

## **WV Birth to Three Transition Q and A**

***(See WV Birth to Three Part C to Part B Transition Procedures for a more detailed explanation of all transition requirements under IDEA/Part C. This Q&A document provides additional guidance in response to questions from the field.)***

### **Questions RAU 1-RAU 6 Pertain Directly to RAU Responsibilities**

***RAU 1) Why is there a difference in the timeline for when we have to enter the Child Notification (within 24 hours if IFSP at 91 days and 2-3 days if the IFSP is after 90 days)?***

While Child Notification isn't new the new Part C regulations provide a timeline for when Child Notification has to happen. Basically the new regulations say that for any child found eligible at 90 days or more before their 3<sup>rd</sup> birthday, Part C will notify the Local Educational Agency (LEA) and State Educational Agency (SEA) at least 90 days prior to the child's 3<sup>rd</sup> birthday. (This is the same group of kids for which Part B has to have the IEP in place by the child's 3<sup>rd</sup> birthday.)

Using your example of a child with an IFSP date that is 91 days prior to 3<sup>rd</sup> birthday...this child is VERY close to that 90 day cut off and we want to get the Child Notification completed and entered into the WVVEIS system within 24 hours to meet the federal timeline. If the IFSP meeting is on the 90<sup>th</sup> day before the child's 3<sup>rd</sup> birthday, the Child Notification must be completed and entered before 10:00 pm on that same day to meet the federal timeline.

For children with initial eligibility less than 90 days before their third birthday, we still want to provide Child Notification, but there are not specific timelines to meet – thus we suggest entering within 2-3 days in order to not forget.

***RAU 2) When do we ask who a family wants to invite from the community to a transition conference meeting following an initial IFSP meeting? Do we do it at Intake or does the ISC have another meeting with the family?***

When children are referred to WVBTT at the age where they will have their initial IFSP at 150 days through 90 days before their third birthday, you will already be explaining to families at Intake that their child, if determined eligible, can only receive Part C services until his/her third birthday. So you are already talking about transition during your Intake meeting with the family. It will probably make sense to go ahead and talk to the family about the types of resources that may be available if needed later. As you explain that WV Birth to Three services are provided under IDEA, you might use that as an opportunity to explain that some children may continue to qualify for services under IDEA at age three. If so, they receive those services through the county school district. So in order to plan ahead and not have a gap in services, the family may want to invite the county school district to the initial IFSP meeting to discuss those options. You could use the Transition Resource Information form as a guide for your discussion.

***RAU 3) What do we do when a child's initial eligibility/IFSP meeting was scheduled to occur more than 150 days before the third birthday, but due to illness or other reasons, the meeting has to be rescheduled and occurs at 150 days or less?***

When you become aware that the initial eligibility/IFSP meeting is going to happen at 150 days or closer to child's third birthday, you will want to contact the county school district (if the family has chosen to invite them) and let them know the situation, and send them a Notice of Transition Conference/IFSP Review. If the change in meeting date occurred too suddenly for community partners to attend, the ISC will facilitate the Transition Conference as part of the initial meeting. The OSC may want to coordinate a meeting at a later date to facilitate transition planning. The Transition Plan will be started at the initial IFSP meeting. The RAU will enter the Child Notification in the WVEIS website.

***RAU 4) When we are coordinating the Transition Conference with the Initial IFSP Meeting, what do we do when the county school district can't participate by attending or calling in, do we wait for them and risk missing the 45 day timeline for the IFSP?***

We must meet the 45 day timeline for the IFSP. If the family has requested that the county school district attend the transition conference you will schedule the meeting to meet the 45 day IFSP timeline and the Transition Conference timelines and send the county school representative the Notification of the Transition Conference/IFSP. If no one from the county school district attends, please document why the county school district was unable to participate in person or by phone. The OSC then will need to follow up to see if a meeting can be held with the county school district for additional transition planning.

***RAU 5) When we get a referral for a child less than 45 days before his/her third birthday, do we enter the referral in SPOE? If so, what closure code do we use to close the referral?***

Yes, please be sure to enter the referral in SPOE. You will use the closure code "Child referred less than 45 days prior to 3<sup>rd</sup> birthday".

***RAU 6) What exactly are we supposed to do for referrals that we receive less than 45 days before child's third birthday?***

1. Enter the referral into SPOE
2. Make contact with the family and talk with them.
  - Explain that WVBTT, effective July 1, 2012, does not evaluate children referred less than 45 days before third birthday. However, the RAU makes contact with the families of children referred at this age, and links them to appropriate community resources.
  - Explain that you will be sending them a packet that will include local and state resources that may be useful to them.
    - ✓ Based on discussion with family, reference them to certain resources that will be listed on their Transition Resource Information form.
    - ✓ Certain sections of the Transition Resource Information form will be completed in advance for everyone based on the county where they live (i.e.: county school district, PERC).

- ✓ If the family is interested in options for therapy services outside of Part B, based on what they are asking for, jot down some possible therapy options in that section of the form.
  - ✓ Other sections of the form may be personalized, based on child/family need.
3. If family has expressed interest in finding out if their child may qualify for services from the county school district:
    - explain how the referral process works – including that the family can call for information or make a written request to have their child evaluated for eligibility
    - give family the name and number of the County School District contact that is listed for their county if they want it before receiving mailed packet
    - explain that WVBTT can make the referral for them if they complete and return the signed Consent to Refer form
  4. You may have ISCs or Parent Partners make these calls to families.
  5. Enter the date on the Closure form that packet was sent to family

## **TRANSITION Q and A**

*(See WV Birth to Three Part C to Part B Transition Procedures for a more detailed explanation of all transition requirements under IDEA/Part C. This Q&A document provides additional guidance in response to questions from the field. Questions and responses are categorized by topic. Please email [dhhrrwvbt@wv.gov](mailto:dhhrrwvbt@wv.gov) with any additional questions.)*

### **CHILD NOTIFICATION QUESTIONS**

#### ***CN 1) Is Child Notification the same as the 90 day meeting?***

No, Child Notification is the process of informing the county school district that a child, who is receiving WVBTT/Part C services, will soon be reaching age three and therefore may be eligible for Part B services.

#### ***CN 2) Is Child Notification something new?***

Child Notification is not new, but timelines were added in the new Part C regulations, requiring that Notifications are sent at least 90 days before a child's third birthday. This change primarily affects when/how RAUs send the Child Notifications for children who have their initial IFSP 150 days or less before their third birthday.

#### ***CN 3) Who will be receiving the Child Notification?***

Child Notifications are sent to the WV Department of Education and the County School District Director of Special Education unless the County designates an alternate person.

#### ***CN 4) If a child moves to another county after Child Notification has been entered/sent, who is responsible for notifying the new school district?***

When a child moves, the OSC is responsible for notifying the RAU within 2 working days, including submitting a Change of Information form with the child's new address and telephone number. When the RAU receives a Change of Information form for a child who is within 6 months of his/her third birthday, the RAU will notify the WV Birth to Three State Office and the State Office will send a Notice of Transfer to the county school district where the child moved. (For more detailed information on how to process paperwork when a child moves, please see the Statewide Email Correspondence dated 9/11/2012, and posted on the WV Birth to Three website.)

### **TRANSITION PLAN QUESTIONS**

#### ***TP 1) When do we do the Transition Plan?***

The Transition Plan *must be started at least 90 days* and not more than 9 months before a child's third birthday. The Transition Plan may be started before the Transition Conference. For example, the Transition Plan may be started at the annual IFSP meeting that happens 8 months before the child's third birthday. In this case, the Transition Plan would be reviewed and updated as appropriate during the transition conference.

## **TRANSITION CONFERENCE QUESTIONS**

### ***TC 1) Is the Transition Conference the same as the 90 day meeting?***

Yes, new Part C regulations now use the term Transition Conference instead of '90 day face to face meeting'.

### ***TC 2) Are there new requirements for what occurs during a Transition Conference?***

The new Part C regulations include new activities and provide further clarification for previously stated activities. The Transition Conference must include: a discussion of appropriate services that the child may receive at age three including eligibility or application processes; review of the child's program options for the period from the date of eligibility through the remainder of the year; establishment or revision of the Transition Plan and discussion with family about services and supports to prepare them and their child through the transition process.

### ***TC 3) Who is required to participate in the Transition Conference?***

The Transition Conference serves as an important time to discuss and plan for the successful transition of the child and family, so team participation is important. All team members are to receive an invitation to the Transition Conference. The new Part C regulations now require the Service Coordinator and at least one IFSP team member to participate in the Transition Conference. The Service Coordinator must be present to facilitate the meeting. If other IFSP team members cannot be physically present they may participate by phone. Additionally, if the parents have requested the local school district to attend, the school district should have a representative participate in the meeting. The school district representative could participate by phone if they are not able to attend in person. The parents may also choose to invite representatives from other community based early childhood programs such as Head Start/Early Head Start, child care or anyone else the family and team feel could provide valuable information regarding transition options.

### ***TC 4) If an IFSP team member can't attend the Transition Conference, can the IFSP team member fill out and send the Transition Summary Update?***

It is important to try to schedule the meeting so that IFSP team members and the county school district or other invited parties can attend. A component of the Transition Conference includes sharing information in order to determine if changes need to be made to the child's current IFSP outcomes in order to prepare him/her for a successful transition in the next setting. If IFSP team members are not present, it is difficult to meet this requirement of the Transition Conference. In situations where an IFSP team member cannot attend in person, they should send information for the Transition Summary Update prior to the meeting and follow up with the OSC after the meeting so they are knowledgeable of any changes that may need to be made in supports for the child and family.

***TC 5) If a family chooses not to have their child considered for eligibility with the school district and does not invite the district to the Transition conference, but later the family changes their mind and wants to meet with the school – can OSC and family attend another meeting with school?***

Yes, the service coordinator and/or other team members could attend another meeting with the county school district. With the parent's consent, the completed Transition Summary Update, Transition Plan and other appropriate documents could be shared during the meeting with the county.

***NOTE:*** *If the meeting with the school is an IEP meeting, the school district is responsible for sending an invitation to those WVBTB team members which the family has requested to attend. The family must let the county school district know who they want invited to the IEP meeting.*

***TC 6) If we have the scheduled Transition Conference and an IFSP team member doesn't show up, can we still have the meeting?***

If there is a last minute emergency that prevents an IFSP team member from attending, the meeting can occur as scheduled. However, it is important that an IFSP team member participate in the meeting. In addition to sharing information with the receiving program to prepare for the child, another purpose of the meeting is to identify any changes in the current IFSP services or strategies that may be needed in order to help the child/family prepare to be successful in the next setting. If an IFSP team member doesn't participate, in reality, the IFSP team will still need somehow to determine what strategies will be most useful to prepare the child for transition. Team members may need to communicate with the receiving program on their own time in order to provide appropriate strategies to promote a smooth transition.

***TC 7) In one county, they have all the Transition Conference meetings at the county office – I see a problem with doing the Transition Conference at the same time as the IFSP meetings.***

If it works to schedule a Transition Conference during a natural juncture (such as annual or 6 month IFSP review), that can happen. This may most likely be true for children whose parents are not electing to invite the county school district representative to their meeting. The Transition Conference may also be held at a time other than during a natural juncture. The important thing to remember is that IFSP team members should attend the Transition Conference and the conference needs to be at a time and place that works for the family. Meeting at the family's home allows the participants to meet the child and family in their natural environment. However, scheduling may often be more difficult for the county school district, so if holding the meeting at their office will work for the family that would be fine. If the family cannot meet at the district office, you will need to work with the school district to arrange a time and location that does work for the family and allows the meeting to be held at least 90 days before the child's third birthday. The county school district representative may choose to participate via phone if available at the meeting location.

***TC 8) Do we have a Transition Conference for a child even if their parents aren't interested in referring their child to Part B?***

Yes, all children will have a timely transition conference unless their parent does not agree to a meeting. It is important to plan for each child's exit from WV BTB and provide

information about resources that the child or family may need after transition. Each child will also have a Transition Plan as part of his/her IFSP.

***TC 9) Is it right for a team member to tell a family that their child won't be eligible for Part B?***

No, of course not, there are a variety of ways that a child may be eligible for Part B services so it is important that families have an opportunity to talk with school district personnel to find out more information. Families should not be discouraged from inviting county school district representatives to the Transition Conference.

**TRANSITION RESOURCE INFORMATION FORM QUESTIONS**

***TR 1) It is nice to see Therapy Options included on the Transition Resource Information form, but who determines therapy options? (For example, who decides whether to write SP, PT, etc?)***

The Therapy Options section of the Transition Resource form should be completed only after conversation with the family. Whether helping a current family plan for transition, or helping a family of a child referred to WVBTT late, discussions with the family will guide the type of 'other therapy' they may be interested in as well as where they may receive it. There will be times when a child may not qualify for services through the local school district and the family may want to explore private therapy options to meet the continuing needs of their child. The Service Coordinator should be knowledgeable of the various therapy options in the community. The family may also need assistance in knowing what fund sources may be available to help cover other therapy options.

**TRANSITION DOCUMENTATION QUESTIONS**

***TD 1) What forms are completed to document the Transition Conference meeting?***

The Transition Conference must meet the requirements of an IFSP review and documentation will include the IFSP review page, completion of the Teaming Activity note as the billing source document, and updating of the Transition Plan.

***TD 2) If the county school district was unable to attend the scheduled Transition Conference, and there was a later meeting with the county school district, which meeting date is entered on the Transfer/Transition form when closing the child's record?***

The Transition Conference must occur at least 90 days prior to the child's third birthday. This is the meeting date that will be recorded on the Transfer/Transition form when closing the child's record. Unless the parent declines, the county school district is to be invited to the timely Transition Conference. If the county school district is unable to attend, and does have a later meeting with the family and other team members, that meeting will be documented on the appropriate WVBTT activity note, but it will not be the official Transition Conference date.

## **BILLING QUESTIONS**

### ***B 1) If the Transition Conference occurs at annual IFSP meeting, we only get 4 teaming units for the annual IFSP – how do we get reimbursed for the Transition Conference?***

The Teaming Authorization form should be completed to show the number of units authorized for each type of activity ( for example, enter 4 units for the annual/6 month IFSP meeting on one line and 4 units for the Transition Conference on another line). However, when billing for the time, the Payee will not bill for the activities separately, but will combine the total teaming units for that day.

### ***B 2) If the Transition Conference is held in conjunction with the annual or 6 month IFSP meeting, how do we document both meetings? Do we do two separate notes?***

The annual or 6 month IFSP meeting will be documented on the IFSP or IFSP review page and a teaming note. A separate teaming note will be used to document the activities of the Transition Conference. Please remember that discussion during the Transition Conference may also result in a need to revise the child/family's IFSP outcomes.

### ***B 3) So what new forms will we be using with these transition changes?***

The following forms have been revised and posted:

**Transition Plan 2012** (required part of the IFSP) – this form replaces the previous Transition Plan 2009 and must be started at least 90 days before the child's third birthday and can be started up to 9 months before the third birthday.

**Notice of Transition Conference/IFSP Review** – this form replaces the previous *Notice of Face to Face Planning Meeting* form. The Transition Conference must occur at least 90 days before a child's third birthday and must meet the requirements of an IFSP meeting regarding participants, scheduling, notice, etc. Discussion at the meeting may also result in a need to make revisions to the child's IFSP.

**Transition Resource Information form** – this is a new form that will help facilitate conversation and transition planning. The Transition Resource Information form is incorporated into the Transition Plan for all children exiting WV Birth to Three.