

WV BIRTH TO THREE

Office of Maternal, Child and Family Health
Bureau for Public Health
Department of Health and Human Resources

INSTRUCTIONS: TRANSFER/ TRANSITION SUMMARY FORM

Purpose: The Transfer/ Transition Summary Form serves as the source document for the date of transfer/ transition and the reason for transfer/ transition. In addition, for children exiting at age 32 months or older, the Transfer/ Transition Summary Form serves as the source document for the date of the Transition Planning Meeting and the reason for delay of the Transition Planning Meeting if the Meeting was not held within the required timeline. The Transfer/ Transition Summary Form also provides detailed information about when the Notice of the Face-to-Face Transition Planning Meeting was sent, persons who received the Notice, persons who attended the Meeting and whether or not the IFSP Transition Plan was sent to the Regional Administrative Unit (RAU) for entry in the child's record.

Legal Basis: Part C of the Individuals with Disabilities Education Improvement Act (IDEA) - IDEA requires that WV Birth to Three (WVBTT) facilitate the transition of each child and family exiting the Part C system, including meeting timelines for certain transition activities.

Completing the Form: Transfer/ Transition Summary Form

A Transfer/ Transition Summary Form should be completed for all *eligible* children upon their exit from the WVBTT System. The Transfer/ Transition Summary Form is completed by the Ongoing Service Coordinator and the Ongoing Service Coordinator is required to submit the completed Transfer/ Transition Summary Form to the child's RAU within 5 days of the child transitioning/ exiting from the WVBTT System (and when children transfer to another BTT region.) The bottom section of the form must be completed for every child that exits WVBTT at 32 months of age or older.

Filling in the Blanks:

-Child's SPOE ID#: Leave this section blank. It is for RAU and State Office use only.

-Date of Birth: Enter child's numerical date of birth (month/ day/ year), entering one number per block. Check to be sure that the date of birth is accurate.

-Child's Name: Enter child's name – First name (not nickname) and Last Name. Check to be sure that the spelling of the child's name is accurate.

-Date Form Completed: Enter the date the form is being completed.

-RAU Region: Enter the number for the RAU in which the child resides and where his or her early intervention record is maintained.

-Parent's Name: Enter the First and Last name of the child's primary contact.

-Phone Number: List the most current telephone number (area code included) that the family has provided.

-Address: List the most current address that the family has provided.

-Date of Transfer/ Transition: Enter the actual date the child exited the WVBTT system or the actual date the child transferred to the new RAU.

-Service Coordinator: List the First and last name of the current Service Coordinator (This should be the name of the person completing the form.)

Selecting a Transfer/ Transition Reason: Please use the below definitions of Transfer/ Transition reasons to correctly select the one from the Form that best applies to the child's exit. Double check the Form to ensure that the correct box on the Transfer/ Transition Form has been selected. In addition, be sure to check any secondary boxes for those Transfer/ Transition reasons that require more detailed exit information.

-Transfer (Use this category for eligible children with an active IFSP): Any child who is leaving one RAU within the WVBTT system and will be resuming WVBTT services in a different RAU within the WVBTT system. The Ongoing Service Coordinator from the prior RAU should be coordinating this process. Please indicate on the Transfer/ Transition Summary Form which RAU the child is transferring to.

-Transition (Use this category only for children who have been found eligible and had an active IFSP):

- **“Attempts to contact the parent and/or child were unsuccessful (appropriate procedures completed)”** - Children under the age of 3, who had an active IFSP, and for whom WVBTT personnel have been unable to provide early intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts in accordance with WVBTT procedures.
- **“Deceased”** - Infants and toddlers with disabilities who died while receiving WVBTT services.
- **“Completion of IFSP prior to reaching age three”** - This option should be selected when the goals of the IFSP have been met and the parents are no longer interested in receiving services.
- **“Child no longer eligible”** - Children who have exited WVBTT before age three because they are no longer eligible under IDEA, Part C. This option would be selected, for example, if at the time of an annual IFSP, the team determines that the child no longer meets the WVBTT eligibility requirements.
- **“Moved out of state”** - Infants and toddlers with disabilities who moved out of state while receiving WVBTT services. This definition does not include children who move within state (i.e., from one RAU to another.) *Remember to check secondary box below this option to indicate one of the following:*
 1. Referral made to Part C program in new state
 2. Family requested referral not be made
 3. Referral declined due to child's ineligibility in new state
 4. Unable to find Part C contact in new state
- **“Withdrawal by parent or guardian”** – Children under the age of three whose parents declined all services (including service coordination services) after an IFSP was in place, or declined to consent to IFSP services and provided written or verbal indication of withdrawal from services. Please note, in this situation, IFSP outcomes have *not* been met. If IFSP outcomes *were* met, please choose the “Completion of IFSP prior to reaching age three” option. *Remember to check secondary box below this option to indicate one of the following:*
 1. Parent declined further IFSP services
 2. Parents were dissatisfied with IFSP services

-Third Birthday Transitions (Use this category only for children who have been found eligible and had an active IFSP AND who are exiting at age three):

- “**Eligible for IDEA, Part B**” – Children that are **determined to be eligible for Part B** and who exited Part C. This includes children who are eligible for speech services only. **Please note, this option should not be chosen unless the Part B eligibility determination meeting has already taken place and it is known for sure that the child is in fact eligible for Part B services.**

- “**Not eligible for Part B, exit with no referrals**” - Children who reached maximum age for Part C and were **determined not eligible for Part B** services and were not referred to other programs. **Please note, this option should not be chosen unless the Part B eligibility determination meeting has already taken place and it is known for sure that the child is in fact not eligible for Part B services.** Remember to check secondary box below this option if applicable:
 1. Parents requested no **additional** referrals be made

- “**Not eligible for Part B, exit with referrals to other programs**” – Children who reached the maximum age for Part C, were **determined not eligible for Part B**, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/ or were referred for other services, which may include health and nutrition services such as WIC. **Please note, this option should not be chosen unless the Part B eligibility determination meeting has already taken place and it is known for sure that the child is in fact not eligible for Part B services.** Remember to check secondary box below this option to indicate one of the following:
 1. Transitioned to child care setting
 2. Transitioned to Head Start setting
 3. Transitioned to other community setting

- “**Part B eligibility not determined**” – Includes children exiting Part C services for whom Part B eligibility has not been determined. Children who were referred for Part B evaluation, but for whom the eligibility determination has not been made, should be reported under this category. This category also should include children for whom parents did not give consent for any transition planning. Include in this category any child who reached maximum age for Part C and who has not been counted as: 1) Eligible for IDEA, Part B; 2) Not Eligible for Part B, exit with referrals to other programs; or 3) Not Eligible for Part B, exit with no referrals. Remember to check secondary box below this option to indicate one of the following:
 1. **Family did not consent to any transition planning** (After selecting this option, SC should check box beside “Family Refused to have F2F Meeting” located on the bottom half of the form and explain on space provided there.
 2. Family requested referral to Part B not be made
 3. Referral has been made, awaiting Part B determination

Completing the Bottom Section of the Form: This section is to be completed by the service coordinator and data entered at the RAU. The service coordinator MUST complete for all children exiting at age 32 months of age or older.

-Write in the date (month/ day/ year) for which the Notice of the Face-to-Face Transition Planning Meeting was sent.

-In the space provided next to the date for which the Notice of the Face-to-Face Transition Planning Meeting was sent, list all persons to whom a Notice was sent and his or her role.
-Write in the date (month/ day/ year) for which the Face-To-Face Transition Planning Meeting occurred. *****Please note the number of days this meeting occurred before the child's third birthday. If the meeting did not occur at least 90 days before the child's third birthday, A REASON WHY THE MEETING WAS DELAYED MUST BE PROVIDED.** Another reminder! - If the representative(s) from the school system are unable to meet before the required timeline expires, the WVBTT service coordinator and WVBTT service providers are still required to meet with the family to discuss transition on a date that meets the 90 day timeline requirement. In this situation, this date would be listed as the date of the Transition Planning Meeting on the Transfer/ Transition Summary Form and if the family wishes, a second transition meeting would still need to be scheduled with the representative(s) from the school system at a later date. Due to the above stated information, **it is not acceptable** for the service coordinator to list reasons faulting the school system as reasons why the meeting was delayed and did not meet the timeline. (Definitions and examples of acceptable delay reasons will be listed below.)

-In the space provided next to the date of the Face-to-Face Transition Planning Meeting, list all persons who attended the meeting and his or her role.

-If the Face-to-Face Transition Planning Meeting was not *at least* 90 days before the child's third birthday, the service coordinator **must** list the reason(s) for the delay. This information is needed for federal reporting. The child's record can't be processed in the database, or otherwise, until this information is provided. Keep in mind that the child's early intervention record must also include documentation for the delay reasons that are selected. There will be four checkboxes from which to choose at least one reason for delay. Please use the following definitions and examples to help make a choice and then check the box (es):

- **“Exceptional Family Circumstance”** – Any delay that arises due to circumstances that have resulted in the family cancelling, rescheduling or no showing. Service Coordinator will need to write in additional details (such as those listed below) in the space provided on the Form. Examples include but are not limited to:
 1. Parent/ Family cancels, reschedules, or no shows due to an illness, hospitalization or other emergency in their family.
 2. Parent/ Family initially declined the Face-to-Face Transition Meeting. Then, on a date after the 90 day timeline has expired, the Parent/ Family decides that they do want to have the meeting. Please note, if choosing this option, there should be sufficient documentation to show the family's initial refusal. If the family is not refusing the meeting outright, the service coordinator is responsible for following through with the transition process, regardless if the child will be transitioning to Part B or another setting. The family will no longer be receiving WVBTT services and they will need to be prepared for this change.
 3. The school system is unavailable to meet on a day that meets the 90 day timeline **AND** the family wants to wait until the school personnel can attend. This request must be documented in the child's E.I. record. Please note, if the family is still interested in meeting to discuss transition on a date that meets the timeline, even though they are aware that representatives from the school system will not be able to attend, WVBTT is still responsible for holding a timely Face-to-Face Transition Meeting.
 4. Parent/ Family is choosing to postpone the Meeting until after a vacation, holiday or other event or situation has passed. Keep in mind, in order to count as an Exceptional Family Circumstance the decision to wait must be that of the parent or family member and must be documented in the child's E.I. record.

- **“Extreme Weather Conditions”** – Any delay that arises due to inclement weather conditions that may make travel dangerous or prohibit travel to or from the meeting location. **This is a new selection that was previously not available on the Transfer/ Transition Summary Form. Please take note.** The Service Coordinator will need to write in additional details in the space provided on the Form. These additional details may include the form of inclement weather (ice, snow, flood, ect.) and specify any school or road closings that may have resulted.

- **“Family refused to have the Face-to-Face Meeting”** – Choose this option **only** if the family refused transition planning **AND** the family **did not have any form of Face-to-Face Transition Planning at any point** before their exit from WVBTT. Do ***NOT*** choose this option in situations where the family at first refuses the Face-to-Face Transition Planning Meeting but then changes their mind and a Transition Planning Meeting is eventually held. Since, in this situation, there was in fact a Transition Planning Meeting held, this would fall under Exceptional Family Circumstance, Example #2. As a general rule, if a date has been filled in on the line for “Date of the Face-to-Face Transition Planning Meeting,” then this option should not be selected. In addition, if checking this box, none of the boxes for the other delay reasons should be checked.

- **“Other”** – Any delay that arises due to circumstances that have resulted in a member of the WVBTT Team cancelling, rescheduling or not being prepared to hold, conduct or attend the Meeting. Also included in this category would be any reason for delay that does not fall under the category of “Exceptional Family Circumstance” or “Extreme Weather Condition.” The Service Coordinator will need to write in additional details (such as those listed below) in the space provided on the Form. Examples include but are not limited to:
 1. WVBTT Team member cancels, reschedules, or no shows due to an illness, hospitalization or other emergency in his or her family which causes the Meeting to be postponed.
 2. WVBTT team member unprepared to perform the responsibilities of his or her role on the team on a date that meets the timeline, thus causing delay.
 3. Ongoing Service Coordinator miscalculated the 90 Day Face-to-Face Transition Meeting timeline and therefore failed to schedule the meeting on time.
 4. Current Ongoing Service Coordinator took over service coordination responsibilities from a previous Service Coordinator who did not schedule the Meeting within the required timeline. This does not apply if the child was added to the new Service Coordinator’s caseload prior to 32 months of age. If a child switches Service Coordinators prior to 32 months of age, the new Service Coordinator is responsible for holding a timely Transition Meeting.
 5. Any other reason for delay that does not fall under the category of “Exceptional Family Circumstance” or “Extreme Weather Condition.”

-Answer the question: **“Did you send the completed IFSP Transition Plan (TP-1 and TP-2) to the RAU for entry into the child’s record?”** If this has been done, check the box beside of “YES.” If this has not been done, check the box beside of “NO.” This question is often overlooked by service coordinators completing the Form. It is always a good idea to double check to ensure that this question has been answered because this data is used for our federal reporting.

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