

INTERAGENCY AGREEMENT  
BETWEEN  
INDIANA STATE DEPARTMENT OF PUBLIC WELFARE  
EARLY PERIODIC SCREENING,  
DIAGNOSIS AND TREATMENT PROGRAM  
AND  
THE DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN, YOUTH AND FAMILIES  
HEAD START PROGRAM

I. Purpose of the Agreement

This agreement intends to increase the number of children participating in the Early Periodic Screening Diagnosis and Treatment (EPSDT) Program through the referral of Medicaid eligible children by local Head Start Agencies to EPSDT providers for services, and, to provide the local Head Start Agencies with screening and treatment services for Medicaid eligible Head Start children.

II. Mutual Objectives and Agency Responsibilities

Listed below are the responsibilities that the Indiana State Department of Public Welfare and Head Start Programs agree to assume when jointly serving EPSDT/Head Start children:

A. Eligibility

The Head Start Program shall:

1. Determine the Medicaid status of all Head Start children.
2. Refer potentially Medicaid eligible children and their families to the County Department of Public Welfare for eligibility determination.
3. Provide Medicaid eligible enrollees with brochures explaining available services.
4. Ensure confidentiality in the exchange of information by first obtaining a signed authorization from the parent or guardian.
5. Determine if children are presently participating in the EPSDT Program.
6. Determine from the parent or guardian of all Medicaid eligible enrollees whether an EPSDT screening was received by the child within the past year. If so, the parent's copy of the EPSDT Screening Form could be shared with Head Start to help satisfy program requirements or;

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7. Request the health records of enrollees from EPSDT providers who have been identified by the parents and/or the EPSDT Program, following appropriate authorization.

The Indiana State Department of Public Welfare shall:

1. Ensure that an explanation and offer of EPSDT services are given on the local level to every Medicaid eligible enrollee of appropriate age.
2. Furnish local Head Start Programs with EPSDT brochures which outline EPSDT services.

Joint Responsibilities

1. Inform each other of any changes in the EPSDT and/or Head Start Programs which may affect eligibility.

B. Arrangement for Screening Services

The Head Start Program shall:

1. Explain the value of EPSDT services to Medicaid eligible enrollees and their families and encourage them to schedule appointments with an EPSDT Provider.
2. Request from the Indiana State Department of Public Welfare a current listing of EPSDT Screening Providers within each geographical target area.
3. Act as facilitator between Head Start parents and the Indiana State Department of Public Welfare or designated representative in arranging EPSDT screening and supportive services, such as transportation.
4. Encourage the scheduling of group screening appointments with local EPSDT Screening Providers for Head Start enrollees and their families whenever possible.

The Indiana State Department of Public Welfare shall:

1. Assume primary responsibilities in scheduling EPSDT screening services for those Head Start participants who are Medicaid eligible and meet the criteria for participation in the EPSDT program, within the constraints of availability of services.
2. Provide current listings of all EPSDT screening providers (by county) to the Indiana Specialist, Resource Access Project, University of Illinois, with periodic update as needed.

Joint Responsibilities

1. Protect the family's rights to freedom of choice in selecting medical and dental providers.

C. Case Management

The Head Start Program shall:

1. Act as facilitator between Head Start parents and the Indiana State Department of Public Welfare or designate in arranging referrals for diagnostic and treatment services, when indicated. Possible activities include:
  - Provision of supportive services to families of Head Start children who are scheduled for EPSDT services.
  - Reminding the parents or guardians of enrolled children of scheduled EPSDT appointments.
  - Provision of follow-up to Head Start families when scheduled appointments have been missed.
2. Encourage the family of such a child leaving Head Start to continue a preventive health schedule.

The Indiana State Department of Public Welfare shall:

1. Assume case management responsibilities for all EPSDT eligible children who leave the Head Start Program and shall be ultimately responsible for all case management activities for all EPSDT children including those enrolled in the Head Start Program.

D. Provider Recruitment

The Head Start Program shall:

1. Refer interested providers who are not participating in the EPSDT Program to the Indiana State Department of Public Welfare for enrollment as an EPSDT provider.

The Indiana State Department of Public Welfare shall:

1. Pursue the enrollment of eligible providers identified by the Head Start Program.

E. Outreach and Health Education

The Head Start Program shall:

1. Include information on the EPSDT Program in its health education curricula for enrolled children and their families, emphasizing the value of routine preventive health care.
2. Expand community education and outreach efforts as needed to increase participation of Medicaid-eligibles in the Head Start and EPSDT Programs.
3. Supply the Indiana State Department of Public Welfare with Head Start educational materials.

The Indiana State Department of Public Welfare shall:

1. Distribute educational material on the EPSDT Program to the Indiana Specialist, Resource Access Project, University of Illinois.
2. Provide annual, written notification of available services to eligible families who have not participated in the EPSDT Program.
3. Make Head Start educational materials available to Medicaid eligible families.

Joint Responsibilities

1. Coordinate training sessions for respective outreach staff to maximize mutual understanding of the EPSDT and Head Start Programs.
2. Review written materials for appropriateness and consistency and update as needed.

F. Confidentiality

This Agreement shall contain the assurance that all information obtained by either party to this Agreement from mutual participants shall constitute privileged communications, shall be held confidential and shall not be divulged to anyone except the patient or parent or guardian of the patient without written permission. Information pertaining to individual participants shall be released only for purposes directly connected to the efficient administration of the EPSDT Program or the Head Start Program after obtaining consent for such disclosure. Information may otherwise be disclosed only in summary, statistical or other form which does not identify particular individuals.

G. Exchange of Program Information

The Head Start Program shall supply the following information to Indiana State Department of Public Welfare:

1. Head Start Program Performance Standards and related policy memoranda.
2. Pertinent educational materials developed by the Head Start Program.
3. A list of all Head Start grantees, including addresses, telephone numbers, names of current directors and health coordinators and counties served.

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4. Other evaluation reports as appropriate.

The Indiana State Department of Public Welfare shall supply the following information to Head Start:

1. EPSDT posters and brochures, as well as educational materials developed by the Indiana State Department of Public Welfare.
2. Names and addresses of certified EPSDT Screening Providers by county.
3. Locations of County Department of Public Welfare Offices, and State EPSDT Staff.
4. Other evaluation reports as appropriate.

I. Management of Collaborative Activities

To facilitate implementation of this Agreement, both parties agree to the following:

Both parties will invite mutual participation in relevant training sessions and seminars and will jointly arrange special sessions as necessary.

J. Continuous Liaison

The following staff have been appointed to act as interagency liaison for all matters concerning this Agreement:

Regional ACYF/Head Start

GERMAN WHITE, JR.  
REGIONAL PROGRAM DIRECTOR  
ADMINISTRATION FOR CHILDREN, YOUTH AND FAMILIES  
DEPARTMENT OF HUMAN SERVICES  
REGION V OFFICE  
300 SOUTH WACKER DRIVE  
CHICAGO, ILLINOIS 60606

Resource Access Project

NIURKA MASTRAPA  
ASSOCIATE COORDINATOR  
INDIANA SPECIALIST  
UNIVERSITY OF ILLINOIS  
403 EAST HEALEY STREET  
CHAMPAIGN, ILLINOIS 61820

Indiana EPSDT:

IVAN SUMNER AND JUDY RENSCHLER  
INDIANA DEPARTMENT OF PUBLIC WELFARE  
MEDICAID DIVISION, ROOM 701  
100 NORTH SENATE AVENUE  
INDIANAPOLIS, INDIANA 46204

K. Periodic Review and Update of Agreement

This Agreement shall be in effect for a period of one (1) year from the original date of approval and shall be reviewed annually, two months prior to the anniversary date of its execution, by all the responsible parties. Liaison staff identified herein shall arrange for its review. Such review shall be for the purposes of discussing its implementation and for modification, clarification or redefinition of any provision as deemed necessary.

This Agreement shall automatically renew on the anniversary date of its approval. Any modification shall require the signatures of the authorized parties.

IV. Signatures

This Agreement is signed and entered into on the date indicated below.

FOR: RESOURCE ACCESS PROJECT

BY: Merle B. Karnes  
Merle B. Karnes  
Project Director  
Resource Access Project

DATE: 2-24-86

FOR: INDIANA STATE DEPARTMENT OF PUBLIC WELFARE

BY: Donald L. Blinzinger  
Donald L. Blinzinger  
Director  
Indiana State Department of Public Welfare - Medicaid Division

The provisions of this Agreement have been reviewed and are endorsed by the parties indicated below.

FOR: INDIANA HEAD START ASSOCIATION

BY: Sherrie A. Bell  
Sherrie Bell, President  
Indiana Handicapped Services Advocate

DATE: 2/26/86