

## **Transition Policy – CMSU & CSIU**

CMSU Service Coordinators shall serve as points of contact for each child entering the transition process on their caseloads. CSIU Preschool Service Coordinators shall serve as points of contact for these transitioning children according to the school district in which they reside. For issues/concerns relating to the transition policy and its implementation, CMSU Early Intervention Supervisor and CSIU Early Childhood Program Supervisor shall serve as contacts.

For programmatic planning of transitioning children from the Infant Toddler program to the Preschool EI program, per OCDEL requirements, prior to April 2 of each coming fiscal year and quarterly thereafter, the Bureau of Early Intervention Services will send an aggregate number to CSIU of anticipated children turning 3 in the coming fiscal year. Information will also include the child's name, date of birth and parent contact information. This aggregate number will aid CSIU in their fiscal planning of program needs. CMSU will be responsible for updating CSIU on terminations and graduations as they occur. In addition, CMSU Service Coordinators and CSIU Service Coordinators will meet throughout the year to discuss general transition issues, concerns and/or procedures. For those children who have an annual evaluation due close to their third birthday, a preliminary discussion will occur during this meeting with CSIU staff and highlight the need for including planning the annual evaluation as a topic of discussion during the 90-day transition meeting.

### **136 days – 9 months Before the Third Birthday**

Meetings to plan for this transition must be scheduled between 136 days and 9 months before the child's third birthday. The time, date, and location of the scheduled meeting shall be mutually convenient for the family, CSIU, provider staff, and CMSU. At a minimum, those attending the 90-day meeting must include the family, CSIU and CMSU. Once the transition meeting has been confirmed with the family, a transition letter will be sent to the family, provider, and CSIU more than thirty days prior to the scheduled meeting (the letter can be sent without confirmation; in addition, the team may agree to schedule/send the letter in less than 30 days). CSIU staff will be invited to future meetings regarding reviewing and updating the transition plan as well as MDE/IFSP. When CSIU staff cannot attend these meetings, revisions or updates will be discussed in person, by email, or by phone. Each agency shall pay for its own transition activities. The meeting and plan shall be held in the native language or mode of communication of the family unless it is not feasible as required in 303.342(d) and 303.334(a).

Transition planning begins at 2 years 3 months (27 months) for each child enrolled in the Infant Toddler program. While Infant Toddler Service Coordinators have talked about this particular transition since the initial visit, they have also talked about other transitions common to the family. In beginning transition planning at age 2 year 3 months, the Infant Toddler Service Coordinator, parents, and other team members begin talking about what happens at age 3, which may or may not include receiving services from the Preschool EI program. Discussion will occur several times throughout the year

culminating in a transition meeting with the CSIU or other identified local early childhood program. Depending on circumstances, other community members such as early learning programs, Head Start & Pre-K Counts may be included in the transition planning and meeting. Information specific to the family and child (review of IFSP including outcomes, progress, service, service frequency, duration, provider as well as future service options and options for remainder of program year once three) that needs to be shared or given is identified as well as specific actions (that will prepare the child and family for Infant Toddler services ending and the moving into the next phase of early childhood education) that need to occur throughout the transition year including information relating to Preschool EI services and community programs. Anticipatory guidance will be given regarding early childhood programs' timelines for registration and the age cutoff. The transition team will insure that service changes are based in progress analysis and the child's changing developmental needs as well as opportunities for early learning experiences. The updated transition plan shall be entered into PELICAN and will be available to CSIU and other team members after each meeting who have PELICAN access and will be mailed to the family and other team members who do not have PELICAN access.

Written consent is obtained from parents/legal guardian allowing for the exchange of information between CMSU and CSIU or other identified local education agency as well as for other agencies/programs that the family chooses. Evaluation reports and IFSPs shall be transferred to the CSIU via PELICAN four months prior to the child's third birthday.

Within sixty days before the child turns 3, CSIU will begin their procedures in determining the child's eligibility for early intervention services at age three. This will include review of the ER & IFSP, contact with the CMSU Service Coordinator and provider staff as well as gathering information from the family and completing the appropriate evaluation(s). Once CSIU has completed their evaluations (if needed) and have prepared an evaluation report, a meeting will be held that reviews the report and includes IEP planning should the family so choose. For families who desire services, CSIU will work with the family to schedule a mutually agreed upon date.

#### **46-135 days Before the Third Birthday**

When children are referred 46- 135 days before their third birthday, CMSU will review with the families the upcoming process including screening, timelines and activities to insure that the families want an evaluation to occur from 0-3. CMSU will proceed with determining eligibility for those families who choose an evaluation. CMSU will conduct evaluation to determine eligibility, conduct assessments, and conduct initial IFSP meeting to develop initial IFSP with transition plan. Parents may choose to not develop an IFSP, may choose to develop an IFSP and receive services (Service coordination could be the only service delivered depending on the timelines. In this instance, a provider would not be able to deliver service, as the child would be 3 within the 14 days.). CMSU will insure that appropriate timelines have been met. CMSU will, with parent consent, invite CSIU Coordinator to the ER/IFSP meeting.

While there is no federal IDEA requirement to hold a 90-day transition meeting for a child whose 3<sup>rd</sup> birthday is in less than 90 days, the CSIU will make every effort to attend the ER/IFSP meeting to talk about Preschool EI services. Following a Preschool EI evaluation, with written parent consent, an IEP will be developed within 30 days of eligibility determination and implemented as soon after the child's 3<sup>rd</sup> birthday as possible but not later than 14 days of its development. CMSU and CSIU will collaborate on those children who qualify for Infant Toddler EI but who may not qualify for CSIU EI.

### **45 Days Before the Third Birthday**

When children are referred at or within 45 days of their third birthday, CMSU will provide the referral source with CSIU's phone number and explain that per protocol, CSIU will be handling all aspects of the referral including determining eligibility. CMSU will collect no information pertaining to the child and will not enter the child into PELICAN. CSIU will assume all responsibility and costs for determining eligibility and providing services for children found eligible. CSIU will follow Part B guidelines regarding timelines and service delivery.

### **Assessments**

Both the CMSU and the CSIU recognize the need to minimize over testing young children. The CSIU will consider using standardized assessment results that were completed in 6 months or less as a part of the information it uses to make eligibility determinations for children during the transition evaluation process. For children referred to the CMSU between 89 – 46 days before the child's third birthday, case-by-case decisions will be made, with parent consent, to invite the CSIU to be part of the evaluation process. The process will follow IDEA Part C regulations for Infant Toddler services. The CSIU will apply IDEA Part B regulations to determine eligibility and services that will occur as soon after the 3<sup>rd</sup> birthday as possible.

For children who are due for an annual evaluation close to their third birthday, a discussion will occur at the 90-day transition meeting. This discussion will outline the exact due date of the evaluation and IFSP meeting and planning for who will complete the evaluation. EI Evaluation Consultants will issue permission to evaluate forms at or following the 90-day mark (transition meeting). Our evaluation timeline will continue to be 60 days to complete the evaluation report then develop an IEP, if needed, within the 30 days following. Our goal is to be more proactive and give our staff and parents additional time to review the evaluation report prior to developing an IEP. If CSIU is not able to complete the evaluation in time for the annual meeting to occur on time, then the child's Infant Toddler Early Intervention team will complete the evaluation. Infant Toddler EI staff will inform the CSIU teacher of when the testing portion of the

evaluation will be completed so they can complete their required observation. CSIU staff will also be invited to the annual IFSP meeting. For the evaluations that CSIU staff will complete, CMSU SCs will email IU staff to obtain the summary of evaluation results so the annual meeting can occur on time.

### **High Probability and Informed Clinical Opinion**

For children whose eligibility determination would typically occur through high probability, CMSU Service Coordinators will explain to the parents that the Preschool EI program cannot use this designation to determine eligibility. If the child does not qualify through developmental assessment, Preschool EI services cannot be provided. Children, who originally qualified for Infant Toddler EI services under informed clinical opinion, must be assessed with a standardized assessment at the child's annual review that falls closest to the 90-day transition meeting. Children referred between 46-89 days before their 3<sup>rd</sup> birthdays may not be qualified using informed clinical opinion.

### **Exiting Children Prior to 3<sup>rd</sup> Birthday**

Children who have met their IFSP goals will be appropriately exited from the Infant Toddler program prior to the child's third birthday and preferably by the 90-day transition meeting. For children who are no longer eligible for 0-3 early intervention services and are under the age of three, CMSU shall provide transition planning for the child and family, which includes other community settings as appropriate and desired by the family. This plan shall be completed within 15 days of the child being determined no longer eligible for 0-3 services. If a child is eligible for Tracking, the family shall be given this option.

For children who will not be transitioning to CSIU early intervention services at age three, transition planning will still occur as outlined above. There are several differences within the process namely who the information is shared with (if anyone) and who will then attend the transition meeting required to be held between 90 days and 9 months of the third birthday.

### **Exit ECOs**

Within 60 days of the third birthday, CMSU provider staff shall complete exit data collection for children who have had 6 or more months of consecutive service and whose exit is planned. CMSU provider staff will enter the information into the Ounce online and complete the ECO report as well in PELICAN. For children entering the 0-3 program and who will be served less than 3 months before turning 3, CMSU will alert CSIU as entry data is only collected once.

For children who are moving either to another county or moving out of state, CMSU shall provide transition planning as appropriate to the needs and desires of the family.