



**Conducting and Documenting Transition
Early Steps Service Coordination
Statewide Meeting
October 9-10, 2007
Orlando, Florida
Presenter: Eva Bryce**

Today We Will Talk About...

- 🦋 Role of Service Coordinator
- 🦋 Notification
- 🦋 Initial Transition Planning
- 🦋 Transition Conference
- 🦋 Part B Eligibility Determination
- 🦋 Individual Educational Plan (IEP) Development
- 🦋 Late Referrals
- 🦋 Summer Birthdays
- 🦋 State Performance Plan Transition Probes

Effective Transition Planning-What does it look like?



Begins with the Role of the Service Coordinator

- 🦋 Key player in ensuring the smooth transition and a seamless system of early intervention services for children and families.
- 🦋 Responsible for initiating and coordinating transition planning because most of the activities will occur while the child is served by Early Steps.
- 🦋 Responsible for facilitating the transition conference and for completing Form I of the IFSP.

Initial Transition Planning

- ✿ Occurs six months to one year prior to the child's third birthday.
- ✿ Must occur in conjunction with an IFSP meeting.
- ✿ Includes discussion of program options, concerns and needed skills and preparation and strategies for child and family.
- ✿ Is Not the transition conference.

Initial Transition Planning Continued...

Required documentation for initial transition planning:

- Complete 1a, 1b, and 1c on Form I of IFSP
- Complete case note
- Include any copies of correspondence in child's Early Steps record
- Enter TCM (Targeted Case Management) and SCTT (Service Coordinator Travel Time), if traveled, in data system
- Enter most recent IFSP date in data system

Technical Tip: If completing Form I by hand, add spaces in the sections on the eIFSP before printing out a blank version

Notification

- 🦋 Early Steps must notify school districts of all Part C eligible children who will be turning 3.
- 🦋 Federal law implies that notification goes beyond just “potentially eligible” children.
- 🦋 Notifying Florida Diagnostic & Learning Resources System (FDLRS) and/or Children’s Registry Information System (CHRIS) does not necessarily = notification to school district.

Notification Continued...

- ✿ Early Steps requires parental consent if personally identifiable information is to be released.
- ✿ If consent is not provided by parent, Early Steps should inform the district of the numbers of children per zip code turning three, their birth month and their gender.
- ✿ Occurs ideally at 2-2 ½ years of age, or as agreed upon in an interagency transition agreement, but absolutely no later than 90 days prior to third birthday (unless referred to Early Steps after this deadline-notify ASAP in this case).

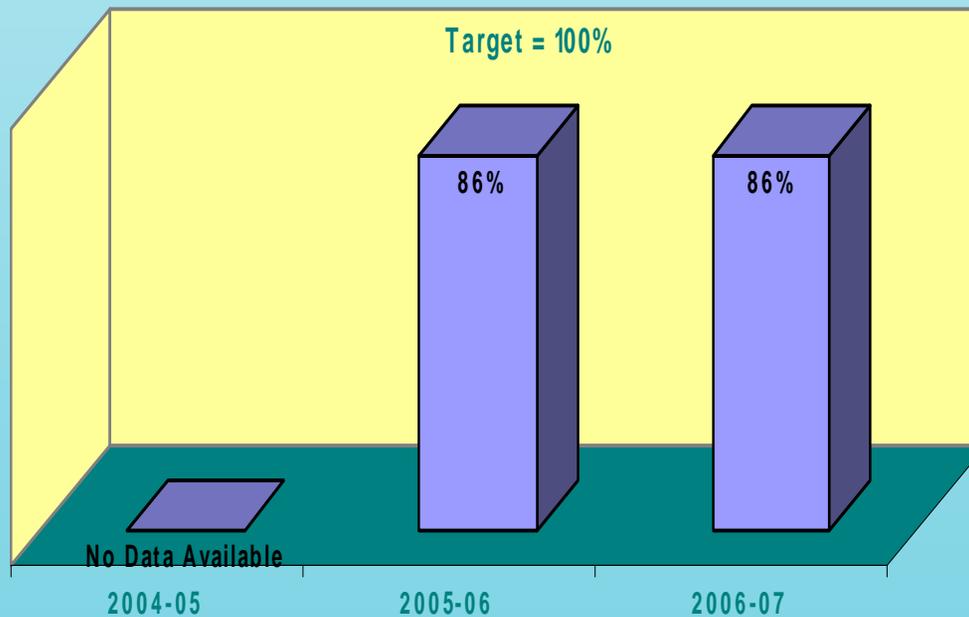
Notification Continued...

-  Required documentation for notification:
- Complete case note if TCM activities were done.
 - Enter TCM and SCTT in data system if such activities were done.
 - Include any copies of correspondence in child's Early Steps record.
 - If notification is done via a list or report of several children combined, this should be kept in another location other than the child's Early Steps record.
 - Evidence of notification for a specific child needs to be retrievable for the QA monitoring process.

Probe III.1.1.

The local education agency (LEA) is notified at least 90 days prior to the child's third birthday.

(Source of Info: Child Record Review)



Notification Stay Tuned

Upcoming Proposed Policy Changes

- Written consent requirement lifted
- Opt-out procedure
- Must occur by 27 months
- Or ASAP if referred after 27 months

Referral to the School District

- ✿ Early Steps must, with parental consent, refer children who are potentially eligible for Part B to the school district.
- ✿ The referral to the school district may occur before, during, or after the transition conference.
- ✿ “Referral Packet” should include – IFSP, recent evaluations/assessments, vision/hearing screening if done within last six months, copy of written consent for release of information, and other related information.

Documenting Referrals...

- ✿ Early Steps must obtain parent consent to release information on the child (evaluations, assessments, Individualized Family Support Plans, etc.).
- ✿ Required documentation for referrals:
 - Complete #2 on Form I of IFSP
 - Complete case note
 - Enter TCM and SCTT (if traveled) in data system
 - Include any copies of correspondences in child's Early Steps record
 - Include copy of written consent release of information in child's Early Steps record

Other Referral Options

Agency for Persons with Disabilities

- Apply by completing application (available online or at area office).
- Children 3-5 years of age who are developmentally disabled or are at high risk for a developmental disability are eligible.
- After age 5, children must have a developmental disability.
- Chapter 393, Florida Statutes, defines developmental disabilities as spina bifida, autism, cerebral palsy, Prader-Willi syndrome and mental retardation.

Head Start

- Children aged three to five are served.
- Some families who are over-income can qualify if the child has a developmental delay or disability.
- Check with local Head Start to apply as dates for registration and required forms vary.

Other Community Program

Transition Conference

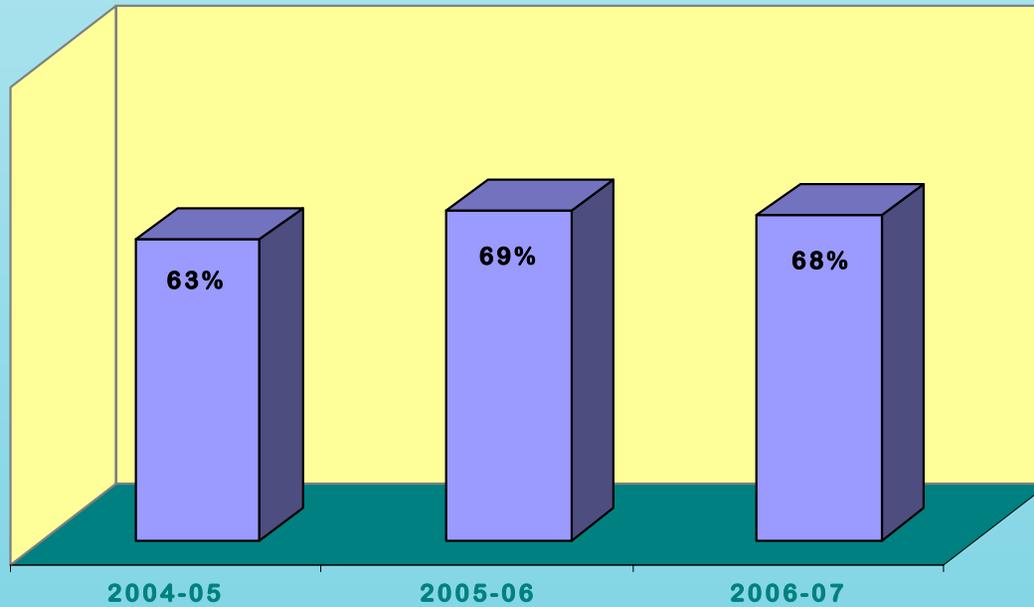
- ✿ The purpose of the transition conference is to explore options, explain process, assess what it will take to get the child ready, etc.
- ✿ Early Steps must schedule a transition conference, **with the approval of the family**, not less than 90 days and not more than 9 months prior to the child's third birthday.
- ✿ If the child is not considered "potentially eligible" for Part B, a transition conference must still be held, **with the approval of the family**.
- ✿ Early Steps **must invite**, with approval of the family, the local school district to the transition conference when the child is considered "potentially eligible" for Part B.

PROBE III.1.3(B).

A TRANSITION CONFERENCE WAS HELD AT LEAST 90 DAYS PRIOR TO THE CHILD'S THIRD BIRTHDAY.

(Source of Info: Child Record Review)

Target = 100%



Transition Conference Continued...

- ✿ If child is potentially eligible for Part B and family does not want the local school district to participate in the transition conference, this must be documented in a case note and on Form I of the IFSP.
- ✿ For children who are **not** potentially eligible for Part B, other appropriate community providers must be invited to the transition conference with approval of the family.
- ✿ A transition conference **cannot be held** without the parent in attendance.
- ✿ Family could participate via phone if unable to attend in person, unless conference is occurring in conjunction with initial or annual IFSP meeting.

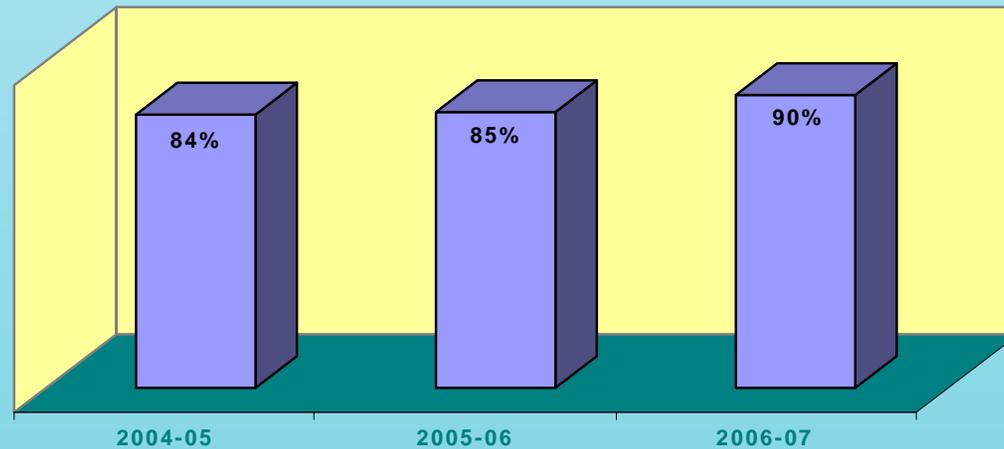
Transition Conference Continued...

- ✿ For children potentially eligible for Part B, a transition conference **should not be held** without the school district representative, unless another meeting cannot be scheduled in time to meet the 90 day deadline.
- ✿ Participation of the school district representative by phone or a designee is acceptable if postponement or rescheduling are not options.
- ✿ It is an unacceptable practice to combine the transition conference with the eligibility staffing and initial Individual Educational Plan (IEP) meetings.

Probe III.1.4.

The transition conference included, at a minimum, the child's service coordinator, the family and, if the child is potentially eligible for Part B services, a representative of the local education agency.

(Source of Child Record Review)
Target = 100%



Transition Conference Continued...

Required documentation for transition conference:

- Complete 3a, 3b and signature section on Form I of IFSP and add outcomes if appropriate.
- Complete case note.
- Enter information in data system (discussed in detail later).
- Include any copies of correspondence in child's Early Steps record.

Transition Conference Continued...

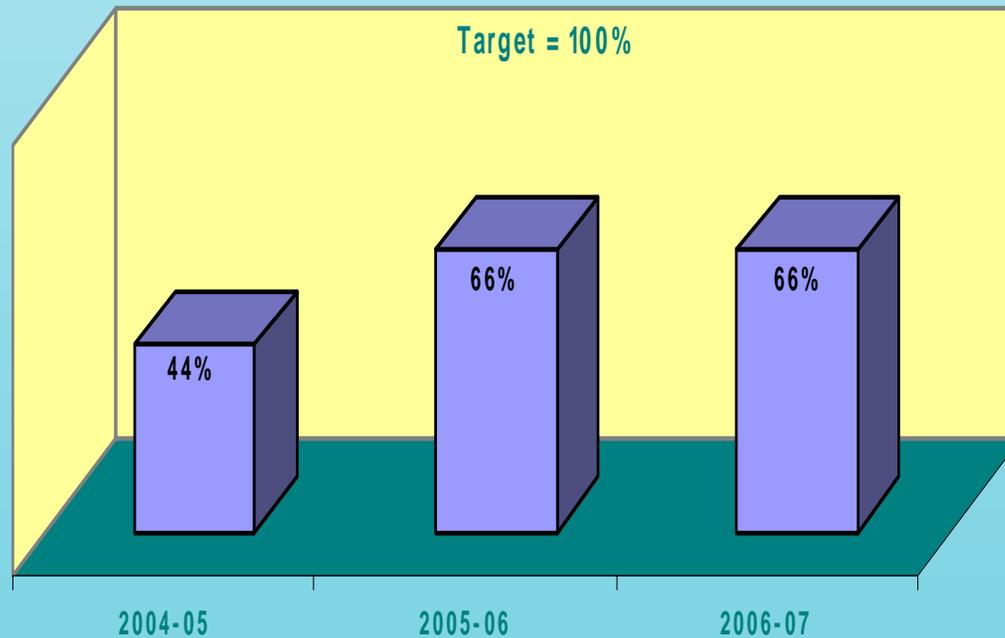
- ✿ Form I, 3a and 3b of the IFSP-Steps and Services to Support the Child's Transition
 - Must be related to the transition of the child and not to just general developmental concerns.
 - **Good** example of a concern: Mom is concerned that new teacher will not understand child when he needs something.
 - **Good** example of a strategy: Provide opportunities for child to respond to specific questions related to his needs.
 - Bad example of a concern: Mom wants child to talk better.
 - Bad example of a strategy: Child will receive speech therapy.

See sample transition plan

Probe III.1.2.

Form I of the child's IFSP documents steps and services to support the child's transition to preschool and other appropriate community services by their third birthday.

(Source of Info: Child Record Review)



Entering Transition Conference in Early Steps Data System

- ✿ Complete “Transition Conference Date” field in demographic record.
- ✿ “Transition Conference Date” field in demographic record is what counts for compliance data.
- ✿ Probe III.1.3(c). Transition conference was recorded in the Early Steps Data System to note the date of the transition conference.
- ✿ Keep original transition conference date even if other follow-up meetings occur later.
- ✿ Enter transition conference date even if:
 - School district representative did not participate
 - Child is not eligible for Part B
 - Family declines Part B

Entering Transition Conference in Early Steps Data System Continued...

- ✿ If transition conference occurs less than 90 days before third birthday, enter barrier code in “Transition Conference Barrier” field in demographic record.
- ✿ Time spent for service coordinator participation in transition conference is entered as TCM (targeted case management).
- ✿ TCON (transition conference) can be recorded as an intervention for tracking purposes, but does not count for compliance data.

Transition Conference Barriers

Acceptable Barriers

- Child Issues
- Family Issues
- Natural Disaster
- No show to transition conference
- Unsuccessful attempts to contact
- Family declined
- Late Referral

Unacceptable Barriers

- LES Capacity Issues
- Local Educational Agency Representative Issues

SEE BARRIER CODES
HANDOUT

Eligibility Determination for Part B

- ✿ The school district must consider existing information when planning for the child's evaluation.
- ✿ Evaluations conducted by Early Steps may be used if still considered appropriate and administered by individual with appropriate credential [remember there is no "re-evaluation process" in Part C as we know it].

IEP Development

- ✿ School districts must have an IEP **developed and implemented** on the third birthday for children exiting Early Steps Part C who are eligible for Part B.
- ✿ For children who were previously served by Early Steps, school districts must inform the parent of their right to have the Early Steps service coordinator invited to the initial IEP meeting.
- ✿ If invited, the service coordinator should attend IEP meeting, but this is not required.
- ✿ The IEP team must consider the IFSP.

Late Referrals

- ✿ If the child is referred to Early Steps **45 days or less** before the 3rd birthday, the obligation of Early Steps is:
 - To offer assistance with making a formal referral to Part B or other appropriate service providers
- ✿ Local Early Steps is not required to conduct eligibility evaluation/IFSP when the referral is less than 45 days before 3rd birthday.
- ✿ School districts are not obligated to have an IEP developed and implemented by age 3 for a child **who was not determined eligible for Early Steps and does not have an IFSP.**

Summer Birthdays

- ✿ If a child turns three during the summer, the IEP must still be written on or before the child's third birthday.
- ✿ Lack of staff in the summer is not an acceptable reason to not have IEP by age 3.
- ✿ When summer staffing is an issue, districts need to make plans to have IEP written in advance of 3rd birthday.
- ✿ There is not an automatic entitlement to services when a child turns three during the summer.
- ✿ However, the IEP team **must always consider** the need for extended school year (ESY) services when developing every IEP, including the first one for a three year old.
- ✿ Provision of ESY services for a child is a decision determined by the IEP team.

What Questions Do You Have?

