

## Welcome to the Procedure Manual Webinar on Transition!

- ▶ The webinar will begin at 1:00 PM CST.
- ▶ There will be minimal audio before the webinar begins.
- ▶ Please run the audio setup wizard to make sure your speakers work.
  - ▶ You will not need to test your microphone! (Skip microphone setup)

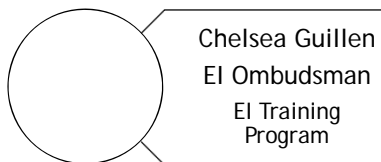


## Procedure Manual Webinar: Transition

Early Intervention Training Program  
October 2015

**EITP**  
webinars

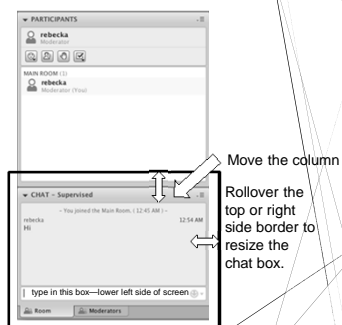
## Today's Presenter



## Today's Moderators

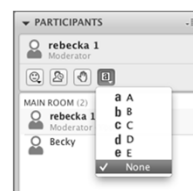


## Chat



## What color are your eyes?

- A. Blue
- B. Green
- C. Brown
- D. Hazel
- E. Gray



## Post Session Survey & Certificate

### Post Webinar Survey

CFC Managers will provide list of participants to EITP at conclusion of webinars

Certificate will be sent within 5 business days after webinar

## Agenda

- ▶ Review of Procedure Manual
- ▶ Tips for supporting families through successful transitions
- ▶ Questions/ Support Needs

## Primary Goals of Transition

- ✓ To ensure **continuity** of services
- ✓ To **minimize** disruption to the family system
- ✓ To promote child functioning in the natural environment or the **least restrictive environment**

Adapted from M. Wolery in DEC Recommended Practices: Indicators of Quality in Programs for Infants and Young Children with Special Needs and Their Families (1993)

## Primary Goal of Transition

- ▶ Ensure continuity of services between EI and Part B Preschool or other appropriate services
  - ▶ Planning begins up to 9 months and at least 6 months before exit



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- ▶ Ensure continuity of services between EI and Part B Preschool or other appropriate services
  - ▶ Planning begins up to 9 months and at least 6 months before exit
  - ▶ Continuous services does not equal the same services
  - ▶ Similarities and differences between EI and special education



### Discuss Transition Early & Often

- ▶ Service Coordinators discuss transition at every IFSP meeting



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- ▶ Respond to family's questions & identify supports



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- ▶ Service Coordinators discuss transition at every IFSP meeting
- ▶ Ensure that family is prepared for transition decisions
- ▶ Plan for other options if needed/desired
- ▶ Respond to family's questions & identify supports
- ▶ Formal discussions begin at the IFSP closest to the child's 2<sup>nd</sup> birthday and at least 6 months prior to the child's third birthday

### Early Intervention Responsibilities

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- ▶ Help families learn about their child's strengths/needs and strategies
- ▶ Learn how transition is handled in the communities they serve
- ▶ Help families understand differences with service delivery
- ▶ Learn about Part B programs and other community resources

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- Share information with LEA
- Obtain consent to release info

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- Obtain consent to release info
- Participate in exit IFSP meeting

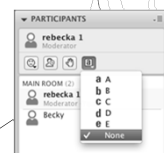
### Early Intervention Responsibilities

- Share information with LEA
  - Obtain consent to release info
- Participate in exit IFSP meeting
- Attend IEP meeting upon request/invitation
  - Family support, not “advocate”
  - Refer family to advocacy resources if needed

### Audience Poll

Early intervention services are identical to early childhood special education services

- A. True
- B. False



### School District (LEA) Responsibilities



- ▶ **Participate in all aspects of transition planning**

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- ▶ **Attend local early intervention/community meetings**
- ▶ **Participate in transition planning conference**
- ▶ **Determine eligibility with IEP in place before child's third birthday**

## Check for Understanding



## Transition

- ▶ A "toddler that may be eligible for preschool services under Part B" is any toddler in EI at 27 months of age that has not yet achieved his/her IFSP outcomes.



## EI to Early Childhood Special Education Transition List: "27-Month List"

Information provided to the LEA:

- ▶ EI Number
- ▶ CFC ID
- ▶ Child Name
- ▶ Date of Birth
- ▶ Parent/Guardian name
- ▶ Address
- ▶ Phone

*\*LEAs may contact CFCs to verify this information.*

## Transition

- ▶ A "toddler that may be eligible for preschool services under Part B" is any toddler in EI at 27 months of age that has not yet achieved his/her IFSP outcomes.
- ▶ At least six months prior to the child's third birthday, the SC will talk with the child's family about transition. If the toddler may be eligible, the SC (with consent), will transmit a transition packet to the LEA or other relevant agency to ensure continuity of services.

## Transition

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- ▶ At least six months prior to the child's third birthday, the SC will talk with the child's family about transition. If a toddler may be eligible for Part B, the SC, with parental consent, will transmit additional information to the local educational agency (LEA) or other relevant agency to ensure continuity of services.
- ▶ Update PA34 as needed during transition.

## Parent Options



- ▶ Parent may refuse the referral to the school
- ▶ Parent may change mind at anytime
- ▶ Service coordinators may request early interventionists' help with transition planning

**Planning 6 months in advance is necessary to ensure a smooth & effective transition**

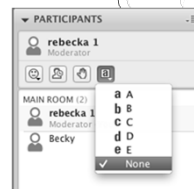
### Transition- Parental Consent

- ▶ If the parent consents, obtain written consent on the *Consent to Release of Information* form to make transition referrals and share information with the LEA and/or other community program(s).

### Audience Poll

- ▶ Parental consent is required to share anything beyond child find information with the school district (LEA)

- A. True
- B. False



### Transition- Parental Consent

- ▶ If the parent consents to transition, obtain written consent on the *Consent to Release of Information* form to make transition referrals and share information from the child's CFC permanent record with the LEA and/or other community program(s).

**NOTE:** The end date on the consent form to make referrals and share information for transition purposes should be three months past the child's birthday. If a child's case is closed prior to the child's third birthday, the consent to make referrals and share information for transition purposes is still valid until the end date identified on the form.

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- ▶ If the toddler may be eligible and the parent(s) provides consent, complete the CFC section of the *Early Intervention to Early Childhood Tracking* form.
  - ▶ Send the form and referral packet to the LEA.
  - ▶ Send a copy of *Educational Rights and Responsibilities: Understanding Special Education In Illinois*.

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- ▶ If the toddler may be eligible for Part B and the parent(s) provides consent for a referral to the LEA, complete the CFC section of the *Early Intervention to Early Childhood Tracking* Form.
  - ▶ Send the form and referral packet to the LEA.
  - ▶ Send a copy of *Educational Rights and Responsibilities: Understanding Special Education In Illinois*.
- ▶ If a child whose parent(s) provided consent exits prior to age 3, notify the LEA prior to closing the child's case if a transition referral has already been made

### Transition- Parental Consent

- ▶ If the toddler may be eligible for Part B but the parent(s) declines a referral to the LEA, document in Case Notes and update the Cornerstone PA34 appropriately.

### Special timelines- Referred 46 to 90 days before 3<sup>rd</sup> birthday

- ▶ When a child who is referred for EI services more than 45 days but less than 90 days before his/her third birthday may be eligible for Part B services, the CFC must ensure the following steps are taken:
- ▶ Within the required timelines:
  - ▶ Initial evaluations
  - ▶ Initial assessments
  - ▶ Initial IFSP team meeting
  - ▶ Initiation of services

### Referred 46 to 90 days before 3<sup>rd</sup> birthday

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- ▶ If the family consents to transition:
  - ▶ Be sure to begin the transition process as soon as possible after determining the child's eligibility.
  - ▶ Complete the appropriate section of the Early Intervention to Early Childhood Tracking Form and forward it to the LEA.
  - ▶ Update Cornerstone PA34 appropriately.

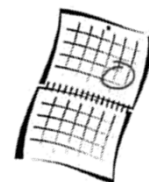
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  - ▶ Be sure to begin the transition process as soon as possible after determining the child's eligibility.
  - ▶ Complete the appropriate section of the Early Intervention to Early Childhood Tracking form and forward it to the LEA.
  - ▶ Update Cornerstone PA34 appropriately.

**NOTE:** A transition planning conference is recommended but not required, all other transition steps must be followed.

### Special timeline: Referred 45 days or less before 3<sup>rd</sup> birthday

- ▶ When a child is referred less than 45 days before his/her third birthday:
  - ▶ Explain to the family that Initial evaluations/assessments and the initial IFSP team meeting are not required due to system timelines
  - ▶ Explain the potential benefits and challenges of pursuing EI services so the parent can make an informed decision about next steps



### Referred 45 days or less before 3<sup>rd</sup> birthday

If the child may be eligible for Part B, with written consent, refer the child to the LEA, notify the EI Data Manager, and complete the following:

- 1) Provide the parent with LEA contact information in order for parent to directly request evaluation from Part B;
- 2) Have the parent sign the *Consent for Release of Information* form to allow releasing information to both the LEA and the SEA;
- 3) Complete the *Early Intervention to Early Childhood Tracking Form*;
- 4) Send a copy of the tracking form to the LEA; and
- 5) If parental consent has been obtained using *Consent to Use Personally Identifiable Information (PII) & Bill Public Benefits* form, update Cornerstone PA34 appropriately and complete Cornerstone Case Notes.

### Transition Notification

- ▶ At least 90 days before the child's third birthday, transition notification is sent by DHS to ISBE and by ISBE to the LEA where the child resides.

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- ▶ At least 90 days before the child's third birthday, transition notification is sent by DHS to ISBE and by ISBE to the LEA where the child resides.
- ▶ Transition notification includes:
  - 1) the child's name,
  - 2) date of birth, and
  - 3) parent contact information (including parent's names, addresses and telephone numbers).

### Transition Notification- special timelines

- ▶ For a child who is referred for EI services more than 45 but less than 90 days before his/her third birthday that may be eligible for Part B, transition notification will be sent by DHS as soon as possible after the child's eligibility is determined.

### Transition Notification- special timelines

- ▶ For a child who is referred for EI services more than 45 but less than 90 days before his/her third birthday that may be eligible for Part B, transition notification will be sent by DHS as soon as possible after the child's eligibility is determined.
- ▶ When a child referred for EI services fewer than 45 days before his/her third birthday may be eligible for services under Part B, with consent, notify the LEA and the EI Data Manager (who will notify ISBE).

### Transition Notification

Document Exceptional Family Circumstance (a situation beyond the family's control) and lack of parent consent for Transition Planning Conference with appropriate delay code.



### Check for Understanding



### Transition Plan

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  - ▶ This IFSP team meeting must be held not fewer than 90 days and not more than 9 months before the toddler's third birthday.

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- ▶ This IFSP team meeting must be held not fewer than 90 days and not more than 9 months before the toddler's third birthday.
- ▶ The transition plan must be in the IFSPs of all children exiting the EI program at least 90 days before their third birthday.

### Transition Plan

- ▶ The transition plan should identify the steps to be taken and any services to be provided to support a smooth transition including:
  - ▶ Discussions/training regarding future placements;
  - ▶ Procedures to prepare the child for adjusting to, and functioning in, a new service setting;
  - ▶ Confirmation that child find information about the child has been transmitted by the Department to the LEA;
  - ▶ Confirmation that additional information (transition packet) needed by the LEA to ensure continuity of services has been sent; and
  - ▶ Identification of transition services and other activities that the IFSP team determines are necessary

### Transition Planning Conference

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- ▶ With family consent, a transition planning conference is convened to discuss any services the toddler may receive under Part B.
- ▶ The transition planning conference and the IFSP meeting to develop the Transition Plan may be combined. If within 120 days of the toddler's third birthday, the team can discuss and document progress towards IFSP outcomes and Child Outcomes.

## Transition Planning Conference

At the transition planning conference, ensure the following activities occur:

- 1) Provide parents with information about preschool services under Part B including:
  - ▶ A description of Part B eligibility definitions;
  - ▶ State timelines and processes for consenting to an evaluation and conducting eligibility determinations under Part B; and
  - ▶ The availability of special education and related services.
- 2) Record the meeting in Cornerstone Case Notes as well as in the necessary fields on the PA34.
- 3) Participation by the LEA. Document in case notes your efforts to obtain LEA participation. Whether the LEA participates or not, the conference must occur.

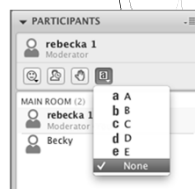
## What could be done during TPC?

- ✓ Review services and progress in EI
- ✓ Describe School District evaluation process and services
- ✓ Review registration/enrollment procedures
- ✓ Check for understanding
- ✓ Review timeline
- ✓ Write a Transition plan

## Audience Poll

▶ How have you learned about Part B services?

- A. Transition training
- B. Attending transition/IEP meetings
- C. Parent liaison/Other SCs
- D. All of the above
- E. None of the above- other (use chat box to share other strategies)



## Eligibility for Part B

- Determined by Local Education Agency (LEA)
- Must be determined prior to third birthday

## Key Differences

### Part C (EI):

- ▶ Birth to 3
- ▶ Eligibility based on
  - ▶ 30% delay
  - ▶ Medical Diagnosis from the approved EI list
  - ▶ At Risk (based on specific criteria)
- ▶ Provided in natural environment
- ▶ Developmental focus
- ▶ Individualized Family Service Plan
- ▶ Family-directed functional outcomes and strategies

### Part B Preschool:

- ▶ 3 to 22
- ▶ Eligibility based on
  - ▶ 14 categories of eligibility
  - ▶ Including Developmental Delay (through age 9)
  - ▶ At risk NOT a category or reason for eligibility
- ▶ Provided in least restrictive environment
- ▶ Educational focus
- ▶ Individualized Education Program (IEP)
- ▶ Team developed goals and objectives



## Requirements for Transition Plan Meeting and Transition Planning Conference

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- ▶ The contents of the transition plan must be fully explained to the parents.

### Meeting Participants

- ▶ The IFSP meeting to develop the transition plan must include the following participants:
  - ▶ the parent or parents of the child,
  - ▶ other family members as requested by the parent if feasible to do so,
  - ▶ an advocate or person outside the family if the family requests that person participates,
  - ▶ the service coordinator,
  - ▶ persons directly involved in conducting evaluations and assessments, and
  - ▶ persons who will be providing EI services to the child or family.

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  - ▶ the service coordinator,
  - ▶ persons directly involved in conducting evaluations and assessments, and
  - ▶ persons who will be providing EI services to the child or family.

If a person directly involved in conducting evaluations/assessments is unable to attend the meeting, arrangements must be made for the person's involvement through one of the following: telephone conference or have a knowledgeable equally qualified provider attend the meeting.

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  - ▶ the service coordinator,
  - ▶ persons directly involved in conducting evaluations and assessments, and
  - ▶ persons who will be providing EI services to the child or family.
- ▶ The transition conference should include the same people as well as a LEA representative.

### Not Participating in Part B

- ▶ If the child is not potentially eligible for, or if the family declines transition to, Part B, the service coordinator shall, with consent, make reasonable efforts to convene a conference with the appropriate parties to discuss other services that the child may receive.



### Private Preschool

- ▶ Families may choose to enroll their child in private preschool (sometimes in addition to related services)
- ▶ Planning in advance is imperative
- ▶ Early interventionists may help families research and plan for this option

### At Risk & Head Start



- ▶ Some districts offer Pre-Kindergarten At Risk classes
  - ▶ Grant funded
  - ▶ Specific eligibility criteria
- ▶ Head Start can be an option but not available in all communities
- ▶ Early interventionists can help families plan if they are aware of the local resources

### Private Therapy

- Some families seek private therapy in addition to special education services
- Special education focuses on educational needs
- Family priorities may be beyond educational needs
- Advanced planning for this option is important



### Community Resources



- ▶ Park district or community preschool
- ▶ Early interventionists are key supports for exploring this option
- ▶ **Sometimes no additional services are needed**
  - ▶ Families can contact the school for screening at anytime

### Check for Understanding



### Transition Activities

If the *Early Intervention to Early Childhood Tracking* form hasn't been sent to the LEA with the referral packet, complete the CFC portion, make a copy to give to the CFC Program Manager or designated staff and send to the LEA.

Early Intervention to Early Childhood Tracking Form			
Section I: To be completed by the CFC for each child, whom the parent has given consent, and forwarded to LEA.			
School District Name: _____	Parent/Guardian Name: _____	Date EI to EC Tracking Form sent to LEA: ____/____/____	Phone #: ____/____/____
Child's Name: _____	Child's DOB: ____/____/____	Child's EI #: _____	CFC #: _____
Address: _____	City: _____	State: _____	Zip Code: _____
Service Coordinator Name: _____	Phone #: _____	Fax #: _____	
Date Transition Packet sent to LEA: ____/____/____	Date LEA / EI Transition Planning Conference held: ____/____/____		
Section I Completed By: _____	Title: _____	Service Coordinator: _____	Phone #: _____
Section II: To be completed by the LEA/School District, then returned/forwarded to the CFC.			
Referred by CFC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tracking form received by LEA from CFC: ____/____/____	If Yes: _____	If No: Date LEA initiated tracking form: ____/____/____
Child found eligible for Special Education: <input type="checkbox"/> OR	Parent No Show <input type="checkbox"/> or	Parent No Show <input type="checkbox"/> or	Unable to Contact <input type="checkbox"/>
Date child found eligible for Special Education: ____/____/____	If No Show or Unable to Contact, list attempts: _____		
If EP Services did not start on child's third birthday, list why: _____			
EP Services Start Date: ____/____/____			

### Transition Activities

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- ▶ When the *Early Intervention to Early Childhood Tracking Form* is returned from the LEA, enter the information into the PA34 and file a copy in the child's permanent record.

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- ▶ When the *Early Intervention to Early Childhood Tracking Form* is returned from the LEA, enter the information into the PA34 and file a copy in the child's permanent record.
- ▶ If the form is not returned within 20 days after the child's third birthday, the CFC should call the LEA representative to determine the status of the form and document the call.

### Transition Activities

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- ▶ When the *Early Intervention to Early Childhood Tracking Form* is returned from the LEA, enter the information into the PA34 and file a copy in the child's permanent record.
- ▶ If the form is not returned within 20 days after the child's third birthday, the CFC should call the LEA representative to determine the status of the form and document the call.
- ▶ On the child's 3rd birthday, or as soon after as possible, ensure all appropriate case closure activities are completed.

### Tips for Helping Families

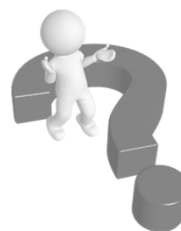
- ▶ Obtain consent
  - ▶ Work together to understand family concerns if they decline a referral to the school district
- ▶ Take a field trip to the school and/or community programs
- ▶ Understand parent rights
- ▶ Attend transition training
- ▶ Maintain a positive attitude



### Additional Resources

- ▶ National Dissemination Center for Children with Disabilities (NICHCY)
  - ▶ <http://www.nichcy.org/FamiliesAndCommunity/Pages/Default.aspx>
- ▶ PACER Center
  - ▶ <http://www.pacer.org/>
- ▶ On the Same Team
  - ▶ <http://www.onthesameteam.org/>
- ▶ National Association for the Education of Young Children (NAEYC)
  - ▶ <http://www.naeyc.org/families>
- ▶ National Early Childhood Transition Center (NECTC)
  - ▶ <http://www.hdi.uky.edu/SF/NECTC/Home.aspx>
  - ▶ [Transition Tool Kit](#)

### Questions/support needs



Post Session Survey &  
Certificate

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**Post Webinar Survey**

<https://www.surveymonkey.com/r/CFCwebinarTransition>

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Survey link will be emailed to all  
managers AFTER the webinar

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Survey will close at midnight on  
Sunday

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Certificate will be sent within 5  
business days after webinar



Chelsea Guillen: [cguillen@illinois.edu](mailto:cguillen@illinois.edu)

