

EXECUTIVE ORDER 01-04

ESTABLISHING THE STATE INTERAGENCY COORDINATING COUNCIL FOR INFANTS AND TODDLERS WITH DISABILITIES AND THEIR FAMILIES

WHEREAS, the federal Individuals with Disabilities Education Act (IDEA), Part C (34, CFR, Part 303), and Revised Code of Washington 70.195, Early Intervention Services---Birth to Six, both require a State Interagency Coordinating Council for Infant and Toddlers with Disabilities and Their Families appointed by the Governor;

WHEREAS, Washington continues to participate in the federal Individuals with Disabilities Education Act (IDEA), Part C;

WHEREAS, a Council is required to advise and assist the Department of Social and Health Services in achieving the full participation, coordination and cooperation of the Department of Health, Office of the Superintendent of Public Instruction, Department of Services for the Blind, Office of Community Development and other participating agencies in the implementation of the statewide early intervention system;

WHEREAS, a Council is required to advise and assist the Department of Social and Health Services and the other participating state agencies on a broad range of policy and coordination issues on early intervention;

NOW THEREFORE, I, Gary Locke, do hereby confirm the establishment of the Washington State Interagency Coordinating Council for Infants and Toddlers with Disabilities and Their Families in accordance with the 1997 amendments to IDEA.

1. Council Membership:

The Governor shall appoint members of the Council, and the Governor shall designate the chair or co-chairpersons of the Council. The Council shall be composed of at least 25 members. State executive and legislative appointees shall be ex-officio, non-voting members and shall not be designated as chair or co-chairperson. Terms of membership shall be three years. Members may be appointed for two consecutive terms. If a member resigns before completing a term, a new member may be appointed to serve out the remainder of that term.

To achieve a balanced membership on the Council, appointments shall be made with consideration given to geographic representation, gender, and ethnic and cultural diversity and a variety of delays, disabilities or diagnoses of children represented by family/parent members.

Membership of the Council shall be as follows:

- A. At least twenty percent of the members shall be parents of infants, toddlers or children aged twelve or under with disabilities. These members shall have knowledge of or experience with programs for infants, toddlers, and children with disabilities. At least one

of the members shall be a parent of an infant, toddler, or child with a disability aged six or younger.

- B. At least twenty percent of the members shall be public or private providers of early intervention services.
- C. At least one member shall be involved in training personnel providing early intervention services.
- D. The Washington State Departments of Health, Social and Health Services, Services for the Blind, the Office of the Superintendent of Public Instruction, Office of Community Development, and the Office of the Insurance Commissioner shall each be represented by at least one non-voting member.
- E. At least one non-voting member shall be from the State Legislature.
- F. A member from the Head Start agency or program.
- G. A member from the State agency responsible for child care.
- H. Other members may include representatives from other appropriate areas such as the Bureau of Indian Affairs, Indian Health Services, or military.

2. Role of the Council:

- A. The Council shall advise and assist the Department of Social and Health Services and other participating state agencies in coordinating and implementing policies that constitute the statewide system of early intervention services, including:
 - 1. Identifying sources of fiscal and other support for early intervention services;
 - 2. Assigning financial responsibilities to the appropriate agency;
 - 3. Promoting interagency agreements;
 - 4. Providing appropriate services for children.
- B. The Council shall advise and assist the Office of Superintendent of Public Instruction on the transition of toddlers with disabilities to preschool services provided under Part B, and other appropriate services.
- C. The Council may advise and assist the Department of Social and Health Services and the Office of the Superintendent of Public Instruction regarding the provision of appropriate services for children from birth through age 5.
- D. The Council may advise and assist appropriate agencies on the integration of services for infants and toddlers with disabilities and at risk infants and toddlers and their families.
- E. The Council shall advise and assist the Department of Social and Health Services and other participating agencies in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state.
- F. The Council shall assist the Department of Social and Health Services in effective implementation of the statewide early intervention system by establishing a process that includes:
 - 1. Seeking information from service providers, family resources coordinators, parents, and others about any federal, state, or local policies that impede timely service delivery;
 - 2. Taking steps to ensure that any policy problems are resolved.
- G. To the extent appropriate, the Council shall assist the Department of Social and Health Services in resolving disputes relating to this program.

- H. The Council shall work with county early childhood interagency councils to coordinate and enhance existing early intervention services and assist communities to meet the needs of infants and toddlers with disabilities and their families.
- I. The Council shall advise and assist the Department of Social and Health Services in preparing applications for federal grants under IDEA, Part C.
- J. The Council may advise and assist the Department of Social and Health Services in preparing budgets as necessary to carry out the Council's functions.
- K. The Council shall prepare all reports to the Governor and federal officials as required by federal and state laws.

3. Meetings and Other Business:

- A. The Council shall meet at least quarterly and in such places as it deems necessary.
- B. The Council shall conduct official business only when a quorum is present.
- C. No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.
- D. The Department of Social and Health Services shall be the designated lead agency and shall provide administrative and staff support to the Council.
- E. The Council, its activities and administrative support, and membership appointments shall be funded exclusively from and are contingent upon monies received under federal IDEA, Part C.
- F. Members may be reimbursed for expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and 43.03.060 and the Department of Social and Health Services policies. Parent representatives may also be reimbursed for necessary child care.

4. This order supercedes Executive Order [92-10](#) and shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be Affixed at Olympia this 6th day of July A.D., Two thousand one.

GARY LOCKE
Governor of Washington

Additional
IVE ORDER 01-05
STATE AGENCY RISK MANAGEMENT

BY THE GOVERNOR:
Secretary of State

WHEREAS, the state of Washington, its employees and licensees provide critical and

necessary daily services to tens of thousands of citizens of our state in many settings, and those services protect vulnerable people and the general public from harm;

WHEREAS, the people, state executives, the courts and the legislature recognize that law enforcement, child protective services, prison and correctional services, and long-term care for people with disabilities are just a few of the areas where the state is facing tremendous challenges in delivering services to an expanding population;

WHEREAS, in recent years, in **EXECUTIVE ORDER 01-04**

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have hereunto set my hand
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State of Washington to be
Affixed at Olympia this 6th
day of July A.D., Two
thousand one.

GARY LOCKE
Governor of Washington

cidents of harm to
innocent members
of the public have
received
significant
attention from
state executives,
the legislature, the
courts, the public
and the media,
and some of those
incidents have
resulted in
significant

BY THE GOVERNOR:

Secretary of State

liability for the state;

WHEREAS, it is important that we do everything we can to reduce harm to vulnerable individuals and other citizens of our state, whether it is caused by criminals under state supervision, contractors, licensees, or any other factor related to a state service or program;

WHEREAS, judgments and claims against the state have reached unprecedented levels as the state is held liable for injuries and losses - some of which may have been avoidable - and all stemming from findings that the state, and often, others with whom the state is jointly and severally liable, were negligent;

NOW THEREFORE, I, Gary Locke, Governor of the state of Washington, hereby order and direct the following actions:

1. Best Practices

All agencies shall:

- a. Prioritize loss prevention through developing and meeting focused management goals and efforts in partnership with the state's risk management office.
- b. Allocate resources, to the greatest extent feasible, to services for which the state is at greatest risk of liability, with the goal of preventing or mitigating loss while meeting service expectations and responsibilities. In doing so, agencies should: 1) among information systems, technologies, and funding requests, prioritize those that support high-risk services and serve to mitigate risk; and 2) within available resources, prioritize training for service delivery staff and supervisors relevant to reducing losses and significant claims.
- c. Manage all aspects of employee performance, including holding people accountable for agreed-upon performance expectations.
- d. Review agency policies and, as necessary, simplify and provide written guidance to program staff and service providers that is concise, relevant, easy to understand, and provides practical direction for quality services.
- e. Identify and take steps to involve employees, community members served by the agency, and advocates in efforts to lessen the risk associated with services delivered by the agency.

2. Miscellaneous

This executive order shall take effect immediately. This order does not create any right, duty or benefit, substantive or procedural, at law or in equity, that may be asserted against the state, its officers, employees, licensees, or any other person. This order is intended solely to improve the internal management of the executive branch and enhance compliance with the law.

IN WITNESS WHEREOF, I
have hereunto set my hand
and caused the seal of the
State of Washington to be
Affixed at Olympia this 7th

day of December A.D., Two Additional
thousand one.

GARY LOCKE
Governor of Washington

BY THE GOVERNOR:

Secretary of State