

PROCEDURE MANUAL
for the
**Utah Interagency Coordinating Council
for Infants and Toddlers
with Special Needs and Their Families**

I. Purpose

The purpose of the Utah Interagency Coordinating Council, referred to as the ICC, is to provide meaningful direction, assistance, and support to the lead agency, Baby Watch Early Intervention (BWEIP).

This procedure manual is not a rule. The manual details how duties of the BWEIP ICC are fulfilled and are in alignment with BWEIP policy and Part C Federal Regulations. Process for approval and amendments are as follows:

- A. Changes to the ICC Procedure Manual may be proposed by BWEIP or by members of the ICC.
- B. Changes that are in accordance with the BWEIP ICC Policy may be made with a majority vote by the ICC.
- C. If changes are required based on a change to federal or state requirements, BWEIP may revise the manual and inform the ICC of the change.

Mission Statement: The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Special Needs is to ensure that each infant and young child with special needs will have the opportunity to optimal health and development within the context of the family.

Values of the ICC include:

- A. Infants, toddlers, and their families have unique individual needs.
- B. Strong relationships must be established with parents, as they are the child's best support system and provider of services.
- C. Families are an integral part of the team.
- D. Parents participate fully in the decision making process and retain the ultimate decision in determining whether and how they, their child, or other family members will accept or decline services.
- E. Services should be provided to young children and their families in their own home and communities.
- F. The earlier intervention is started, the greater the ultimate benefit.
- G. State policy makers need to be encouraged to create a unified, responsive system of care for young children with special needs, and their families.
- H. Each and every infant and toddler in the state who is eligible for services should be identified, located, and have the opportunity to be evaluated and served.
- I. Services to all eligible children and their families should be statewide, comprehensive, coordinated, multidisciplinary, and interagency.
- J. All families should have equal access to services across the state.
- K. Coordination of services is encouraged to prevent duplication.

II. Membership of Utah Part C of IDEA Interagency Coordinating Council [34 CFR 303.601]

All member and agency positions on the Interagency Coordinating Council shall be recommended by the lead agency in collaboration with the ICC and appointed by the Governor. In making appointments to the ICC, the Governor shall ensure that the membership of the ICC reasonably represents the population of the State of Utah.

Part C of IDEA requires that specific members serve on the ICC as follows:

- A. A Governor or ICC designated member of the ICC to serve as the chairperson of the ICC,
 - a. Any member of the ICC who is a representative of the lead agency may not serve as the chairperson of the ICC.
- B. At least 20 percent of the members must be parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 years or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one parent member must be a parent of an infant or toddler with a disability or a child with disability aged six years or younger,
- C. At least 20 percent of the members must be public or private providers of early intervention services,
- D. At least one member must be from the State Legislature,
- E. At least one member must be involved in personnel preparation,
- F. Each of the state agencies involved in the provision of, or payment for, Part C services to infants and toddlers with disabilities and their families will designate at least one member (i.e., BWEIP and Utah School for the Deaf and Blind). Those designated must have sufficient authority to engage in policy planning and implementation on behalf of these agencies,
- G. The state education agency (i.e., Utah State Board of Education) that is responsible for preschool services for children with disabilities will be a member. The representative designated must have sufficient authority to engage in policy planning and implementation on behalf of these agencies,
- H. At least one member from the State Medicaid and CHIP program,
- I. At least one member designated from the State agency responsible for child care,
- J. At least one member responsible for state regulation of private health insurance,
- K. At least one member will be designated from the Office of the Coordination of Education for Homeless Children and Youth,
- L. At least one member from the State child welfare agency responsible for foster care,
- M. At least one member designated from the State agency for children's mental health,
- N. At least one member from Head Start or Early Head Start,
- O. The ICC may include other members, selected by the Governor, including:
 - a. At least one member from the Bureau of Children with Special Health Care Needs,
 - b. At least one member representing the Utah Parent Center or Utah Family Voices, and
 - c. One member from the Legislative Coalition for People with Disabilities (LCPD)
 - d. A representative from the Bureau of Indian Education (BIE) or, where there is no school operated or funded by the BIE in Utah, from the Indian Health Service or the tribe or tribal ICC.

To apply for a Board position on the ICC:

- a. Go to the Utah Boards & Commissions website: <https://boards.utah.gov/Board>
- b. Look for **Interagency Coordinating Council For Infants And Toddlers With Special Needs**

- c. Or search using the keyword “Interagency”
- d. Click **Create a New Account** to set up an account and submit your application
- e. Contact the ICC Board Secretary for submission process and further questions

III. Term for Utah Interagency Coordinating Council Members

Council members agree to serve a term of four years. Members may serve for a maximum of two terms. Upon completion of the two terms, members shall take off two years, and then may reapply.

- A. Parent terms may end early depending on the age of their child.
- B. Agency terms are renewed with the consent of their agency, and may extend past two terms.

IV. Duties of the Officers for the ICC

The Officers of the ICC will be a Chair and Vice Chair. The Chair and Vice Chair of the ICC will be elected annually and may serve as Chair and Vice Chair for up to two (2) consecutive terms.

- A. The council member being considered for election for a Chair position must have served on the ICC for at least one year and may not be a representative of the lead agency.
- B. The Chair and Vice Chair will consist of a combination of one parent, provider, or agency representative (as defined in section II).
- C. In the event that a Chair member is unable to fulfill their year term, a new Chair may be voted in to complete their term.
- D. The Chair and Vice Chair are responsible for the following duties:
 - a. Scheduling meetings of the ICC with the Executive Committee (Section V. Part A).
 - b. Developing and prioritizing meeting agendas with the lead agency and Executive Committee.
 - c. Convening and facilitating all ICC meetings.
 - d. Working closely with the lead agency and Executive Committee between meetings as needed.
 - e. Participating in or assigning responsibilities as necessary for projects.

V. Executive Committee of the ICC

- A. The Executive Committee membership shall be composed of:
 - a. Chair of the ICC,
 - b. Vice Chair of the ICC
 - c. Designee from the Bureau for Children with Special Health Care Needs, Utah Department of Health,
 - d. One Parent Representative, other than the Chair and Vice Chair, as nominated and approved by 51% of voting members of the ICC,
 - e. One Provider Representative, other than the Chair and Vice Chair, as nominated and approved by the full ICC, and
 - f. The Part C Coordinator shall serve as a non-voting member of the Executive Committee.
- B. The Executive Committee shall:
 - a. Meet at least 14 days prior to the ICC Meeting,
 - b. Develop and prioritize meeting agendas, and
 - c. Schedule meetings of the ICC.

VI. Functions of the ICC [34 CFR 303.604]

The function of the ICC is to advise and assist the lead agency (BWEIP) in performing its responsibilities. These responsibilities include the following tasks.

- A. The ICC will promote and foster awareness of early intervention services throughout the state, educate and clarify early intervention to those parents who are currently receiving services, and assist parents in finding their own voice to advocate for their children with special needs.
- B. The ICC will make recommendations to the lead agency related to revenue sources (i. e., foundations, other state funds, grants, etc.), and regarding annual funding requests from the Health Department, Governor's Office, and the Utah Legislature to provide appropriate services for all eligible children in Utah.
- C. The ICC will identify needs and barriers to early intervention service provision, and make recommendations to address and improve early intervention services.
- D. The ICC will identify needs related to the statewide Comprehensive System of Personnel Development, and identify resources available to continue to improve professional development for early intervention service providers.
- E. The ICC will establish appropriate committees to perform tasks, gather information, and explore issues as directed by the ICC. The purpose of the committees is to address business needs, and may be dissolved if is no longer necessary business to be conducted.
- F. In conjunction with Baby Watch Early Intervention Program, the ICC will submit an annual report to the Governor and to the Secretary of Education in the Office of Special Education on the status of early intervention in Utah.

VII. Coordinating ICC Meetings [34 CFR 303.62]

The ICC meets, at a minimum, on a quarterly basis in a location it determines appropriate. All meetings, including committee meetings, must follow the state Open and Public Meetings Act, which includes:

- A. Being publicly announced sufficiently in advance of the meeting dates to ensure that all interested parties have an opportunity to attend,
- B. Being open and accessible, to the extent appropriate, to the general public, and
- C. Having interpreters for those in attendance who are deaf and other necessary services for members and participants, when needed. Part C funds may be used to pay for these services.

VIII. Use of Funds by the ICC [34 CFR 303.603]

- A. Subject to approval by the Governor, the ICC may use Part C funds to:
 - a. Conduct hearings and forums,
 - b. Reimburse parent representatives of the ICC for reasonable and necessary expenses for attending ICC meetings and performing ICC duties,
 - c. Obtain the services of professional and technical personnel as may be necessary to carry out the performance of its functions under Part C.
- B. Except for parent representatives, as indicated in (A) above, other council members must serve without compensation from Part C funds.

- a. To receive payment for ICC meetings and duties, all parent representatives must follow the Utah State Division of Finance Policy for Payment of Meeting Compensation (Per Diem) to Boards (FIACCT 05-07.00).

IX. Voting and Decision Making

Only ICC members shall have voting privilege.

- A. A quorum of the ICC shall consist of at least 51% of voting members of the ICC. Items brought for a vote shall be considered passed by a simple majority of the quorum present at the meeting.
- B. No member of the ICC shall cast a vote on any matter which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under state law.
- C. Voting for a new ICC Chair shall occur at the March or May meeting with duties to begin on July 1 of the new fiscal year.
 - a. Should a Chair of the ICC be unable to fulfill their term, voting for a new Chair shall occur at the next ICC meeting.
 - b. The Chair who runs the meeting shall refrain from voting except in the case of a tie vote. This person shall cast a vote to break the tie.
- D. Official actions of the ICC are voted on in accordance with parliamentary procedures.

X. Public Information

The Chair and Vice Chair of the ICC, or a council member designated by the Chair, are the only members authorized to speak publicly for the ICC, and then, only in accordance with the media guidelines from the Utah Department of Health.

XI. Member Resignation from the ICC

A council member may resign at any time by providing written notice of resignation to the Board Secretary.

XII. Removal of an ICC Council Member

- A. Council members must attend or call in for every scheduled ICC meeting, or be excused. Any member who has been absent from three meetings without just cause or excused may have their appointment terminated. Removal from the council could include a recommendation from the ICC Chair to the lead agency.