



Transition: Developing the Plan and Documenting Steps

KYLA - Welcome to Transition: Developing the Plan and Documenting Steps

The Transition Plan



KYLA - Federal regulations under Part C of the Individuals with Disabilities Education Act (I-D-E-A) require development of a transition plan in the IFSP for all children at least 90 days and up to 9 months before the child transitions out of EI.

IFSP Meeting



IFSP Meeting = Parental Prior Notice + Confirmation of Meeting +
Participants + Documentation on IFSP form

KYLA - Since the transition plan must be in the IFSP, that plan must be developed as part of an IFSP meeting. If the transition plan is not developed in conjunction with the initial or an annual IFSP, then an IFSP review must be held to develop the transition plan. Once the transition plan has been developed, an IFSP review is not needed in order to make changes. The family and service coordinator may update or make changes to the transition plan and then share the updated information with other team members at the time of the next IFSP review or annual IFSP. Federal regulations require the transition plan to be in the IFSP and to be developed as part of an IFSP meeting to ensure the family is part of the planning and discussion and to ensure the family receives a copy of the transition plan and provides consent to implement the plan. Use a contact note to document that the transition plan was developed at the IFSP meeting (whether it's the initial, annual or a review).

Remember:



Infant & Toddler
Connection of Virginia

TO: Family

Address

City, State & Zip

RE: Child's Name

Parental Prior Notice ITCV-PS-3(R) 4-13

Date: _____

Dear: _____

Infant & Toddler Connection of Virginia is required to provide you with written prior notice within a reasonable time (5 calendar days) before proposing or refusing to initiate or change the identification, evaluation (eligibility determination), or placement of your child, or the provision of appropriate early intervention services to your child or family. This letter is to provide notice of the following: (check all that apply)

- ☒ Your child is eligible for Infant & Toddler Connection of Virginia.
- ☒ Your child is not eligible for Infant & Toddler Connection of Virginia.
- ☐ Your child does not meet the requirements for Virginia's definition of eligibility.
- ☐ Your child will be turning three years old on _____. Effective on that date, your child is no longer eligible for early intervention services through the Infant & Toddler Connection of Virginia.
- ☐ Your child will soon be receiving early childhood special education services through your local school division. On the date Part B services begin, your child is no longer eligible for early intervention services through the Infant & Toddler Connection of Virginia.
- ☐ A meeting to develop the initial Individual Family Service Plan (IFSP) is needed.
- ☐ A meeting to develop the annual Individualized Family Service Plan (IFSP) and confirm eligibility is needed.
- ☒ A meeting to revise or review the Individualized Family Service Plan (IFSP) is needed.
- ☐ The required transition planning conference is necessary.
- ☒ A meeting to develop a transition plan is necessary.
- ☐ Other (describe) _____

KYLA - As noted on the bottom of the previous slide, developing the transition plan as part of an IFSP meeting means you must provide parental prior notice, include required participants, provide written confirmation of the meeting to all participants, and document on the IFSP form (and in Section VII and, if developed at an IFSP Review, then also in Section IX – IFSP Review Record). On the screen, you can see the proper way to complete the top of the Parental Prior Notice form if you're going to be holding an IFSP Review meeting in order to develop the transition plan.

IFSP – Section VII

_____ - target date for notification and referral to determine eligibility if you are interested in early childhood special education services through your local school system (referral must occur at least 90 days before the anticipated date of transition and must occur by April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year). _____ (date of child's 3 rd birthday) – date on which your child is no longer eligible to receive early intervention			
Transition Plan The transition activities completed will depend on your transition plans and family preferences.			
Transition Steps/Activities	Target Date	Date Completed	Initials (Parent/Teacher) Completing
1. Community Options. Help your family explore community program options, which may include early childhood special education services, for your child a. Provide information, including program contact information, about community options following early intervention, as desired by your family. Information provided on the following programs: _____ b. Arrange for visits to programs, as desired by your family. Programs visited: _____ c. Other steps/activities (e.g., if you are interested, provide names of other families, with their permission, who have transitioned to programs you are considering): _____			

KYLA - Once you're in the IFSP meeting, where do you document the Transition Plan? In Section VII of the IFSP. That section of the IFSP includes 2 boxes with general information about transition ... you already will have completed those. Now you'll start filling in the table marked "Transition Plan." The transition plan includes a wide range of steps and activities reflecting the variety of possible transition destinations. The transition steps and activities that will be completed for an individual child and family will depend on that family's specific transition plans and preferences. The steps and activities may be completed in whatever order is most appropriate for each child and family. Let's look at each of the 6 steps in the transition plan part of the IFSP. Sarah ...

Step 1 – Community Options

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>1. Community Options: Help your family explore community program options, which may include early childhood special education services, for your child</p> <p>a. Provide information, including program contact information, about community options following early intervention, as desired by your family. Information provided on the following programs: _____</p> <p>b. Arrange for visits to programs, as desired by your family. Programs visited: _____</p> <p>c. Other steps/activities (e.g., if you are interested, provide names of other families, with their permission, who have transitioned to programs you are considering): _____</p>			

Step 1 is about exploring community options. This step is generally going to be your starting point in developing the plan and is applicable for all families. What community options, including early childhood special education services, is the family interested in exploring and hearing about? Maybe they would like to hear about several? Maybe they already know they want to go to the school system. Maybe they're not interested in hearing about any community options. Those are all fine responses, and you'll fill in the blanks in step 1 (including a, b, and c) based on the family's decisions. If the family is not interested, then write that. Step 1a is applicable for all families, so N/A should not be used

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education: At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year –</p> <p>a. Send your child's name, date of birth and your contact information (name, address, phone number) to the _____ school division and Virginia Department of Education no earlier than _____, unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

Step 2 in the plan applies to all children who are potentially eligible for Part B services. Remember, children receiving early intervention services are considered “potentially eligible” for Part B unless there is a clear expectation that they will no longer require services by the time they reach age 3. For children who are potentially eligible for Part B, the local early intervention system is required to send the child’s name, date of birth, and parent contact information to the local school division and the Virginia Department of Education at least 90 days before the anticipated date of transition, unless the parent initials the line in 2a indicating they do not want this information transmitted.

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education. At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year –</p> <p>a. Send your child's name, <u>date of birth</u> and your contact information (name, address, phone number) to the <u> </u> school division and Virginia Department of Education no earlier than _____ unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

For all children potentially eligible for Part B, fill in the name of the local school division

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education: At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year—</p> <p>a. Send your child's name, date of birth and your contact information (name, address, phone number) to the _____ school division and Virginia Department of Education no earlier than _____ unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

Fill in the earliest date you'll be sending the notification/referral.

This date is individualized for each child based the family's transition plans and timing. Generally, in keeping with the timelines for notification specified in the interagency agreement between DBHDS and the Virginia Department of Education, the date entered here must ensure the information will be sent no later than the April 1 prior to the start of the school year in which the child turns 2 by September 30.

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Parent/Teacher Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education: At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year –</p> <p>a. Send your child's name, date of birth and your contact information (name, address, phone number) to the _____ school division and Virginia Department of Education no earlier than _____ unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

If the parent opts out of notification, they will initial and date where indicated on the screen.

If needed, they may then use the “I have changed my mind...” line just below that to allow notification and referral at a later time, as their child approaches age 3.

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education: At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year—</p> <p>a. Send your child's name, date of birth and your contact information (name, address, phone number) to the _____ school division and Virginia Department of Education no earlier than _____ unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

Unless the parent opts out of notification in Step 2a, you must enter the date the notification was sent to the LEA and the date the notification was sent to the SEA in Step 2b.

If the parent opted out of the notification, then put N/A in the blanks in Step 2b.

Both blanks must be filled out They'll either both have dates or they'll both have N/A.

Step 2 - Notification

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>2. Notification and Referral to the Local School Division and Virginia Department of Education: At least 90 days before the anticipated date of transition and before April 1 of the year your child turns 2 by Sept. 30 if you want your child to begin school on the first day of the next school year –</p> <p>a. Send your child's name, date of birth and your contact information (name, address, phone number) to the _____ school division and Virginia Department of Education no earlier than _____, unless you disagree. Sending this information helps the school system to know who in the community may be eligible for special education services and is a referral to the local school division.</p> <p>• I do not want my child's name, date of birth and our contact information sent to the local school division and Virginia Department of Education for notification and referral _____ (parent initials and date)</p> <p>• I have changed my mind and agree to have this information sent to the local school division and Virginia Department of Education _____ (parent initials and date)</p> <p>b. Date notification and referral sent to the local School Division: _____ to VDOE: _____</p> <p>c. With your consent on a release of information form, send specific information about your child to the local school division (e.g., most recent eligibility determination and assessment reports, IFSP, etc.).</p> <p>• Your consent obtained on release of information form on _____ (date)</p> <p>• Date information sent _____</p>			

Finally, Step 2c addresses sending child-specific information (like IFSPs, assessment reports, etc) to the local school division to support continuity of services. You'll document the date the parent gave consent to release child-specific information and the date the information was sent.

If the family opted out of notification in Step 2a, then there's no need to get consent or send this information and both blanks in 2c would be marked N/A.

Step 3 – Other Programs

3. **Support to Enroll in Other Programs:** Help your family enroll in a community program(s), other than the local school division, that you are interested in for your child, as available.
- Help with getting and filling out paperwork and/or completing other steps necessary to enroll in the desired program: _____
 - If needed, with your consent on a release of information form, refer your child and send specific information about your child to the future service provider or program (e.g., most recent eligibility determination and assessment reports, IFSP, etc.)
 - Your consent obtained on release of information form on _____ (date)
 - Referral sent to _____ (program) on _____ (date)
 - Date information sent: _____
 - Other steps/activities: _____

Step 3 is applicable to any child whose parents are interested in enrolling their child in a community program other than or in addition to the local school system.

In Step 3a, document any assistance the family would like you to provide to help them enroll in the desired community program.

In Step 3b, document the date of consent to send a referral to a community program other than the local school system, the name of the program, date referral sent, and date any additional information was sent.

In Step 3c, document any other steps and activities planned in order to support the child and family becoming enrolled in a desired community program other than the local school system.

The support described in Step 3 should be offered to all families. If they are not interested, write that. Then indicate N/A in any other steps or blanks that follow from the family decision.

Step 4 – Transition Conference

Transition Steps/Activities	Target Date	Date Completed	Initials Person Completing
<p>4. Transition Planning Conference: At least 90 days, and up to 9 months if everyone agrees, before your child's anticipated date of transition –</p> <p>If your child might be eligible for early childhood special education services, plan for a transition conference between you, your service coordinator, and someone from your school division.</p> <p>a. <i>Parental Prior Notice</i> form provided on _____ (date)</p> <p>b. You <input type="checkbox"/> approve/ <input type="checkbox"/> do not approve conference.</p> <p>c. If you approve the conference, service coordinator ensures scheduling of conference and participation by required parties:</p> <ul style="list-style-type: none"> Transition conference held on _____ (date) The following participated: <input type="checkbox"/> (You - required), <input type="checkbox"/> (early intervention- required), <input type="checkbox"/> (school division - required), <input type="checkbox"/> (other _____), <input type="checkbox"/> (other _____) 			

Step 4 addresses the transition conference and applies to all children who are potentially eligible for Part B.

For Step 4a – Enter the date *Parental Prior Notice* was provided. This must be provided and a date entered for all children who are potentially eligible for Part B

For Step 4b - Indicate whether the parent approves or does not approve holding the transition conference. Verbal approval from the family for the transition conference is sufficient. For all children who are potentially eligible for Part B, document the family's approval/disapproval in a contact note and by checking the appropriate box here in Step 4b on the IFSP

And for Step 4c - Record the date that the transition conference actually occurs and mark who participated. If the family does not approve the conference (step 4b), then Step 4c will be marked N/A.

Slide 5 – Transition Services

5. **Transition Services:** Once your transition plans have been determined, help your child and family prepare, as desired by your family, for changes in supports and services so you can move smoothly out of early intervention and, if appropriate, into a new program

- a. Your child will transition to _____ on _____ (projected date)
- b. Help your child and family get ready to transition out of early intervention and, if appropriate, into a new program/setting by:

Step 5 is applicable to any child and family and should reflect what the local Infant & Toddler Connection system will do to assist the child and family to prepare for the transition. This may include steps to help the child become more familiar with the new program/setting and/or learn new skills needed to adjust to the new program/setting (e.g., working on specific IFSP outcomes that will help the child adjust to the new setting like climbing stairs, communicating wants and needs, or social skills). For a child who spends most of his/her time at home, the IFSP team may need to consider expanding the location of services to assist the child in adjusting to a group setting, riding the bus, etc. This may also include steps to assist the family in determining and completing other activities that are needed before the child can move into the new program/setting (e.g., enrollment forms, immunizations, transportation issues, etc.). For children who are not entering a new program/setting, transition services in Step 5b may include providing the family with information and resources to continue monitoring and supporting their child's development, providing links to community resources they may find helpful in the future, or other supports and services. If the family is not interested, write that.

Step 6 – Exiting EI

6. Exiting Early Intervention: Discharge your child from the local Part C system before his/her 3 rd birthday			
a. <i>Parental Prior Notice</i> form is signed <input type="checkbox"/> Yes <input type="checkbox"/> No			
b. Date of discharge/closure _____			

Finally, Step 6 applies to all children and families.

In Step 6a – Indicate whether the Parental Prior Notice was signed. If circumstances required that the Parental Prior Notice form be sent to the family and the form was not returned, then 6a should be marked “No,” and documentation must be available in the child’s record indicating when the form was sent and any follow-up that occurred to obtain a signature. To review circumstances when Parental Prior Notice is needed at discharge, please see Chapter 8 of the Practice Manual

In Step 6b – enter the date of discharge.



Individualized



KYLA - Remember, transition planning must be individualized for each child and family and take into account the family's priorities and preferences. It is not necessary to fill out the information for all steps at the initial meeting to develop the transition plan, though all steps should at least be mentioned and reviewed so the family understands the kinds of transition steps and services included. By the time a child exits early intervention, all blanks in the transition plan must be filled in. N/A or not interested may be used as appropriate.

For some examples of how to complete the transition plan in different child and family scenarios, watch the tutorial entitled "Transition in Action: Scenarios"