Inter-Agency Agreement for Dually Served Frequently Asked Questions – 12/18/2020

**Q. We sent an Inter-Agency Agreement to King County last month, but the family has changed their mind and no longer wants to receive services from the second agency. What do we do?**

A. You will need to do an IFSP review. Ensure that the progress note is up to date in the DMS. Billing staff will also need to add an exit date in the CORE spreadsheet.

**Q. Would I ever send an updated Inter-Agency Agreement, or is it completely done once I submit it? How do I inform the county of changes to the IAA?**

A. You will need to update an existing Interagency Agreement when services/frequency change (but not when a child leaves services completely or leaves an agency).

**Q. What about a child who is just receiving DHH services (no full service provider)? Do we need a form?**

A. Yes – One of the purposes of the form is to promote collaboration when agencies are working together to serve families.

**Q. What about a child who is receiving services at our agency and vision services at CTC or Kindering? Do we need a form?**

A. Yes, similar to DHH, one of the purposes of the IAA is to promote collaboration when agencies are working together to serve families.

**Q. How do we fill out monthly services if services are provided quarterly? The form says monthly.**

A. Fill out the average number of services per month. If 11 times per quarter, say 4 per month and add a comment saying 11x/quarter.

**Q. What do we do if another agency hasn’t sent the IAA to us in a timely manner?**

A. Please contact lead FRC or manager at the agency, you are also welcome to cc Liz and Debi at King County.