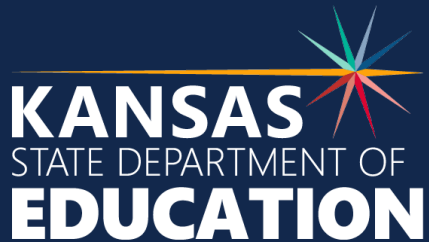


Strengthening Partnerships Through MOUs

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Kansas leads the world in the success of each student.

Session Outcome:

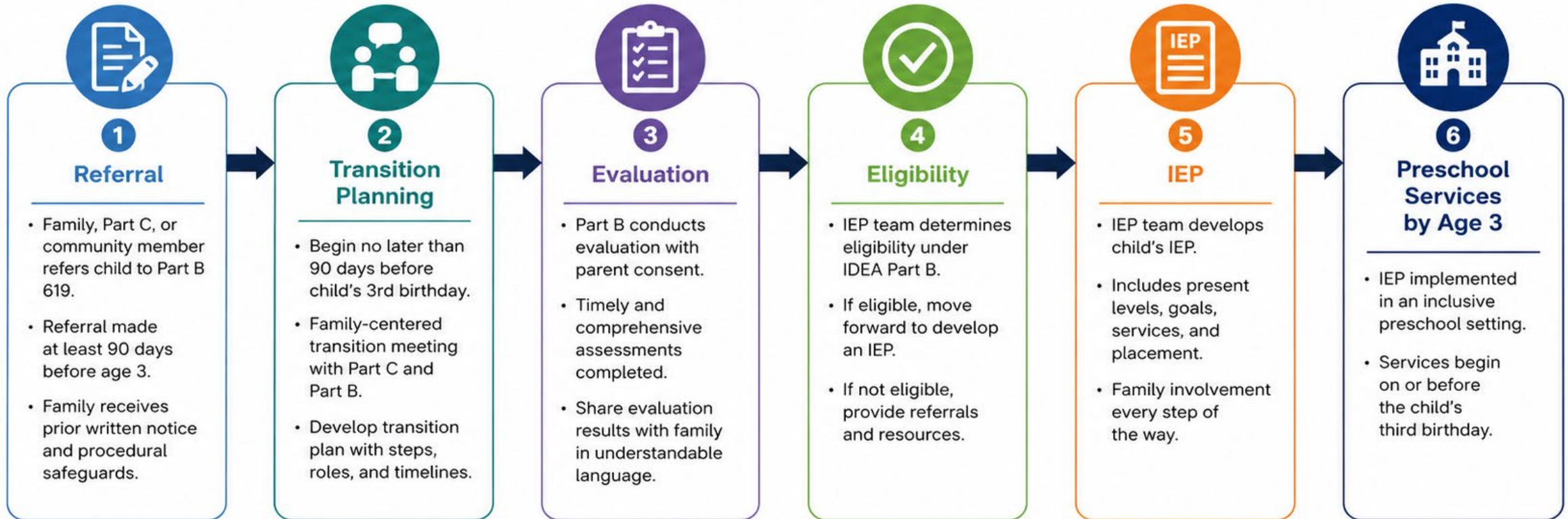
By the End of This Session Participants Will:

- Understand why strong MOUs matter for transition success
- Identify key components of effective Part C/Part B MOUs
- Explore how MOUs support better Indicator 12 compliance and data quality
- Examine common transition barriers and solutions
- Reflect on local practices and opportunities for improvement
- Begin planning actionable next steps for strengthening local partnership



The Transition Journey: From Part C to Part B

A coordinated process ensures every child is ready for preschool with an IEP in place by their third birthday.



**Strong MOUs + Clear Communication + Shared Responsibility =
Better Data, Better Transitions, Better Outcomes for Kansas Children!**

Why MOUs Matter

Every successful transition requires:

- Timely communication
- Shared responsibility
- Clear procedures
- Family engagement
- Data-informed coordination
- Collaborative problem solving

When transitions break down:

- Children experience service gaps
- Families lose trust
- Data quality suffers
- Districts risk noncompliance
- Preschool access may be delayed

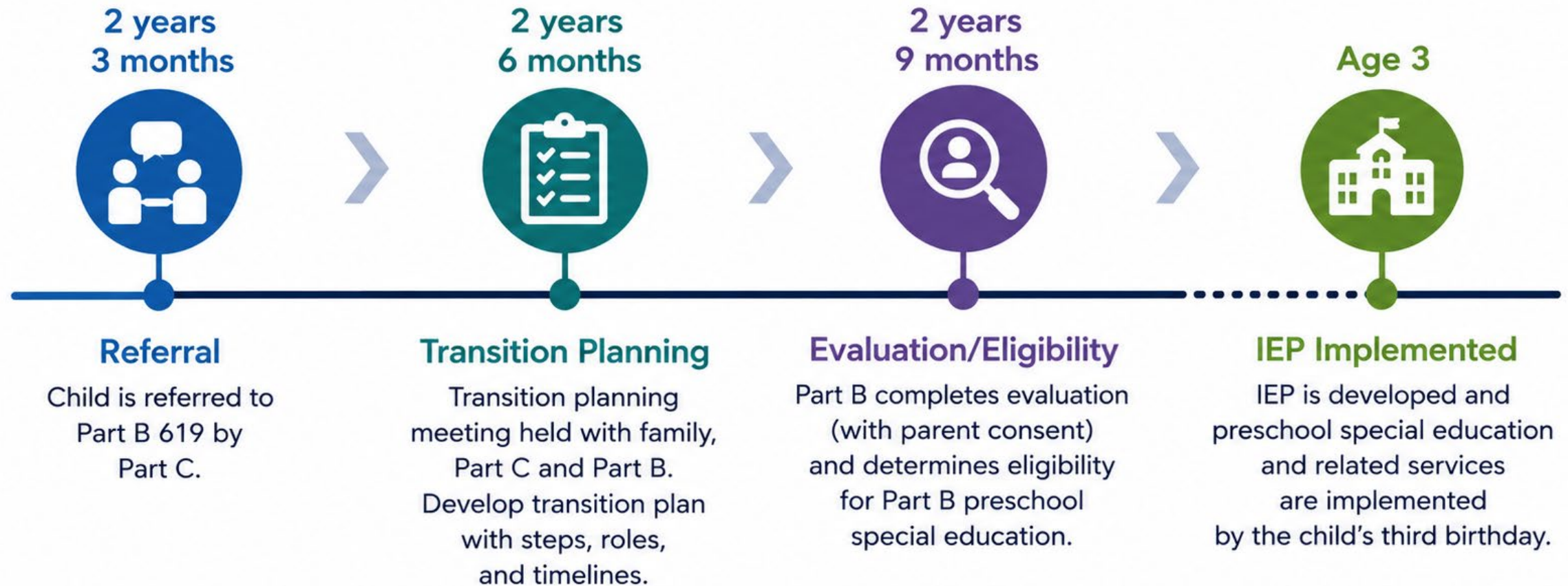
The Kansas Context

Kansas communities often experience:

- Rural service delivery challenges
- Staff turnover
- Variability in local transition procedures
- Different timelines and communication practices
- Differences in data systems and documentation
- Capacity challenges related to preschool programming

Strong MOUs Help Operationalize These Requirements

A coordinated, timely process ensures every child has an IEP in place and services implemented by their third birthday.



What Is A Memorandum of Understanding (MOU)?

An effective MOU:

- Clarifies roles and responsibilities
- Establishes timelines and expectations
- Outlines data sharing procedures
- Defines communication procedures
- Supports consistent practices
- Reduces misunderstandings
- Promotes accountability
- Creates continuity despite staff turnover



A STRONG MOU IS...

Building partnerships. Driving action. Centering families.



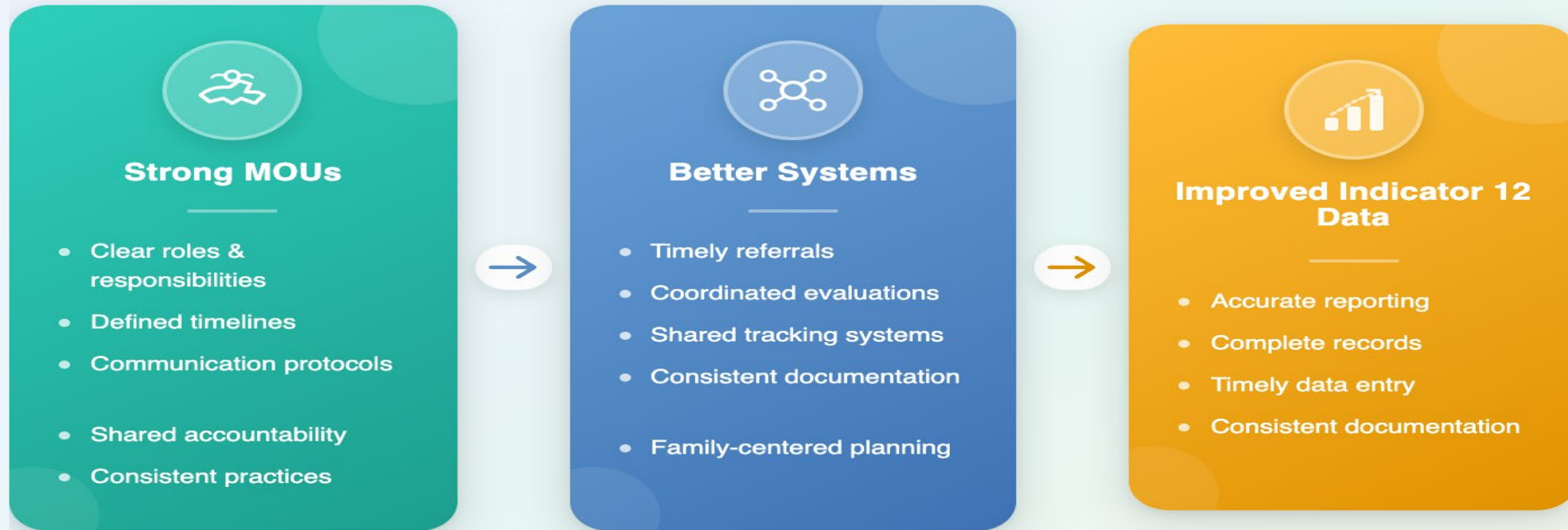
A strong MOU drives coordinated action so children transition successfully and families have a positive experience every step of the way.



Strong MOUs Improve Indicator 12 Data

- Timely referral and notification procedures
- Coordinated evaluation and eligibility processes
- Clear communication protocols between C and B
- Shared tracking, monitoring, and data reporting systems
- Consistent documentation and record-sharing practices
- Family engagement and transition planning procedures
- Follow-up and problem-solving processes

How Strong MOUs Improve Indicator 12



LEADS TO



More Children Have Successful Transitions

CHILD OUTCOMES

- Timely eligibility determinations
- IEPs developed & implemented by age 3
- Smooth transitions from Part C to Part B

SYSTEM BENEFITS

- ✓ Fewer transition delays
- ✓ Fewer compliance concerns
- ✓ Better outcomes for children & families

Common Transition Breakdowns

Where Systems Often Struggle

- Late referrals or notifications
- Difficulty scheduling evaluations
- Unclear district responsibilities
- Limited preschool placement options
- Staffing shortages
- Inconsistent communication
- Confusion about timelines
- Lack of family understanding
- Incomplete documentation
- Data entry inconsistencies



Key Components of High-Quality MOUs

Roles and Responsibilities -Who does what?

Timelines- What must happen and when?

Communication Procedures - How will teams communicate?

Data Sharing - What information will be shared and how?

Transition Meetings - Who attends and how are families supported?

Dispute Resolution -How are challenges addressed?

Ongoing Review - How often is the MOU reviewed and updated?

A dark blue background with a light blue vertical bar on the left and abstract geometric shapes in teal, orange, and red on the right.

Your Local MOU: How's It Working?

Question 1



How often do you review
your local Memorandum
of Understanding
(MOU)?

Question 2

- What factors prompt a review of your MOU?



Question 3



- On a scale of 1-5 (5 being Very Effective), How would you rate the effectiveness of your current MOU in meeting organizational needs?

Question 4

What improvements would you suggest for the MOU review process?



Key Consideration for Drafting an MOU

- **Work Collaboratively** - Get the Right People in the Room
- **Inventory First** – map current process, review transition data
- **Name the Hard Things** – discuss areas where there are difference of opinion
- **Pilot before You Finalize**- test the process to make sure it works
- **Plan for Sustainability** – write it so that a new person can follow it.
- **After Signing**- train all staff, revisit the document often.

Example MOU Language

Instead of:

Programs will communicate regularly.

Use:

Part C and Part B representatives will meet monthly from August-May to review upcoming transitions, address concerns, and monitor timelines for children approaching age three.

Example 1 MOU Language

Instead of:

Part C will notify the LEA of potentially eligible children in a timely manner.

Use:

The Part C coordinator will email the LEA special education coordinator no later than 90 days before the child's third birthday, when a CBER referral has been submitted.

Example 2 MOU Language

Instead of:

Both parties will work together to schedule a transition conference with the family.

Use:

The Part C service coordinator is responsible for scheduling the transition conference. The LEA representative must confirm participation within 3 business days of receiving the request. The conference must occur no later than 90 days before the child's third birthday.

Example 3 MOU Language

Instead of:

Relevant records will be shared between agencies with appropriate consent.

Use:

Upon receipt of signed parental consent, the Part C program will transmit the current IFSP and the most recent evaluation report, to the LEA within 7 business days. Records will be sent via [specify a secure method].

Key Considerations for a Transition MOU

- Identify parties and roles
- Specify and align timelines
- Clarify agency responsibilities
- Outline family involvement
- Specify data sharing processes
- Establish communication protocols
- Address issues
- Define how the MOU will be monitored and reviewed

MOU Resources

- KITS MOU Worksheet

<https://kskits.ku.edu/transition-c-b>



MOU Resources 2

- KITS MOU Template

<https://kskits.ku.edu/transition-c-b>



MOU Resources 1

- Sample MOU
- [directs to the Sample MOU](#)



C to B Transition Resources

- [TASN Indicator 12 Early Childhood Transition page](#)
- [Kansas Inservice Training System Transition C to B](#)
- [Early Childhood Technical Assistance Center Early Childhood Transition Resources](#)

Share with a shoulder partner

- What would a perfect transition look like from the family's perspective?
- If you could change one thing about how your two agencies work together, what would it be? How could an MOU help?
- What would it take for both agencies to feel confident that no child falls through the cracks?

Collaboration Requires Courageous Conversations

Common Difficult Topics:

- Evaluation timelines
- Staffing limitations
- Preschool placement availability
- Transportation concerns
- Eligibility disagreements
- Data discrepancies
- Communication breakdowns

Productive Strategies for Navigating Difficult Conversations

- Focus on family and child experience
- Use shared data to ground the conversation
- Clarify assumptions before drawing conclusions
- Acknowledge what each agency's responsibilities
- Problem solve together rather than assigning blame
- Establish regular communication between programs
- Revisit the MOU when processes break down
- Celebrate progress and shared wins



Q & A



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