

Source Language: English	Target Language: Swahili.
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KANSAS EARLY CHILDHOOD DEVELOPMENTAL SERVICES	KANSAS EARLY CHILDHOOD DEVELOPMENTAL SERVICES
CHILD AND FAMILY RIGHTS KECDS COMPLAINTS PROCESS	HAKI ZA WATOTO NA FAMILIA MCHAKATO WA MALALAMISHI WA KECDS
Procedural Safeguards Notice	Notisi ya Ulinzi wa Haki
System of Payments Notice	Mfumo wa Notisi ya Malipo
What families need to know about their rights according to the Individuals with Disabilities Education Act (IDEA) under 34 CFR § 303.400, Subpart E	Kile ambacho familia zinahitaji kujua kuhusu haki zao kulingana na Sheria ya Elimu ya Ulemavu (Individuals with Disabilities Education Act, IDEA) chini ya 34 CFR § 303.400, Sehemu Ndogo ya E
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Introduction	Utangulizi
The Individuals with Disabilities Education Act (IDEA) is a federal law that includes provisions for early intervention services (EIS) for eligible infants and toddlers (ages 0 – 36 months) with developmental delays or disabilities and their families. These provisions are set by Part C of IDEA and are described in federal regulations (34 CFR § Part 303.400). The regulation citations are provided in this booklet so that the reader may refer to the specific language found in the law.	Sheria ya Elimu ya Watu Walio na Ulemavu (IDEA) ni sheria ya serikali kuu inayojumuisha vipengele vya huduma za mikakati ya mapema (Early, Intervention Services, EIS) kwa watoto wachanga na wanaodema (umri wa miezi 0 – 36) walio na hali ya kuchelewa kukua au ulemavu na familia zao. Vipengele hivi vimewekwa na Sehemu ya C ya IDEA na vimeelezwa katika kanuni za serikali kuu (34 CFR § Part 303.400). Mitajo ya kanuni imetolewa katika kijitabu hiki ili msomaji aweze kurejelea lugha mahususi inayopatikana katika sheria.
The Kansas Department of Health and Environment is the lead agency for Part C and is identified as Kansas Early Childhood Developmental Services (KECDS). Individual services are provided through local partner programs and are designed to support the development of infants and toddlers with disabilities, minimize potential for developmental delay, and build the capacity of families to meet the special needs of their child.	Kansas Department of Health and Environment ndiyo shirika kuu la Sehemu ya C na limetambuliwa kuwa Huduma za Ukuaji wa Watoto Wachanga za Kansas (Kansas Early Childhood Developmental Services, KECDS). Huduma za binafsi zinatolewa kupitia programu za washirika wa ndani na zimeundwa ili kusaidia ukuaji wa watoto wachanga na wanaodema walio na ulemavu, kupunguza uwezekano wa kuchelewa kukua na kujenga uwezo wa familia kukidhi mahitaji maalum ya mtoto wao.
KECDS is designed to maximize family involvement and ensure parental consent in each step of the early intervention process, beginning with referral to KECDS and continuing through service delivery and transition out of KECDS when your	KECDS imeundwa ili kuboresha ushiriki wa familia na kuhakikisha idhini ya mzazi katika kila hatua ya mchakato wa mikakati ya mapema, kuanzia wakati wa rufaa kwa KECDS na kuendelea hadi utoaji wa huduma na mpito wa kutoka KECDS wakati

child turns three. This Child and Family Rights document is the official notice of the procedural safeguards for children and families as defined under federal Part C regulations (34 CFR § Part 303.421).	mtoto wako anapofikisha umri wa miaka mitatu. Hati hii ya Haki za Watoto na Familia ni notisi rasmi ya ulinzi wa haki kwa watoto na familia kama ilivyofafanuliwa kwa mujibu wa kanuni za serikali kuu za Sehemu ya C (34 CFR § Part 303.421).
Information about child and family rights and safeguards are available through local programs, or KECDS. Families Together, Inc. provides advocacy assistance to parents/families that have concerns. Families Together, Inc. is the Parent Training and Information Center for Kansas. The Parent Training and Information Center assists families whose children have disabilities to be partners in their child's services and education.	Taarifa kuhusu haki za watoto na familia na ulinzi zinapatikana kupitia programu za ndani, au KECDS. Families Together, Inc. inatoa usaidizi wa utetezi kwa wazazi/familia zilizo na matatizo. Families Together, Inc. ni Kituo cha Mafunzo na Taarifa kwa Wazazi cha Kansas. Kituo cha Mafunzo na Taarifa kwa Wazazi huzisaidia familia ambazo watoto wana ulemavu kuwa washirika katika huduma na elimu ya mtoto wao.
Families Together, Inc. is dedicated to a society that includes and values all people. We encourage, educate and empower families that include children/youth who have disabilities or special health care needs. For help with any concerns contact:	Families Together, Inc. imejitolea kuwa na jamii ambayo inajumuisha na kuwathamini watu wote. Tunahimiza, kuelimisha na kuwezesha familia zinazowajumuisha watoto/vijana ambao wana ulemavu au mahitaji maalum ya huduma za afya. Kwa usaidizi wa tatizo lolote, wasiliana na:
Families Together, Inc.	Families Together, Inc.
Parent Training and Information Center (PTI)	Kituo cha Mafunzo na Taarifa kwa Wazazi (Parent Training and Information Center, PTI)
Español (800) 499-9443 Topeka (800) 264-6343 topeka@famieliestogetherinc.org Wichita (888) 815-6364 wichita@famieliestogetherinc.org Garden City (620) 276-6364 gardencity@famieliestogetherinc.org famieliestogetherinc.org/	Español (800) 499-9443 Topeka (800) 264-6343 topeka@famieliestogetherinc.org Wichita (888) 815-6364 wichita@famieliestogetherinc.org Garden City (620) 276-6364 gardencity@famieliestogetherinc.org famieliestogetherinc.org/
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Overview of Procedural Safeguards	Muhtasari wa Ulinzi wa Haki
Local family service coordinators can suggest additional materials to help families understand their rights and	Waratibu wa huduma za familia wa ndani wanaweza kupendekeza nyenzo za ziada ili kuzisaidia familia kuelewa haki zake

safeguards under Part C. They can also suggest ways that you and other family members can be partners with the local professionals to help meet the developmental needs of your child.	na ulinzi kwa mujibu wa Sehemu ya C. Pia wanaweza kupendekeza njia ambazo wewe na wanafamilia wengine mnaweza kuwa washirika na wataalamu wa ndani ili kusaidia kukidhi mahitaji ya ukuaji ya mtoto wako.
In Kansas, you, as a parent, have the following family rights: • The right to a multidisciplinary evaluation and assessment, and (if determined eligible for services) the development of an Individualized Family Service Plan (IFSP) within forty-five (45) calendar days from referral for evaluation. • The right to receive screening, evaluation, assessment, and if eligible, IFSP development, service coordination, and procedural safeguards at public expense. • If eligible under Part C, the right to receive appropriate early intervention services for your child and family as addressed in an IFSP. • Early intervention services are available at no cost to families; however, if authorized by the parent, private insurance may be billed. You must be notified of intent to bill public insurances.	Huku Kansas, wewe ukiwa mzazi, una haki za familia zifuatazo: • Haki ya tathmini na ukadiriaji wa kina na (ikiamuliwa unastahiki huduma) uundaji wa Mpango wa Huduma kwa Familia Uliobinafsishwa (Individualized Family Service Plan, IFSP) ndani ya siku arubaini na tano (45) kutoka wakati wa rufaa kwa ajili ya tathmini. • Haki ya kufanyiwa uchunguzi, tathmini, ukadiriaji na ikiwa unastahiki, uundaji wa IFSP, uratibu wa huduma na ulinzi wa haki kwa gharama ya umma. • Ikiwa unastahiki haki ya kupokea huduma za mikakati ya mapema zinazofaa kwa mujibu wa Sehemu ya C kwa mtoto wako na familia kama ilivyoangaziwa katika IFSP. • Huduma za mikakati ya mapema zinapatikana bila malipo kwa familia; hata hivyo, ikiwa mzazi ameidhinisha, bima ya binafsi inaweza kutozwa. Lazima uarifiwe kusudi la kutoza bima za umma.
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• The IFSP must tell you the specific services needed to meet the needs of your child and family to reach the family generated outcomes (goals) identified in the IFSP. • The right to be invited to and participate in all meetings in which a decision is expected to be made regarding a proposal to change the identification, evaluation, or placement of your child, or the provision of	• Lazima IFSP ikuambie huduma mahususi zinazohitajika ili kukidhi mahitaji ya mtoto wako na familia ili kutimiza matokeo (malengo) yaliyozalishwa na familia ambayo yametambuliwa katika IFSP. • Haki ya kualikwa na kushiriki katika mikutano yote ambayo uamuzi unatarajiwa kutolewa kuhusu pendekezo la kubadilisha utambulisho, tathmini au kumhamishia mtoto kwenye makao ya utunzaji, au utoaji

appropriate early intervention services to your child or family. • The right to receive written timely notice before a change is proposed or refused in the identification, evaluation, or placement of your child, or in the provision of appropriate early intervention services to your child or family. • The right to receive each early intervention service in natural environments to the extent appropriate to meet your child's developmental needs. • The right to maintenance of the confidentiality of personally identifiable information. • The right to inspect and review and, if appropriate, amend your child and family's records. • The right to receive an initial copy of your child's record at no cost to you. • The right to file a formal complaint; and • The right to request mediation and/or an impartial due process hearing to resolve parent/provider disagreements. These forms can be found at our website kdhe.ks.gov/687	wa huduma za mikakati ya mapema zinazofaa kwa mtoto au familia yako. • Haki ya kupokea notisi ya maandishi mapema kabla ya mabadiliko inapendekezwa au kukataliwa katika utambulisho, tathmini, au kumhamishia mtoto kwenye makao ya utunzaji, au utoaji wa huduma za mikakati ya mapema zinazofaa kwa mtoto au familia yako. • Haki ya kupokea kila huduma ya mikakati ya mapema katika mazingiri asili kwa kiasi ambacho kinafaa ili kukidhi mahitaji ya ukuaji wa mtoto wako. • Haki ya kudumisha usiri wa taarifa zinazomtambulisha mtu binafsi. • Haki ya kukagua na kupitia na, kurekebisha rekodi za mtoto na familia yako ikiwa inafaa. • Haki ya kupokea nakala ya mwanzo ya rekodi ya mtoto wako bila malipo. • Haki ya kuwasilisha malalamishi rasmi; na • Haki ya kuomba upatanishi na/au mchakato unaofaa isiopendelea kusuluhisha tofauti za mzazi/mtoa huduma. Fomu hizi zinaweza kupatikana kwenye tovuti yetu kdhe.ks.gov/687
All procedural safeguards begin at referral to KECDS and continue as long as records are maintained.	Haki zote za ulinzi zinaanzia kwenye rufaa kwa KECDS na kuendelea kwa muda ambao rekodi zinahifadhiwa.
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Rights Defined	Haki Zilizofafanuliwa
All children referred to Part C, and their families, are entitled to be notified of specific procedural safeguards under Part C. For help in understanding these rights you may talk to your local family	Watoto wote wanaopewa rufaa ya Sehemu ya C na familia zao, wana haki ya kuarifiwa kuhusu haki za ulinzi mahususi kwa mujibu wa Sehemu ya C. Kwa usaidizi wa kuelewa haki hizi,

service coordinator or call Families Together, Inc. at the phone number found on the back of this brochure.	unaweza kuzungumza na mratibu wako wa huduma za familia wa ndani au pigia simu Families Together, Inc. kwa nambari ya simu inayopatikana nyuma ya brosha hii.
Prior Written Notice 34 CFR § 303.421	Notisi ya Mapema ya Maandishi 34 CFR § 303.421
Prior written notice must be given to you 10 days before a local program proposes or refuses to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child and your family. You may waive the 10 day notice if you wish. The notice must be sufficiently detailed to inform you about:	Lazima upewe notisi iliyoandikwa mapema siku 10 kabla ya programu ya ndani kupendekeza au kukataa kuanzisha au kubadilisha utambulisho, tathmini, au kumhamishia mtoto kwenye makao ya utunzaji, au utoaji wa huduma za mikakati ya mapema zinazofaa kwa mtoto na familia yako. Unaweza kuondoa notisi ya siku 10 ukitaka. Lazima notisi iwe na maelezo ya kutosha ili kukufahamisha kuhusu:
• The action being proposed or refused by the early intervention services contractor or early intervention services provider. • The reasons for taking the action. • All procedural safeguards available under Part C; and • The state's complaint procedures, including a description of how to file a complaint and the timelines for those procedures.	• Hatia inayopendekezwa au kukataliwa na mkandarasi wa huduma za mikakati ya mapema au mtoa huduma za mikakati ya mapema. • Sababu za kuchukua hatua hiyo. • Haki zote za ulinzi zilizopo kwa mujibu wa Sehemu ya C; na • Taratibu za malalamishi za jimbo, ikiwa ni pamoja na kuhusu jinsi ya kuwasilisha malalamishi na muda wa taratibu hizo.
The notice must be written in plain language and provided in your native language unless clearly not feasible to do so. Your native language is the language or mode of communication normally used by you and your child. Each early intervention provider will explain to the parent/guardian the availability of the notice in their native language.	Lazima notisi iandikwe kwa lugha rahisi na kutolewa kwa lugha yako ya asili isipokuwa isiwezekane kabisa kufanya hivyo. Lugha yako ya asili ni lugha au njia ya mawasiliano unayotumia wewe na mtoto wako. Kila mtoa huduma ya mikakati ya mapema ataeleza mzazi/mlezi upatikanaji wa notisi katika lugha yake ya asili.
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If your native language or other mode of communication is not a written language,	Ikiwa lugha yako ya asili au njia nyingine ya mawasiliano si lugha ya maandishi,

the local program shall take steps to ensure that:	programu ya ndani itachukua hatua za kuhakikisha kwamba:
• The notice is translated orally or by other means to you in your native language or other mode of communication. • You understand the notice. • There is written evidence that the requirements described in these procedures have been met; and • If you are deaf, blind, unable to read, or have no written language, the mode of communication must be that normally used by you (such as sign language, Braille, or oral communication.)	• Umetafsiriwa notisi kwa njia ya mdomo au kwa njia nyingine katika lugha yako ya asili au njia nyingine ya mawasiliano. • Unaelewa notisi. • Kuna ushahidi wa maandishi kwamba matakwa yaliyoelezwa katika taratibu hizi yamekidhiwa; na • Ikiwa huna uwezo wa kusikia, kuona, kusoma, au huna lugha ya maandishi, lazima njia ya mawasiliano iwe ile unayotumia kwa kawaida (kama vile lugha ya ishara, Breli, au mawasiliano ya mdomo.)
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Parental Consent 34 CFR § 303.420	Idhini ya Mzazi 34 CFR § 303.420
KECDS, through local programs, must have your permission to provide any services to your child and your family. Your consent must be in writing. Parental consent is required before:	KECDS, kupitia programu za ndani, lazima ipate ruhusa yako ya kutoa huduma yoyote kwa mtoto na familia yako. Lazima idhini yako iwe kwa njia ya maandishi. Idhini ya mzazi inahitajika kabla:
• Administering screening. • Conducting evaluation and assessments. • Early intervention services are provided. • Private insurance is billed. • Disclosure of any personally identifiable information among agencies collected, used or maintained under Part C, consistent with Federal and State law (34 CFR § 303.414).	• Kufanya uchunguzi. • Kufanya tathmini na ukadiriaji. • Huduma za mikakati ya mapema zimetolewa. • Bima ya binafsi inatozwa. • Ufichuaji wa taarifa yoyote inayomtambulisha mtu binafsi miongoni mwa mashirika yaliyokusanya, kutumia na kuhifadhi kwa mujibu wa Sehemu ya C, kulingana na sheria ya Serikali Kuu na Jimbo (34 CFR § 303.414).
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Consent means that:	Idhini inamaanisha kwamba:

• You are fully informed of all information about the activities for which consent is sought. This information is provided in your native language or other mode of communication. • You understand and agree in writing to the carrying out of the activities for which your consent is sought. • The consent describes the activity(s) and lists the records (if any) that will be released and to whom, and. • You understand that the granting of consent is voluntary and may be canceled at any time.	• Umeifahamishwa kikamilifu taarifa zote kuhusu shughuli ambazo zinahitaji idhini. Taarifa hizi zinatolewa katika lugha yako ya asili au njia nyingine ya mawasiliano. • Unaelewa na kukubali kwa njia ya maandishi kuendesha shughuli ambazo idhini yako inahitajika. • Idhini inaeleza shughuli na kuorodhesha rekodi (ikiwa zipo) ambazo zinatolewa na kwa yule atakayepewa na. • Unaelewa kwamba kutoa idhini ni kwa hiari na kunaweza kubatilishwa wakati wowote.
If you do not consent, the local program or appropriate qualified staff shall make reasonable efforts to ensure that you:	Usipoidhinisha, programu ya ndani au mfanyakazi aliye na sifa inayofaa atafanya jitihada zinazofaa kuhakikisha kwamba:
• Are fully aware of the nature of the evaluation and assessments or early intervention services that would be available. • Understand that your child will not be able to receive the screening, evaluation, assessments, or early intervention services unless consent is given; and • Understand that a local program or KECDs cannot use due process hearing procedures to challenge your refusal to grant consent.	• Unafahamu kikamilifu hali ya tathmini na ukadiriaji au huduma za mikakati ya mapema zitakazokuwepo. • Unaelewa kwamba mtoto wako hataweza kufanyiwa uchunguzi, tathmini, ukadiriaji, wala kupata huduma za mikakati ya mapema hadi idhini itolewe; na • Unaelewa kwamba programu ya ndani au KECDs haiwezi kutumia taratibu za usikilizaji kesi za mchakato unaofaa kupinga kukataa kwako kutoa idhini.
If refusal to consent for evaluation or assessment constitutes neglect or abuse, Kansas laws apply as appropriate.	Ikiwa kukataa kutoa idhini kwa ajili ya tathmini au ukadiriaji kunajumuisha utekelezaji au dhuluma, sheria za Kansas zinatumika inavyofaa.
As the parent of a child eligible under Part C, you may determine whether your infant or toddler or other family members will accept or decline any early intervention service(s) under this program. You may also decline a service after first accepting it	Ukiwa mzazi wa mtoto anayestahiki kwa mujibu wa Sehemu ya C, unaweza kuamua ikiwa mtoto wako mchanga au anayedema au wanafamilia wengine watakubali au kukataa huduma yoyote ya mikakati ya mapema kwa mujibu wa programu hii. Pia

without risk of losing other early intervention services under the KECDS program.	unaweza kukataa huduma baada ya kuikubali awali bila hatari ya kupoteza huduma nyingine za mikakati ya mapema kwa mujibu wa programu ya KECDS.
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System of Payment for Families a Family Guide	Mfumo wa Malipo kwa Familia Mwongozo wa Familia
Early Intervention (EI) services are provided at no cost to parents. In order to ensure that all children receive the services they need, a variety of funding sources may be accessed to pay for EI services. These include federal, state and local funds, as well as private and public health insurance plans.	Huduma za Mikakati ya Mapema (Early Intervention, EI) zimepewa wazazi bila malipo. Ili kuhakikisha kwamba watoto wote wanapokea huduma wanazohitaji, vyanzo mbalimbali vya fedha vinaweza kufikiwa ili kulipia huduma za EI. Hivi ni pamoja na fedha za serikali kuu, jimbo na serikali za mitaa na pia mipango ya bima ya afya ya binafsi na ya umma.
Once a child is determined to be eligible for the local program parents participate in determining what services are going to be provided and included in an Individualized Family Service Plan and what payment sources may be available to cover the EI services specified on the child's IFSP.	Pindi mtoto anapoamuliwa kustahiki programu ya ndani, wazazi wanashiriki kuamua huduma ambazo zitatolewa na kujumuishwa katika Mpango wa Huduma kwa Familia Uliobinafsishwa na vyanzo vya malipo vinavyoweza kuwepo ili kufidia huduma za EI zilizobainishwa kwenye IFSP ya mtoto.
Each child has a Family Service Coordinator (the person who is helping you organize your child's services) who makes sure that all EI services on your child's IFSP are paid for using appropriate sources. All other funding sources are exhausted before Part C funds are used.	Kila mtoto ana Mratibu wa Huduma za Familia (mtu ambaye anakusaidia kupanga huduma za mtoto wako) anayehakikisha kwamba huduma zote za EI zilizo kwenye IFSP ya mtoto wako zimelipiwa kwa kutumia vyanzo vinavyofaa. Vyanzo vingine vyote vya fedha vimeisha kabla ya fedha za Sehemu ya C kutumiwa.
Kansas Early Childhood Developmental Services No-cost Protections for Families	Kansas Early Childhood Developmental Services Ulinzi wa Bila Malipo kwa Familia
Kansas Early Childhood Developmental Services through its local programs are required by Part C of the Individuals with Disabilities Education Act (IDEA) to inform parents of the following no-cost protections regarding payment for EI services:	Kansas Early Childhood Developmental Services kupitia programu zake za ndani zinahitajika na Sehemu ya C ya Sheria ya Elimu kwa Watu Binafsi walio na Ulemavu (IDEA) kuwafahamisha wazazi kuhusu ulinzi wa bila malipo kuhusu malipo ya huduma za EI:

• Parents must provide prior consent to the local program before EI services can be billed to the parent's private insurance.	• Lazima wazazi watoe idhini ya mapema kwa programu kabla ya huduma za EI kutozwa bima ya binafsi ya mzazi.
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• Local programs must notify parents in writing if they are going to bill Medicaid. • Parents cannot be required to enroll in Medicaid or other public or private insurance program to receive EI services from a local program. • EI services, as specified in the child's IFSP and to which the parent has consented, cannot be denied due to a parent's refusal to allow their private insurance to be billed or due to not giving permission to share information with Medicaid. • Parents must provide prior written consent to the local program before a child's personally identifiable information (name, date of birth, policy number and address) can be submitted to a health insurance carrier for billing purposes. • Parents have the right to withdraw their consent to disclose their child's personally identifiable information to any entity at any time without affecting the EI services their child is receiving as specified in their child's IFSP.	• Lazima programu za ndani ziwaarifu wazazi kwa njia ya maandishi ikiwa watatozwa Medicaid. • Wazazi hawawezi kuhitajika kujiandikisha katika Medicaid au programu nyinine ya bima ya umma au ya binafsi ili kupokea huduma za EI kutoka kwenye programu ya ndani. • Huduma za EI, kama ilivyobainishwa katika IFSP ya mtoto na ambazo mzazi aliidhinisha, haziwezi kunyimwa mtoto kutokana na mzazi kukataa kuruhusu bima yake ya binafsi kutozwa au kutokana na kutotoa ruhusa ya kushiriki taarifa na Medicaid. • Lazima wazazi watoe idhini ya mapema ya maandishi kwa programu ya ndani kabla ya taarifa za mtoto zinazoweza kumtambulisha mtu binafsi (jina, tarehe ya kuzaliwa, nambari ya hati ya bima na anwani) kuwasilishwa kwa mtoa huduma ya bima ya afya kwa madhumuni ya utozaji malipo. • Wazazi wana haki ya kuondoa idhini yao ya kufichua taarifa za mtoto wao zinazomtambulisha mtu binafsi kwa shirika lolote wakati wowote bila kuathiri huduma za EI ambazo mtoto wao anapata kama ilivyobainishwa katika IFSP ya mtoto wao.
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• Co-payments are reimbursable by the local program, as EI services are provided at no-cost to the family.	• Malipo ya kabla ya huduma yanafidiwa na programu ya ndani, kwani huduma za EI zinatolewa bila malipo kwa familia.

• Parents must provide consent when the local program seeks to use the private insurance or benefits to pay for the initial provision of an early intervention service in the IFSP; and each time consent is required due to an increase in frequency, length, duration, or intensity in the provision of services in the child's IFSP. • Each time consent is required to use private insurance, the entire System of Payments document must be provided to parents. This is the Part C Services Financial System of Payments. • Parents are responsible for private insurance premiums, but not co-pays or deductibles. • You are not charged family fees; therefore, no income information is required to be given to the local program. • Use of private insurance may make other public funding options (for example, Medicaid, Children and Youth with Special Health Care Needs) available.	• Lazima wazazi watoe idhini wakati programu ya ndani inaomba kutumia bima ya binafsi au manufaa kulipia utoaji wa awali wa huduma ya mikakati ya mapema katika IFSP; na kila wakati idhini inahitajika kutokana na ongezeko la mara, urefu, muda, au uzito katika utoaji wa huduma katika IFSP ya mtoto. • Kila wakati idhini inapohitajika ili kutumia bima ya binafsi, lazima hati ya Mfumo wa Mzima wa malipo ipewe wazazi. Hii ni Sehemu ya C ya Services Financial System of Payments. • Wazazi wana wajibu wa kulipia ada za bima ya binafsi, lakini si malipo ya kabla ya huduma wala makato. • Hutozwi ada za familia; kwa hivyo, hakuna taarifa za mapato zinahitajika kupewa programu ya ndani. • Matumizi ya bima ya binafsi yanaweza kufanya machaguo mengine ya ufadhili wa umma (kwa mfano, Medicaid, Watoto na Vijana walio na Mahitaji Maalum ya Huduma za Afya) kupatikana.
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How are EI Services Paid for?	Je, Huduma za EI Zinalipiwa vipi?
There are several ways EI services are paid for in Kansas. State and Local funds must be used before Federal Part C EI funds. This is known as Payor of Last Resort. The following is a list of some of the funding sources available for EI services in the State of Kansas.	Kuna njia kadhaa ambazo huduma za EI zinalipiwa Kansas. Lazima fedha za Jimbo na Serikali ya Mitaa zitumiwe kabla ya fedha za Serikali Kuu za Part C EI. Hii inajulikana kama Mlipaji wa Hatua ya Mwisho. Ifuatayo ni orodha ya baadhi ya vyanzo vya fedha vilivyopo kwa huduma za EI katika Jimbo la Kansas.
• The Children's Initiative Funds (CIF) provide funding to the statewide program. • The State General Fund provides funding to the statewide program.	• Mifuko ya Miradi ya Watoto (Children's Initiative Funds, CIF) hutoa ufadhili kwa programu ya jimbo zima. • Mfuko wa Jumla wa Jimbo hutoa ufadhili kwa programu ya jimbo zima.

• Local programs can access State Special Education Funds, known as Categorical Aid, to help pay for the EI Providers salaries. • Local programs can bill private insurance under the provisions listed above. • Local programs can bill Medicaid. • Some local programs have identified local funding sources through their County Mil Levy funds. • Some local programs access funding through other CIF grants. • Some local programs use private funding sources such as United Way funding and other local community based organizations.	• Programu za ndani zinaweza kufikia Mifuko ya Elimu Maalum ya Jimbo, inayojulikana kama Categorical Aid, ili kusaidia kulipia mishahara ya Watoa Huduma wa EI. • Programu za ndani zinaweza kutoza bima ya binafsi kwa mujibu wa vipengele vilivyoorodheshwa hapo juu. • Programu za ndani zinaweza kutoza Medicaid. • Baadhi ya programu za ndani zimetambua vyanzo vya fedha kupitia mifuko yao ya County Mil Levy. • Baadhi ya programu za ndani zinafikia ufadhili kupitia ruzuku nyingine za CIF. • Baadhi ya programu za ndani zinatumia vyanzo vya fedha vya binafsi kama vile ufadhili wa United Way na mashirika mengine ya ndani ya jamii.
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If a parent wants to challenge Kansas' system of payments, they may do any of the following:	Ikiwa mzazi anataka kupinga mfumo wa malipo wa Kansas, anaweza kufanya lolote kati ya yafuatayo:
1. Participate in mediation in accordance 34 CFR § 303.341. 2. Request due process hearing under 34 CFR § 303.436 or 303.441, whichever is applicable. 3. File a state complaint under 34 CFR § 303.434. 4. Use of any other procedure established by the State (informal complaint) provided that it does not prevent the options in A., B., or C. from occurring.	1. Kushiriki katika mapatano kwa mujibu wa 34 CFR § 303.341. 2. Kuomba usikilizaji wa mchakato unaofaa kwa mujibu wa 34 CFR § 303.436 au 303.441, yoyote inayotumika. 3. Kuwasilisha malalamishi ya jimbo kwa mujibu wa 34 CFR § 303.434. 4. Matumizi ya utaratibu mwingine wowote uliowekwa na Jimbo (malalamishi yasiyo rasmi) mradi tu hayazuui machaguo katika A., B., au C. kutokea.

5. The parent must be provided with a copy of the Child and Family Rights which contains System of Payment policies.	5. Lazima mzazi apewe nakala ya Haki za Watoto na Familia iliyo na sera za Mfumo wa Malipo.
More information about these processes is found at the end of the Child and Family Rights and KECDS Complaints Process booklet.	Taarifa zaidi kuhusu michakato hii zinaweza kupatikana mwishoni mwa kijitabu cha Haki za Watoto na Familia na Mchakato wa Malalamishi wa KECDS.
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Records	Rekodi
<u>Records 34 CFR § 303.403-413</u> The following definitions are used in this section: (1) “destruction” means physical destruction or removal of personal identifiers from information to ensure that it is no longer personally identifiable; (2) “Early Intervention records mean all records regarding a child that are required to be collected, maintained or used under Part C.; and (3) “Participating agency” means any agency, individual or entity which collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part C. It excludes primary referral sources, and other agencies who act solely as funding sources for Part C (as defined in 34 CFR § 303.403(c)).	<u>Rekodi 34 CFR § 303.403-413</u> Fafanuzi zifuatazo zinatumiwa katika sehemu hii: (1) “uharibifu” inamaanisha uharibifu au uondoaji wa vitambulisho binafsi halisi kwenye taarifa ili kuhakikisha kwamba hazimtambulishi tena mtu binafsi; (2) “Rekodi za Mikakati ya Mapema inamaanisha rekodi kuhusu mtoto zinazohitajika kukusanywa, kuhifadhiwa au kutumiwa kwa mujibu wa Sehemu ya C.; na (3) “Shirika linalotoa huduma” inamaanisha shirika, mtu au asasi yoyote inayokusanya, kuhifadhi au kutumia taarifa zinazomtambulisha mtu binafsi, au ambapo taarifa zinatolewa, kwa mujibu wa Sehemu ya C. Haijumuishi vyanzo vya msingi vya marejeo na mashirika mengine yanayochukua hatua pekee kama vyanzo vya ufadhili vya Sehemu ya C (kama ilivyofafanuliwa katika 34 CFR § 303.403(c)).
<u>Examination of Records 34 CFR § 303.401</u>	<u>Uchunguzi wa Rekodi 34 CFR § 303.401</u>
In accordance with the Confidentiality of Information procedures outlined in this document, you must be given the opportunity to look at and review records relating to evaluations and assessments, screening, eligibility determinations, development and implementation of IFSPs, provision of early intervention services, individual complaints concerning your	Kwa mujibu wa taratibu za Usiri wa Taarifa zilizobainishwa katika hati hii, lazima upewe fursa ya kuangalia na kupitia rekodi zinazohusiana na tathmini na ukadiriaji, uchunguzi, maamuzi ya ustahiki, ukuaji na utekelezaji wa IFSP, utoaji wa huduma za mikakati ya mapema, malalamishi ya binafsi kuhusu mtoto wako, au sehemu

child, or any part of your child's early intervention record.	yoyote ya rekodi ya mikakati ya mapema ya mtoto wako.
Each Local Program must give you the opportunity to inspect and review, during business hours, any early intervention records relating to your child which are collected, maintained or used by KECDs under Part C. The Local Program must comply with a request without unnecessary delay (no more than ten (10) calendar days) and before any meeting, or hearing occurs, regarding identification, evaluation, placement, or provision of services for your child and family. The opportunity to inspect and review early intervention (KECDs) record(s) includes:	Lazima kila Programu ya Ndani ikupe fursa ya kuchunguza na kukagua, saa za kazi, rekodi yoyote ya mikakati ya mapema inayohusiana na mtoto wako inayokusanywa, kuhifadhiwa au kutumiwa na KECDs kwa mujibu wa Sehemu ya C. Lazima Programu ya Ndani itii ombi bila ucheleweshaji usiohitajika (si zaidi ya siku kumi (10) na kabla ya mkutano au usikilizaji wowote kufanyika, kuhusu utambulisho, tathmini, makao ya utunzaji, au utoaji wa huduma kwa mtoto na familia yako. Fursa ya kuchunguza na kukagua rekodi za mikakati ya mapema (KECDs) ni pamoja na:
Page 16	Page 16
• The right to a response from the local program to reasonable requests for explanations and interpretations of the early intervention record. • The right to request copies of the early intervention record. • The right to have someone who is representing you inspect and review the early intervention record with your written consent.	• Haki ya kupata majibu kutoka kwenye programu ya ndani kwa maombi yanayofaa kwa fafanuzi na fasiri za rekodi za mikakati ya mapema. • Haki ya kuomba nakala za rekodi ya mikakati ya mapema. • Haki ya kuwa na mtu anayekuwakilisha kuchunguza na kukagua rekodi ya mikakati ya mapema kwa idhini yako ya maandishi.
o A local program may presume that you have the authority to inspect and review records related to your child unless the program has been provided documentation that you do not have the authority under applicable Kansas law governing matters such as custody, foster care, guardianship, separation and divorce.	o Programu ya ndani inaweza kuchukulia kwamba una mamlaka ya kuchunguza na kukagua rekodi zinazohusiana na mtoto wako isipokuwa programu iwe imepewa maelezo yanayosema kwamba huna mamlaka kwa mujibu wa sheria ya Kansas iliyopo inayosimamia masuala kama vile ulinzi, malezi, utunzaji, kutengana na talaka.
Each local program shall keep a written record of parties obtaining access to early intervention records collected, maintained, or used under Part C (except	Kila programu ya ndani itahifadhi rekodi iliyoandikwa ya wahusika wanaopata idhini ya kufikia rekodi za mikakati ya mapema zilizokusanywa, kuhifadhiwa au kutumiwa

access by parents, authorized representatives, and employees and contractors of KECDS and local programs). This shall include:	kwa mujibu wa Sehemu ya C (isipokuwa ufikiaji wa wazazi, wawakilishi walioidhinishwa na waajiriwa na wakandarasi wa KECDS na programu za ndani). Hii itakuwa ni pamoja na:
• The name of the party, • The date access was given, and • The purpose for which the party is authorized to use the child's record.	• Jina la mhusika, • Tarehe ambayo ufikiaji uliidhinishwa na • Madhumuni ya mhusika kuidhinishwa kutumia rekodi ya mtoto.
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If any early intervention record includes information on more than one child, you may only inspect, review, or be informed of that specific information pertaining to you or your child. Each local program shall provide you, upon request, a list of the types and locations of early intervention records collected, maintained, or used by the local program.	Ikiwa rekodi yoyote ya mikakati ya mapema ni pamoja na taarifa kuhusu zaidi ya mtoto mmoja, unaweza tu kuchunguza, kukagua au kufahamishwa kuhusu taarifa hizo maalum kukuhusu wewe au mtoto wako. Kila programu ya ndani itakupa orodha ya aina na maeneo ya rekodi za mikakati ya mapema zilizokusanywa, kuhifadhiwa au kutumiwa na programu ya ndani unapoomba.
The local program may charge a fee for copies of records which are made for parents under Part C if the fee does not effectively prevent you from exercising your right to inspect and review those records. However, they may not charge a fee to search for or to retrieve information under Part C. You must be given copies of records, such as evaluations, assessments of child and family, and IFSPs at no charge as soon as possible after each IFSP meeting.	Programu ya ndani inaweza kutoza ada kwa nakala za rekodi ambazo zinapewa wazazi kwa mujibu wa Sehemu ya C ikiwa ada haikuzuii kutimiza haki yako ya kuchunguza na kukagua rekodi hizo. Hata hivyo, huenda kusiwe na ada ya kutafuta au kupata taarifa kwa mujibu wa Sehemu ya C. Lazima upewe nakala za rekodi, kama vile tathmini, ukadiriaji wa mtoto na familia na IFSP bila malipo haraka iwezekanavyo baada ya kila mkutano wa IFSP.
Amending Records 34 CFR § 303.410-412	Kurekebisha Rekodi 34 CFR § 303.410-412
If you believe that information in the KECDS early intervention records collected, maintained, or used by the Local Program under Part C is inaccurate or misleading, or violates the privacy or other rights of your child or family, you may	Ikiwa unaamini kwamba taarifa zilizo katika rekodi za mikakati ya mapema za KECDS zilizokusanywa, kuhifadhiwa au kutumiwa na Programu ya Ndani kwa mujibu wa Sehemu ya C si sahihi au zinapotosha, au zinakiuka faragha au haki nyingine za mtoto au familia yako, unaweza kuomba

request the local program to correct the information.	programu ya ndani kuzisahihisha taarifa hizo.
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The local program must decide whether to correct the information within a reasonable period of time after receiving the request. If the program refuses to correct the information as you request, you must be informed of the refusal in writing and be told of the right to a hearing.	Lazima programu ya ndani iamue ikiwa itasahihisha taarifa hizo ndani ya kipindi kinachofaa baada ya kupokea ombi. Ikiwa programu inakataa kusahihisha taarifa hizo kama unavyoomba, lazima ufahamishwe kuhusu sababu ya kukataa kwa njia ya maandishi na uambiwe kuhusu haki ya usikilizwaji.
The local program, on request, must provide an opportunity for a hearing to challenge information in early intervention records to ensure that it is accurate, not misleading, or otherwise in violation of the privacy or other rights of the child or parent(s).	Lazima programu ya ndani itoe fursa ya usikilizwaji ili kupinga taarifa zilizo katika rekodi za mikakati ya mapema unapooomba ili kuhakikisha kwamba ni sahihi, hazipotoshi, au vinginevyo hazikiuki faragha wala haki nyingine za mtoto au wazazi.
If, as a result of a hearing, the local program decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child or parent, the local program must amend the information accordingly and inform the parent in writing.	Ikiwa, kutokana na usikilizwaji, programu itaamua kwamba taarifa si sahihi, zinapotosha au vinginevyo zinakiuka faragha au haki nyingine za mtoto au mzazi, lazima programu ya ndani irekebishe taarifa ipasavyo na kumfahamisha mzazi kwa njia ya maandishi.
If, as a result of a hearing, the local program decides that the information is accurate, not misleading, or not in violation of the privacy or other rights of the child or parent, you must be informed of your parent's right to place a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the local program, in the early intervention record.	Ikiwa, kutokana na usikilizwaji, programu ya ndani itaamua kwamba taarifa ni sahihi, hazipotoshi wala kukiuka faragha au haki nyingine za mtoto au mzazi, lazima ufahamishwe kuhusu haki yako ya mzazi ya kutoa taarifa yenye maoni kuhusu taarifa au kutoa sababu yoyote ya kupinga uamuzi wa programu ya ndani, katika rekodi ya mikakati ya mapema.
Any explanation placed in the records of your child under these procedures must:	Ufafanuzi wowote uliowekwa katika rekodi za mtoto wako kwa mujibu wa taratibu hizi lazima:
• Be maintained by the local program as part of the early intervention records of your child as long as the record is maintained by such program. If the early intervention records of your child or the	• Udimishwe na programu ya ndani kama sehemu ya rekodi za mikakati ya mapema za mtoto wako mradi tu rekodi inadumishwa na programu hiyo. Ikiwa rekodi za mikakati ya mapema za mtoto

parts you disagree with are disclosed by the local program to any party, the explanation must also be disclosed to the party.	wako au sehemu unazopinga zilifichuliwa na programu ya ndani kwa mhusika yeyote, lazima ufafanuzi pia ufichuliwe kwa mhusika.
A hearing held under this section must be conducted according to the procedures under the Family Education Rights and Privacy Act (FERPA) regulations at 34 CFR § 99.22 and Kansas Administrative Regulations.	Usikilizwaji uliofanyika kwa mujibu wa sehemu hii lazima ufanywe kulingana na taratibu kwa mujibu wa kanuni za Sheria ya Haki za Elimu na Faragha ya Familia (FERPA) kwenye 34 CFR § 99.22 na Kansas Administrative Regulations.
Page 19	Page 19
Confidentiality 34 CFR § 303.401, 303.402	Usiri 34 CFR § 303.401, 303.402
Personally identifiable means the information including:	Kutambulisha mtu binafsi inamaanisha taarifa ikiwa ni pamoja na:
• The name of your child, parent or other family member. • The address of your child. • A personal identifier such as the child's or parents' social security number; and • A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.	• Jina la mtoto wako, mzazi, au mwanafamilia mwengine. • Anwani ya mtoto wako. • Kitambulisho cha binafsi kama vile nambari ya ruzuku ya serikali ya mtoto au wazazi; na • Orodha ya sifa za mtu au taarifa nyingine ambazo zitawezesha kumtambua mtoto kwa uhakika unaofaa.
Parental consent must be obtained before personally identifiable information is:	Lazima idhini ya mzazi ichukuliwe kabla ya taarifa zinazomtambulisha mtu binafsi:
• Disclosed to anyone other than authorized representatives, officials or employees of the local program in collecting, maintaining or using information under Part C, unless it is Part C information contained in the record and is authorized under FERPA (34 CFR § 99.31); and/or used for any purpose other than meeting a requirement under Part C.	• Hazijafichuliwa kwa mtu yeyote ambaye si wawakilishi walioidhinishwa, maafisa au waajiriwa wa programu ya ndani katika kukusanya, kudumisha au kutumia taarifa kwa mujibu wa Sehemu ya C, isipokuwa ni sehemu ya taarifa za Sehemu ya C zilizo katika rekodi na zimeidhinishwa kwa mujibu wa FERPA (34 CFR § 99.31); na/au zilizotumiwa kwa madhumuni yoyote ambayo si kukidhi mahitaji kwa mujibu wa Sehemu ya C.
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In accordance with CFR § 303.401 (d), the local program must share to the Local Educational Agency and the State	Kwa mujibu wa CFR § 303.401 (d), lazima programu ya ndani ishiriki kwa Shirika la Elimu la Ndani na Shirika la Elimu la Jimbo

Educational Agency the following: child's name, child's date of birth and parent contact information. This includes name, address and telephone number. The purpose of sharing is in order to meet the requirement to identify all potentially eligible children and does not require parental consent.	maelezo yafuatayo: jina la mtoto, tarehe ya mtoto ya kuzaliwa na maelezo ya mawasiliano ya mzazi. Hii ni pamoja na jina, anwani na nambari ya simu. Madhumuni ya kushiriki ni kwa ajili ya kukidhi mahitaji ili kutambua watoto wote wanaoweza kustahiki na hayahitaji idhini ya mzazi.
The following safeguards must be in place to ensure and protect confidentiality of records:	Lazima ulinzi ufuatao uwepo ili kuhakikisha na kulinda siri ya rekodi:
• Each local program must protect the confidentiality of personally identifiable information at collection, maintenance, use, storage, disclosure, or destruction stages. • The coordinator of each local program is the one responsible for ensuring the confidentiality of any personally identifiable information. • All persons collecting or using personally identifiable information must receive training or instruction regarding Kansas' Part C policies and procedures which comply with IDEA and FERPA (34 CFR § 99.3). • Each local program must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. • The local program must inform parents when personally identifiable information collected, maintained, or used under Part C is no longer needed to provide services to the child or family. • The information must be destroyed at the request of the parents. (Permanent records of your child's name, date of birth, parent	• Lazima kila programu ilinde siri ya taarifa zinazomtambulisha mtu binafsi kwenye hatua za ukusanyaji, udhumishaji, matumizi, uhifadhi, ufichuaji au uharibifu. • Mratibu wa kila programu ya ndani ndiye aliye na jukumu la kuhakikisha siri ya taarifa yoyote inayomtambulisha mtu binafsi. • Watu wote wanaokusanya au kutumia taarifa zinazomtambulisha mtu binafsi lazima wapate mafunzo au maagizo kuhusu sera na taratibu za Sehemu ya C za Kansas ambazo zinatii IDEA na FERPA (34 CFR § 99.3). • Kila programu ya ndani lazime idumishe orodha ya sasa ya majina na maelezo ya waajiriwa ambao wamo ndani ya shirika walio na idhini ya kufikia taarifa zinazomtambulisha mtu binafsi kwa ajili ya uchunguzi wa umma. • Lazima programu ya ndani iwafahamishe wazazi wakati taarifa zinazomtambulisha mtu binafsi zimekusanywa, kudumishwa au kutumiwa kwa mujibu wa Sehemu ya C hazihitajiki tena ili kutoa huduma kwa mtoto au familia. • Lazima taarifa ziharibiwe kwa ombi la wazazi. (Rekodi za kudumu zenye jina,

contact information, address, phone number, enrollment date and completion date, may be maintained without time limitations.) • Local programs must give notice to fully inform parents about confidentiality of personally identifiable information.	tarehe ya kuzaliwa ya mtoto wako, taarifa za mawasiliano ya mzazi, anwani, nambari ya simu, tarehe ya uandikishaji na tarehe ya kukamilisha, zinaweza kudumishwa bila vikomo vya muda.) • Lazima programu za ndani zitoie notisi ili kuwafahamisha wazazi kikamilifu kuhusu siri ya taarifa zinazomtambulisha mtu binafsi.
Page 21	Page 21
Dispute Resolution 34 CFR § 303.430	Suluhisho la Migororo 34 CFR § 303.430
Kansas Dispute Resolution Options	Machaguo ya Utatuzi wa Migogoro ya Kansas
We encourage you to resolve any disagreements with your local program staff. If you disagree with a local program on the identification, evaluation, placement of your child, or provision of appropriate early intervention services to your child or family, KDHE has procedures in place to address your concerns. These concerns may be addressed by:	Tunakuhimiza usuluhishe pingamizi yoyote na mfanyakazi wako wa programu ya ndani. Ikiwa hukubali programu ya ndani kuhusu utambulisho, tathmini, kumweka mtoto wako katika makao ya utunzaji, au utoaji wa huduma zinazofaa za mikakati ya mapema kwa mtoto au familia yako, KDHE ina taratibu za kushughulikia wasiwasi wako. Wasiwasi huu unaweza kuangaziwa kwa:
1. Informal Complaint: an informal way to address matters of concern that are resolved within 10 to 15 business days. 2. Formal Complaint: a formal, written complaint to KDHE which is resolved within 60 calendar days. 3. Mediation: a meeting with a neutral person (a mediator) to talk about the problem and try to produce a solution that is acceptable to both parties. 4. Due Process Hearing: a formal process with a neutral person (a hearing officer) who listens to the party filing the complaint and to the parties involved to	5. Malalamishi Yasiyo Rasmi: njia isiyo rasmi ya kuangazia masuala ya wasiwasi yanayosuluhishwa ndani ya siku 10 hadi 15 za kazi. 6. Malalamishi Rasmi: malalamishi rasmi yaliyoandikwa kwa KDHE ambayo yanasuluhishwa ndani ya siku 60. 7. Upatanishi: mkutano na mtu asiyeegemea upande wowote (mpatanishi) ili kuzungumza kuhusu tatizo na kujaribu kupata suluhisho linalokubalika kwa wahusika wote wawili. 8. Usikilizwaji wa Mchakato Unaofaa: mchakato rasmi na mtu asiyeegemea upande wowote (afisa wa usikilizaji)

decide who is right and how to resolve the problem.	anayesikiliza mhusika anayewasilisha malalamishi na kwa wahusika wanaohusika katika kuamua aliye sahihi na jinsi ya kutatua tatizo.
Forms may be accessed on KECDS website at kdhe.ks.gov/677 , requested by calling (785) 296-3319 or by emailing KDHE.KECDS@ks.gov . A request for mediation or due process may be requested at the same time that a formal complaint is made.	Fomu zinaweza kupatikana kwenye tovuti ya KECDS kwenye kdhe.ks.gov/677 , zilizoombwa kwa kupiga simu (785) 296-3319 au kwa kutuma barua KDHE.KECDS@ks.gov . Ombi la upatanishi au mchakato unaofaa linaweza kuombwa wakati mmoja na malalamishi rasmi yanapotolewa.
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Complaints 34 CFR § 303.433, 434	Malalamishi 34 CFR § 303.433, 434
An informal complaint is available by calling KDHE at (785) 296-3319.	Malalamishi rasmi yanapatikana kwa kupigia simu KDHE kwa nambari (785) 296-3319.
A formal complaint can be filed by an individual or organization, including those from another state. The complaint process includes submitting a written signed complaint against KDHE, KECDS, or any local program that is violating a requirement of the Part C program.	Malalamishi rasmi yanaweza kuwasilishwa na mtu au shirika, ikiwa ni pamoja na wale wanaotoka kwenye jimbo jingine. Ikiwa mchakato wa malalamishi ni pamoja na kuwasilisha malalamishi ya maandishi yaliyotiwa sahihi dhidi ya KDHE, KECDS, au programu yoyote ya ndani inayokiuka mahitaji ya programu ya Sehemu ya C.
The complaint must include:	Lazima malalamishi yawe pamoja na:
• A statement that a requirement of Part C has been violated by KECDS, a local program or a local provider. • A statement of the facts on which the complaint is based; and • The contact information and signature of the person filing the complaint.	• Taarifa kwamba mahitaji ya Sehemu ya C yamekiukwa na KECDS, programu ya ndani au mtoa huduma wa ndani. • Taarifa ya mambo ya uhalisia ambayo malalamishi yametokana nayo; na • Maelezo ya mawasiliano na sahihi ya mtu anayewasilisha malalamishi.
If alleging violations in respect to a specific child, the name and residence of that child, the name of the local program and the provider(s) serving the child, a description of the nature of the problem of the child, including facts relating to the	Ikiwa unadai ukiukaji kuhusiana na mtoto mahususi, jina na makazi ya mtoto huyo, jina la programu ya ndani na mtoa huduma anayemhudumia mtoto, maelezo ya hali ya tatizo la mtoto, ikiwa ni pamoja na mambo ya uhalisia yanayohusiana na tatizo la

problem of the child, and a proposed resolution to the extent known and available to the party at the time the complaint is filed, must be included in the complaint.	mtoto na suluhisho linalopendekezwa kwa kiasi kinachojulikana na kupatikana kwa mhusika wakati malalamishi yanapowasilishwa, lazima yajumuishwe katika malalamishi.
A copy of the complaint must be sent to the local program/provider(s) at the same time the complaint is filed with KDHE.	Nakala ya malalamishi lazima itumwe kwa programu/mtoa huduma wa ndani kwa wakati mmoja na malalamishi yanapowasilishwa kwa KDHE.
What happens after I file a formal complaint?	Je, ni nini kinachotokea baada ya kuwasilisha malalamishi rasmi?
Remember that continued communication between parents and professionals at all stages is important. It will help to ensure resolution of complaints in a satisfactory manner.	Kumbuka kwamba mawasiliano ya mara kwa mara kati ya wazazi na wataalamu kwenye hatua zote ni muhimu. Yatasaidia kuhakikisha suluhisho la malalamishi kwa njia ya kuridhisha.
• You will be sent information about your rights. • You will be informed of the next steps that need to be taken. • You will have a chance to have questions answered.	• Utatumiwa taarifa kuhusu haki zako. • Utafahamishwa kuhusu hatua zinazofuata zinazohitaji kuchukuliwa. • Utapata nafasi ya maswali kujibiwa.
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• The process will be monitored by Kansas Early Childhood Developmental Services. • Kansas Early Childhood Developmental Services will follow up after resolution has been reached to make sure that all agreements are fulfilled. • Your child will continue to receive services that are not in dispute.	• Mchakato utafuatiliwa na Kansas Early Childhood Developmental Services. • Kansas Early Childhood Developmental Services itafuatilia baada ya suluhisho kupatikana ili kuhakikisha kwamba makubaliano yote yanatimizwa. • Mtoto wako ataendelea kupokea huduma ambazo hazina pingamizi.
Formal complaints must be filed and received by KDHE within one (1) year of the alleged violation. Once KDHE has received the complaint, it has sixty (60) days to:	Lazima malalamishi rasmi yawasilishwe na kupokelewa na KDHE ndani ya mwaka mmoja (1) wa ukiukaji unaodaiwa. Pindi KDHE inapopokea malalamishi, ina siku sitini (60) za:
• Investigate the complaint, including conducting an independent, on-site investigation, if necessary.	• Kuchunguza malalamishi, ikiwa ni pamoja na kufanya uchunguzi wa kituoni ambao

• Allow the local program to respond to the complaint, including a proposal to resolve the complaint. • Make an independent determination as to whether or not a violation of a Part C requirement has occurred after reviewing all relevant information. • Issue a written decision to the complainant that addresses each allegation in the complaint and that contains the facts and conclusions as well as the reasons for the final decision.	ni huru, ikihitajika. • Kuruhusu programu ya ndani kujibu malalamishi ikiwa ni pamoja na pendekezo la kusuluhisha malalamishi. • Kufanya uamuzi huru wa ikiwa ukiukaji wa mahitaji ya Sehemu ya C yametokea au hayajatokea baada ya kukagua taarifa zote husika. • Kumpa mlalamishi uamuzi wa maandishi unaoangazia kila dai katika malalamishi na ulio na mambo ya uhalisia na mahitimisho na pia sababu za uamuzi huo wa mwisho.
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Timelines may be extended if there are exceptional circumstances with respect to a particular case or if the parties have agreed to extend the timelines to engage in mediation.	Muda unaweza kuongezwa ikiwa kuna hali za kipekee kuhusiana na kesi husika au ikiwa wahusika wamekubaliana kuongeza muda ili kushiriki katika mapatano.
Procedures for effective implementation of KDHE's final decision will include technical assistance activities, negotiations and corrective actions to achieve compliance.	Taratibu za utekelezaji bora wa uamuzi wa mwisho wa KDHE zitakuwa ni pamoja na shughuli za usaidizi wa kiufundi, makubaliano na hatua za urekebishaji ili kufanikisha utii.
The individual or organization filing the complaint has the opportunity to submit additional information, either orally or in writing, about the complaint. If the final decision indicates that appropriate services were not/are not being provided, KDHE must address:	Mtu au shirika linalowasilisha malalamishi lina fursa ya kuwasilisha taarifa za ziada, kwa njia ya mdomo au ya maandishi, kuhusu malalamishi. Ikiwa uamuzi wa mwisho unaonyesha kwamba huduma zinazofaa hazikutolewa/hazitolewi, lazima KDHE inangazie:
• How to correct the denial of those services including, as appropriate, the awarding of monetary reimbursement or other corrective action appropriate to the needs of the child and the child's family; and • Appropriate future provision of services for all infants and toddlers with disabilities and their families.	• Jinsi ya kusahihisha kunyimwa kwa huduma hizo ikiwa ni pamoja na, inavyofaa, utoaji wa fidia ya pesa au hatua nyingine ya urekebishaji inayofaa mahitaji ya mtoto na familia ya mtoto; na • Utoaji wa huduma zinazofaa za siku zijazo kwa watoto wachanga na wanaodema walio na ulemavu na familia zao.

If a formal written complaint is received that is also the subject of a due process hearing, or contains multiple issues, of which one or more are part of that hearing, KDHE must set aside any part of the complaint that is being addressed in the due process hearing until the conclusion of the hearing. Any issue in the complaint that is not a part of the due process action must be resolved within the 60 calendar day timeline using the complaint procedure described above.	Ikiwa malalamishi rasmi ya maandishi yanapokelewa ambapo pia yanazingatia usikilizwaji wa mchakato unaofaa, au yana matatizo mengi, ambayo moja au zaidi ni sehemu ya usikilizwaji huo, lazima KDHE iweke kando sehemu yoyote ya malalamishi yanayoangaziwa katika usikilizwaji wa mchakato unaofaa hadi hitimisho la usikilizwaji. Tatizo lolote lililo katika malalamishi ambalo si sehemu ya mchakato unaofaa lazima litatuliwe ndani ya siku 60 kwa kutumia utaratibu wa malalamishi ulioelezwa hapo juu.
Complaints that have already been decided in an impartial due process hearing involving the same parties cannot be considered under this procedure. KDHE must notify the complainant that the hearing decision is binding. Any complaint alleging that an agency failed to implement a due process hearing must be resolved by KDHE.	Malalamishi ambayo tayari yameamuliwa katika usikilizwaji wa mchakato unaofaa usiopendelea upande wowote unaohusisha wahusika walewale hauwezi kutiliwa maanani kwa mujibu wa utaratibu huu. Lazima KDHE imwarifu mlalamishi kwamba uamuzi wa usikilizwaji unabana kisheria. Malalamishi yoyote yanayodai kwamba shirika lilishindwa kutekeleza usikilizwaji wa mchakato unaofaa lazima yasuluhishwe na KDHE.
Any party aggrieved by the findings and decision issued by a due process hearing officer has a right to file a civil action in State or Federal Court.	Mhusika yeyote aliyedhulumiwa na maamuzi haya yaliyotolewa na afisa wa usikilizaji wa mchakato unaofaa ana haki ya kuwasilisha hatua ya umma katika Mahakama ya Jimbo au Serikali Kuu.
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Mediation 34 CFR § 303.431	Mapatano 34 CFR § 303.431
Mediation is a meeting designed to provide an opportunity to resolve a disagreement regarding Part C services and is voluntary on the part of both parties. Mediation can be requested by either individuals or organizations by submitting the form at the end of this section.	Mapatano ni mkutano uliokusudiwa kutoa fursa ya kusuluhisha pinganmizi kuhusu huduma za Sehemu ya C na ni wa hiari kwa upande wa wahusika wote wawili. Mapatano yanaweza kuombwa na mtu au shirika lolote kwa kuwasilisha fomu mwishoni mwa sehemu hii.
Mediation involves a meeting with a neutral person (a mediator) to talk about the issues and produce a solution that is acceptable to all parties. The mediator is:	Mapatano yanahusisha mkutano na mtu asiyeegemea upande wowote (mpatanishi) ili kuzungumza kuhusu matatizo na kupata

	suluhisho linalokubalika kwa wahusika wote. Mpatanishi ni: • Mtu asiyeegemea upande wowote, kunaamisha kwamba si mwajiriwa wa shirika linalotoa huduma kwa mtoto na hana nia nyingine za binafsi wala kitaalamu zinazoweza kukinzana na shabaha yake. (Mtu ambaye ana sifa za kuwa mpatanishi hachukuliwi kuwa mwajiriwa pekee kwa sababu analipwa ili kutumika kama mpatanishi.) • Mtu aliye na sifa zinazofaa ambaye amepata mafunzo ya mbinu za mapatano. • Aliye na maarifa ya sheria na kanuni zinazohusiana na utoaji wa huduma za mikakati ya mapema. • Anapewa jukumu kwa msingi wa kubahatisha, wa zamu au msingi mwingine usio wa kuegemea upande wowote. • Mapatano yataratibu mkutano ndani ya siku saba (7) baada ya kupokea ombi (lililotumwa kwa KECDS huko KDHE) lenye makubaliano ya maandishi yanayotolewa ndani ya siku thelathini (30) baada ya kupokea ombi. (Ikiwa usikilizwaji wa mchakato unaofaa unaendelea, muda wa kukamilisha mapatano utakuwa siku 15 ili kuruhusu muda wa kutosha kwa ajili ya usikilizwaji kutimiza muda unaohitajika). Muda unaweza kuongezwa baada ya makubaliano na wahusika wote wawili.
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Other things to remember about mediation:	Mambo mengine ya kukumbuka kuhusu mapatano:
• Is voluntary and must be agreed upon by both parties. • It does not interrupt (delay or deny) any of your services or rights in the program	• Ni ya hiari na lazima wahusika wote wawili wakubaliane. • Hausimamishi (kuchelewesha au kunyima) huduma au haki yako yoyote

including your right to a due process hearing. • Will be paid for by KDHE. • Will be held at a location that is convenient to both parties.	katika programu ikiwa ni pamoja na haki ya usikilizwaji wa mchakato unaofaa. • Yatalipwa na KDHE. • Yatafanywa kwenye eneo ambalo ni karibu na wahusika wote wawili.
Discussions that occur during the mediation process must be confidential and may not be used as evidence in any subsequent impartial due process hearings or civil proceedings. The parties will be allowed to sign a confidentiality pledge prior to beginning the process.	Majadiliano yanayotokea wakati wa mchakato wa mapatano lazima yawe ya siri na yasitumiwe kama ushahidi katika usikilizwaji wowote unaofuata wa mchakato unaofaa usioegemea upande wowote au kesi za kiraia. Wahusika wataruhusiwa ili kutia sahihi ahadi ya usiri kabla ya kuanza mchakato.
At the conclusion of the mediation process, both parties must sign a mediation agreement and are given a copy of the written agreement (or disagreement) that resulted from the mediation process. Any signed agreement is legally binding and enforceable in any State court of competent jurisdiction or in a district court of the United States 34 CFR § 303.431 (b) (6).	Wakati wa hitimisho la mchakato wa mapatano, lazima wahusika wote wawili watie sahihi makubaliano ya mapatano na wanapewa nakala ya makubaliano yaliyoandikwa (au pingamizi) yaliyotokana na mchakato wa mapatano. Makubaliano yoyote yaliyotiwa sahihi yanabana kisheria na kutekelezwa katika mahakama yoyote ya Jimbo yenye mamlaka au katika mahakama ya wilaya ya Marekani 34 CFR § 303.431 (b) (6).
Mediation does not restrict you from requesting a due process hearing. You may request both mediation and a due process hearing at the same time.	Mapatano hayakuwekei vikwazo vya kuomba usikilizwaji wa mchakato unaofaa. Unaweza kuomba mapatano na usikilizwaji wa mchakato unaofaa kwa wakati mmoja.
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Due Process 34 CFR § 303.435-438	Mchakato Unaofaa 34 CFR § 303.435-438
An impartial due process hearing is a formal procedure conducted by an impartial hearing officer and is an option for families seeking to file a complaint regarding the decision of a local provider or KDHE to initiate, or change the identification, evaluation, or placement of an infant or toddler, or a change in services for that infant or toddler.	Usikilizwaji wa mchakato unaofaa usioegemea upande wowote ni utaratibu rasmi unaoendeshwa na afisa wa usikilizwaji kesi asiyeegemea upande wowote na ni chaguo kwa familia zinazotaka kuwasilisha malalamishi kuhusu uamuzi wa mtoa huduma wa ndani au KDHE ili kuanzisha, au kubadilishaa utambulisho, tathmini, au kumhamishia mtoto kwenye makao ya utunzaji, au

	kumbadilishia huduma mtoto huyo mchanga au anayedema.
Families seeking a due process hearing may submit a request by using the forms available on our website at kdhe.ks.gov/677 , requested by calling (785) 296-3319 or by emailing KDHE.KECDS@ks.gov . The request must be mailed to:	Familia zinazotaka usikilizwaji wa mchakato unaofaa zinaweza kuwasilisha ombi kwa kutumia fomu zilizopo kwenye tovuti yetu katika kdhe.ks.gov/677 , zilizombwa kwa kupiga simu (785) 296-3319 au kwa kutuma barua pepe KDHE.KECDS@ks.gov . Lazima ombi litumwe kwa:
Attn: Part C Coordinator Kansas Early Childhood Developmental Services 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274	Attn: Part C Coordinator Kansas Early Childhood Developmental Services 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274
The impartial due process hearing must be completed, and a written decision made, within thirty (30) calendar days' of KDHE'S receipt of the request. (Mediation, if attempted, must occur within the same 30 days.)	Lazima usikilizwaji wa mchakato unaofaa usioegemea upande wowote ukamilishwe na uamuzi wa maandishi kutolewa ndani ya siku thelathini (30) za KDHE kupokea ombi. (Ikiwa umejaribu mapatano, lazima yatokee ndani ya siku zilezile 30.)
Impartial hearing officers are appointed to conduct due process hearings. Hearing officers must have knowledge about the provisions of Part C and the needs of early intervention services available for infants and toddlers and their families. Hearing officers shall not:	Maafisa wa usikilizwaji asiyeegemea upande wowote wanateuliwa ili kuendesha usikilizwaji wa mchakato unaofaa. Lazima maafisa wa usikilizwaji wawe na maaarifa kuhusu vipengele vya Sehemu ya C na mahitaji ya huduma za mikakati ya mapema yapatikane kwa watoto wachanga na wanaodema na familia zao. Maafisa wa usikilizwaji:
• Be an employee of, or entity involved in the provision of early intervention services or care of the child. • Be an employee of KDHE because the person is paid by the agency to implement the complaint resolution process.	• Hatakuwa mwajiriwa, au shirika linalohusika katika utoaji wa huduma za mikakati ya mapema wala kumtunza mtoto. • Hatakuwa mwajiriwa wa KDHE kwa sababu mtu analipwa na shirika ili kutekeleza mchakato wa suluhisho la malalamishi.
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• Hold a personal or professional interest that would conflict with their objectivity in implementing the process.	• Hatakuwa na nia ya binafsi wala ya taaluma inayoweza kukinzana na shabaha yake ya kutekeleza mchakato.

Hearing officers perform the following duties:	Maafisa wa usikilizwaji wanatekeleza majukumu yafuatayo:
• Listen to the presentation of relevant viewpoints about the due process complaint, examine all information relevant to the issues and seek to reach a timely resolution of the due process complaint; and • Provide a record of the proceedings at the cost of the state, including a written decision.	• Kusikiliza uwasilishaji wa maoni muhimu kuhusu malalamishi ya mchakato unaofaa, kuchunguza taarifa muhimu kwa matatizo na kutaka kupata suluhisho la mapema la malalamishi ya mchakato unaofaa; na • Kutoa rekodi ya kesi kwa gharama ya jimbo, ikiwa ni pamoja na uamuzi wa maandishi.
Under Part C, you are given the rights listed below in any impartial due process hearing carried out under these procedures:	Kwa mujibu wa Sehemu ya C, unapewa haki zilizoordheshwa hapa chini katika usikilizwaji wowote wa mchakato unaofaa usioegemea upande wowote unaoendeshwa kwa mujibu wa taratibu hizi:
• To be accompanied and advised by counsel and by individuals with special knowledge or training about early intervention services. • To present evidence and confront, cross examine and to compel (require) the attendance of witnesses. • To prohibit the introduction of any evidence at the hearing that has not been disclosed to you at least five (5) calendar days before the hearing. • To obtain a written or electronic word by word transcription of the hearing at no cost to you; and • To receive a written copy of the findings of fact and decisions also at no cost to you.	• Kuandamana na kushauriwa na baraza na watu binafsi walio na maarifa au mafunzo maalum kuhusu huduma za mikakati ya mapema. • Kutoa ushahidi na kukabili, kuhoji na kushurutisha (kuhitaji) mahudhurio ya mashahidi. • Kupiga marufuku uletaji wa ushahidi wowote kwenye kesi ambao hujapewa siku zisizopungua tano (5) kabla ya kesi. • Kupata unukuzi wa neno kwa neno katika maandishi au elektroniki wa kesi bila malipo kwako; na • Kupokea nakala ya maandishi ya matokeo ya ukweli na maamuzi pia bila malipo kwako.
The due process hearing (or any related activities) described in these procedures must be carried out at a time and place that is reasonably convenient to you. No later than thirty (30) calendar days after	Usikilizwaji wa mchakato unaofaa (au shughuli yoyote husika) ulioelezwa katika taratibu hizi lazima ufanywe wakati na mahali panapokufaa. Si baada ya siku thelathini (30) baada ya KDHE kupokea

KDHE receives your complaint. The due process hearing must be completed, and a written decision must be mailed to each of the parties. At the request of either party, a hearing officer may grant specific extensions beyond the thirty (30) day timeline. Any party not satisfied with the findings and decision of the due process hearing has the right to bring a civil action in state or federal court.	malalamishi yako. Lazima usikilizwaji wa mchakato unaofaa ukamilishwe na lazima uamuzi wa maandishi utumwe kwa kila mhusika. Kwa ombi la mhusika yeyote, afisa wa usikilizwaji anaweza kutoa nyongeza ya muda mahususi zaidi ya siku thelathini (30). Mhusika yeyote aliyedhulumiwa matokeo na maamuzi ya usikilizaji wa mchakato unaofaa ana haki ya kuwasilisha hatua ya umma katika mahakama ya serikali kuu.
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During the time period of any proceeding involving a complaint, unless the Local Program and you otherwise agree, your child and family will continue to receive the early intervention services consented to on the IFSP.	Wakati wa kipindi cha kesi yoyote inayohusisha malalamishi, isipokuwa wewe na Programu ya Ndani mkubaliane vinginevyo, mtoto na familia yako wataendelea kupokea huduma za mikakati ya mapema zilizokubaliwa kwenye IFSP.
If the complaint involves an application for initial services, your child and family must be provided those services that are not in dispute.	Ikiwa malalamishi yanahusisha ombi la huduma za mwanzo, lazima mtoto na familia yako wapewe huduma hizo ambazo hazina pingamizi.
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If you need more information about your rights (procedural safeguards) contact your local Coordinator or Kansas Early Childhood Developmental Services.	Ikiwa unahitaji maelezo zaidi kuhusu haki zako (ulinzi wa haki) wasiliana na Mratibu wako wa ndani au Kansas Early Childhood Developmental Services.
For more information, or to file an informal complaint, formal complaint or request mediation: Kansas Early Childhood Developmental Services (KECDS) Kansas Department of Health and Environment 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274 Phone – (785) 296-3319 FAX – (785) 559-4239 KDHE.KECDS@ks.gov Parent Helpline – 1-800-CHILDREN	Kwa maelezo zaidi, au kuwasilisha malalamishi yasiyo rasmi, malalamishi rasmi au kuomba mapatano: Kansas Early Childhood Developmental Services (KECDS) Kansas Department of Health and Environment 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274 Simu – (785) 296-3319 FAKSI – (785) 559-4239 KDHE.KECDS@ks.gov

	Simu ya Usaidizi kwa Mzazi – 1-800-CHILDREN
Advocacy Resource at: Families Together, Inc. Parent Training and Information Center(PTI): Topeka (800) 264-6343 Wichita (888) 815-6364 Garden City (888) 820-6364 famieliestogetherinc.org/	Huduma za Utetezi kwenye: Families Together, Inc. Kituo cha Mafunzo na Taarifa kwa Wazazi (Parent Training and Information Center, PTI) Topeka (800) 264-6343 Wichita (888) 815-6364 Garden City (888) 820-6364 famieliestogetherinc.org/
Due Process Hearing request must be sent to: Attn: Part C Coordinator KDHE-Kansas Early Childhood Developmental Services 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274	Lazima ombi la Usikilizwaji wa Mchakato Unaofaa litimwe kwa: Attn: Part C Coordinator KDHE-Kansas Early Childhood Developmental Services 1000 SW Jackson, Suite 220 Topeka, Kansas 66612-1274