both providers in and out of the county).

C. CASE MANAGEMENT AND FOLLOW-UP SERVICES

The EPSDT Program/EPSDT Coordinator shall:

- 1. Assume case management responsibilities for all EPSDT eligible children enrolled in Head Start.
- 2. Provide or arrange for any supportive services (provider name, appointments, scheduling, transportation) needed by Head Start families participating in EPSDT.
- 3. Provide local Head Start health coordinator(s) with copies of EPSDT screening invoices, if needed, for Head Start children who have had exams.

APPROVAL DATE 1/12/90
 EFFECTIVE DATE 1/6/86

TNS # 89-35
 SUPERSEDES
 TNS # 88-7

VI. MUTUAL RESPONSIBILITIES

The Head Start/EPST Programs shall:

- A. Maintain ongoing communication regarding new EPST eligible Head Start enrollees' eligibility and need for complete EPST screenings.
- B. Discuss and define individual procedures for case management and documentation for EPST/Head Start children to avoid duplication of services.
- C. Actively coordinate outreach, education, and program promotion.
 - 1. Increase community awareness and outreach efforts as needed to enlist participation of Head Start families in the EPST Program. Activities may include:
 - coordination with local churches, public schools, the health department, Title V, and local children services boards.
 - distribution of EPST literature, and promotional materials.
 - participation in local health fairs.
 - 2. Exchange program literature and promotional materials which explain EPST and Head Start to assist in outreach efforts.

VII. CONFIDENTIALITY

This agreement contains the assurance that all information obtained by either local EPST Program or Head Start staff from mutual participants is considered privileged information and will be held confidential and will not be released to anyone except the patient, parent or guardian of the patient without written permission. The release of information consent form, which local Head Start health coordinators have parents or guardians sign once they agree to participate in EPST, allows the local department of human services, the local Head Start Program and relevant providers to exchange information pertaining to mutual participants.

Information for reports or statistical analyses may only be disclosed in summary, statistical or other form which does not identify particular individuals.

VIII. MANAGEMENT OF INTERAGENCY COORDINATION

- A. To ensure and enhance the implementation of this agreement, both agencies agree to the following:
 - 1. To maintain a copy of this agreement at their agency which will be read by every staff person working directly or indirectly with the EPST Program.
 - 2. To conduct and participate in mutual training sessions and seminars at least annually and will jointly arrange special sessions (and invite participating EPST providers) as necessary.
- B. The Head Start health coordinator(s) will provide the local EPST coordinator with a list of all Head Start grantees, in the county, including addresses, telephone numbers, names of current directors and health coordinators.

APPROVAL DATE 1/27/90
EFFECTIVE DATE 1/6/86

TNS # 89-35
SUPERSEDES #NS # 88-7

- C. The local EPSDT coordinator will provide the local Head Start health coordinator(s) with an updated directory of county department of human services office addresses, telephone numbers, and names of current EPSDT coordinators.

IX. STATE LEVEL COORDINATION

- A. The contact person for the Ohio Bureau of EPSDT will be a program specialist in that bureau assigned by the bureau chief. This specialist will act as the liaison for all matters concerning this interagency agreement and any interagency coordination with the Ohio Head Start Program in general.
- B. The contact person for Ohio Head Start Program will be the individual selected by the Ohio Head Start Association and/or the regional office to represent that program.
- C. The Bureau of EPSDT will notify the Head Start contact person of all pertinent statewide or district meetings concerning EPSDT which may be relevant to Head Start health coordinators. The Head Start contact person will notify the Bureau of EPSDT of all area and statewide meetings which may be relevant to EPSDT staff.
- D. Furthermore, the Bureau of EPSDT will supply county EPSDT coordinators with pertinent written information such as program literature and promotional materials to share with Head Start health coordinators at the local grantees.
- E. The Bureau of EPSDT will take the initiative to plan and coordinate annual program orientation training sessions for EPSDT and Head Start staff to learn about each other's program.
- F. The Bureau of EPSDT's appointed liaison to this interagency coordination and/or additional program staff will conduct meetings with Head Start health coordinators to review the interagency agreement. These meetings will be held at least once annually and will begin with meetings to explain this new agreement.

X. PERIODIC REVIEW AND UPDATE OF AGREEMENT

- A. This agreement will be in effect for a period of one year from the date of approval and will be reviewed annually, at least two months prior to the anniversary date of its execution, by all parties to the agreement. Liaison staff identified herein shall arrange for its review. The agreement will be reviewed for level and effectiveness for implementation and for modification, clarification or redefinition of any provision as necessary.

- B. This agreement shall automatically renew on the anniversary date of its approval. Any revision will require the signatures of the below authorized parties.

This agreement is signed and entered into on the date indicated below

By: Patricia K. Barry Date: 11/6/86
 Patricia K. Barry, Director
 Ohio Department of Human Services

By: Susan B. Russell Date: 10/30/86
 Susan B. Russell, Director, Ohio Head Start Association

APPROVAL DATE 11/2/80
 EFFECTIVE DATE 11/6/86
 TNS # 89235
 SUPERSEDES TNS # 80-7