



TRANSITION PROCEDURES FROM PART C TO HEAD START/EARLY HEADSTART UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

(The procedures identified in this template are written to meet the minimum requirements for transition of children from Part C to Head Start/Early Head Start. Parties to the agreement are encouraged to modify the template by adding procedures to facilitate additional local information sharing needs.)

The following procedures are designed to support collaboration between the WV Birth to Three Region IV Regional Administrative Unit and Head Start/Early Head Start in the provision of services to assure that children and families experience a smooth transition from Part C to Head Start/Early Head Start services under Part C of the Individuals with Disabilities Education Act (IDEA). These procedures support the Transition and Continuity Collaboration area of the interagency agreement among the WV Birth to Three Regional Administrative Unit, county school systems, Head Start grantees, childcare, and other appropriate community partners. The Interagency Agreement template is available at http://www.wvdhhr.org/birth23/headstart/Trans_Proc_Part_C_to_Head_Start.pdf

The purpose of this set of procedures is to assure that representatives of local lead agencies for Part C and Head Start/Early Head Start, families, service coordinators and service practitioners are knowledgeable of the respective requirements, roles, and responsibilities for assuring smooth transitions for children and families as required under IDEA. These procedures cover the transition of children to Head Start in the following county(ies):
Cabell, Lincoln, Mason, Wayne

Similar procedures are to be developed with other early childhood partners to implement components of the interagency agreement. For Part C, procedures will be put in place with all appropriate parties to assure the smooth transition of all children exiting Part C regardless of their age or eligibility under IDEA.

A. Responsibilities of the WV Birth to Three Direct Service Practitioners Related to Development of the Transition Plan for Children Exiting Part C.

1. Provide the family with information on the importance of planning for transition.
2. Discuss with the family their priorities and concerns with regards to the transition.
3. Discuss with the family the child's present levels of development and the skills the child may need to transition successfully.
4. Assist the family to assess their need for information and support future services and preschool settings.
5. Assist the family to identify community supports and services that may be needed to meet the child and family's unique needs.
6. Develop, in collaboration with the family, outcomes and strategies to prepare the child and family for transition.
7. Coordinate with other community partners to ensure that families have needed information, and that transition planning occurs within required timelines to promote the child/family's smooth transition from WV Birth to Three, Part C.
8. Attend each child's transition conference to share information and insights into the child's unique strengths and challenges. If unable to attend, the practitioner must forward information on the child's current assessments and developmental status, including functional abilities within the context of daily activities and

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routines.

9. To provide written documentation of each child's functional abilities at exit from WV Birth to Three, each team member will participate in providing information for, and/or completing, a Transition Summary Update for the child. The Transition Summary Update is intended to provide useful information for planning for the child's successful participation in the next setting. The process for completing the Transition Summary Update may vary from county to county, depending on the agreed upon activities for the transition conference. Some counties may be able to dedicate time to completing the Transition Summary Update at the meeting, and others may prefer to have the information completed before the meeting. The Regional Administrative Unit will be able to provide guidance as to the agreed upon process within each county.

B. Responsibilities of Service Coordinators in the WV Birth to Three System for Supporting the Transition of Children and Families from Part C to Head Start/Early Head Start.

1. Be knowledgeable of transition procedures specific to all possible receiving agencies (i.e.-Head Start, Early Head Start, Part B and Child Care) and any procedures related to the prospective county in which the child resides. It is especially important that service coordinators are knowledgeable of the eligibility criteria, and application/enrollment process of this county's Head Start grantee, as detailed in Section D, #6 of these procedures.
2. Provide local contact information to families interested in completing an application for the local Head Start or Early Head Start Program. Typically, this application process should happen much earlier than the required transition conference.
3. Ensure that families are provided with information about transition throughout their participation in WV Birth to Three, not only at their exit.
4. Ensure the development of a transition plan in collaboration with the child's family and other team members as a component of the child's Individual Family Service Plan (IFSP), at least at least 90 days and up to 9 months prior to the child's third birthday. The transition plan outlines the steps that the family and other team members will follow to support a smooth transition from WV Birth to Three, Part C.
5. Assist interested families with completing and submitting applications to the local Head Start or Early Head Start Program within their community, within timelines as appropriate for the individual Head Start Grantee (See Section D, #6).
6. Obtain written parental permission for release of appropriate educational records to Head Start/Early Head Start.
7. Forward to Head Start/Early Head Start, the educational records for which the parent has given written permission.
8. Schedule, convene and facilitate a transition conference for each child at least 90 days and up to 9 months prior to the child's third birthday. *It is important that the service coordinator initiates contact at least a month in advance with all parties that the family wants to invite to the meeting and attempts to schedule the meeting at a time and place that will facilitate attendance of all parties.*
9. Send the Notice of Transition Conference Form to all IFSP team members, family, and others as requested by the family *at least ten days prior to the scheduled meeting, and earlier if possible.* Service coordinators will send

- invitations based on family request, assuring that they have explained to families the role of Head Start and Part B,
10. Document discussion and activities of the transition plan and transition conference utilizing the WV Birth to Three Transition Plan and Teaming Activity Note.
 11. When children have third birthdays in the summer or early fall, schedule the transition conference by May 15 *(Date range to be completed by the parties to this agreement. For children who are also transitioning to Part B, the IEP must be in place by the child's third birthday, so the transition conference needs to occur before summer break unless Part B staff are available to process referrals and eligibility during the summer months).*
 12. Arrange for return of all Assistive Technology equipment/devices provided by WV Birth to Three unless it has been determined that the child continues to need the equipment. If the child needs the equipment after age three, the service coordinator will revise the WV Birth to Three Assistive Technology Loan Agreement to provide the family with the toll-free numbers of the RAU and State office to plan for return of the equipment to the State when no longer being used by the child.

C. Role and Responsibilities of the WV Birth to Three Region IV Regional Administrative Unit.

1. Assign a primary contact person responsible for the development, implementation, and evaluation of an Interagency Agreement and transition procedures with Southwestern Community Action Council Head Start/Early Head Start grantee. (See Attachment 1)
2. Review and update transition procedures with interagency partners on an annual basis or more often, if needed.
3. Submit Interagency Agreements and transition procedures to the WV Birth to Three state office annually.
4. Inform families, service coordinators, and service practitioners of the interagency transition procedures that are in place with partners including Southwestern Community Action Council Head Start/Early Head Start grantee. The assigned RAU primary contact person will be the primary contact for questions regarding implementation of the procedures.
5. Coordinate with Southwestern Community Action Council Head Start/Early Head Start staff (i.e.-Director, Family Services Coordinator, or Disabilities Coordinator) for provision of training around interagency transition procedures.
6. Coordinate with WV Birth to Three Regional Technical Assistance Specialists to identify potential policy clarifications and/or additional training needs.
7. Include a review of county data on transition indicators as a component of the quarterly review conducted by the RAU's Interagency Advisory Committee.
8. The RAU Interim Service Coordinator (ISC) will, upon the family's request, initiate the referral to Head Start for any child referred for eligibility to the WV Birth to Three System between the ages of 30 months and 35 months. Referral shall include the child's name, date of birth, address, telephone, and parent's name and contact information.
9. For children who have their initial eligibility/IFSP meeting from 150 through 90 days prior to their third birthday, the RAU/ISC is responsible for:

- a) Developing a Transition Plan as part of the initial IFSP in collaboration with the parents, IFSP team, and other community partners as requested by the family.
 - b) Obtain consents from the parents during the initial IFSP meeting to release assessments, IFSP, or other documents that the parent agrees to share with Head Start/Early Head Start and forward those documents to the appropriate parties.
 - c) Coordinate with the family, MDT, OSC, and other community partners per family request, to schedule a transition conference to be conducted at least 90 days prior to the child's third birthday. The transition conference most likely will need to be combined with the initial IFSP meeting to meet required timelines.
10. For children who have their initial eligibility/IFSP meeting less than 90 days prior to their third birthday, the RAU will:
- a) Develop a Transition Plan as part of the Initial IFSP in collaboration with the parents, IFSP team, and other community partners as requested by the family.
 - b) Obtain consent from the parents during the initial IFSP meeting to release assessments, IFSP, or other documents that the parents agree to share and forward those documents to the appropriate parties.
11. For any child referred for eligibility to the WV Birth to Three Region IV RAU less than 45 days before the child's third birthday, the RAU will conduct a phone call with the child's family to explain that WV Birth to Three will not evaluate the child's eligibility due to the late referral and discuss any potential referrals the family may need assistance with. The RAU will then mail the family a packet that includes the Notice of the Late Referral letter, a completed WVBTT Transition Resource Information page for the county of the child's residence, Consent to Refer form, and WVBTT Procedural Safeguards.

D. Roles and Responsibilities of Head Start/Early Head Start Grantees.

1. Assign a representative to participate on the Interagency Advisory Committee of the WV Birth to Three Region IV RAU.
2. Assign an individual as the primary contact to work with the WV Birth to Three Region IV RAU for development and revision of interagency transition procedures.
3. Each Head Start Grantee will incorporate into these procedures, under #6 of Section D, the specifics of their eligibility criteria and application/enrollment process for Head Start and, if appropriate, for Early Head Start. The Grantee will include specifics related to timelines and contact persons. If in the event changes must be made to the eligibility criteria, the Head Start Grantee will notify the Regional Administrative Unit of the changes.
4. To assure that families understand the Head Start/Early Head Start eligibility criteria and application/enrollment process, a Head Start/Early Head Start representative(s), when invited by the family through receipt of a Notice of the Transition Conference Form, will attend the child's scheduled transition conference.
5. Identify procedures related to acceptance of WV Birth to Three assessment reports for Head Start/Early Head Start and Part B evaluation and IEP planning purposes.

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6. INSERT HEAD START/EARLY HEAD START ELIGIBILITY CRITERIA AND APPLICATION/ENROLLMENT PROCESS.

E. Responsibilities of All Parties Attending the Transition Conference.

1. Discuss the family's priorities and concerns regarding transition from WV Birth to Three.
2. Identify the family's need for information and supports.
3. Discuss the child's present levels of development and strategies that have been utilized to support the child's development.
4. Assure that the family has information regarding the policies, procedures, and procedural safeguards around determining eligibility, placement, and service needs in Head Start/Early Head Start, as well as in other potential settings.
5. Identify and document coordination of information needed for eligibility activities for Head Start/Early Head Start including any sharing of current assessment information from the child's WV Birth to Three educational record.
6. Discuss strategies to support the child's transition to future settings.
7. Discuss and arrange for visits by the family to possible receiving programs to assist the family to understand the daily activities and routines of each option.
8. Discuss and arrange visits by early intervention team members as appropriate to possible receiving programs to assist in planning intervention strategies and activities to prepare the child.
9. Discuss other resources in the community that may support the child and family from the third birthday until the beginning of the school year, such as childcare, play groups, library hours, parks and recreation programs, mommy and me groups, parents, teachers, preschool programs, and other community programs.
10. Discuss assistive technology currently provided through WV Birth to Three to determine whether the equipment and/or devices are appropriate for the child's continued use in the home or school setting. Identify steps for the family to take to return equipment/devices to the WV Birth to Three System when the child has outgrown or no longer need the equipment.

F. Dispute Resolution

If disagreements arise regarding activities outlined in these procedures, a meeting will be held between the authorized representatives of the Region IV RAU and Southwestern Community Action Council

Head Start/Early Head Start to resolve the issues. If in the event that an understanding is not reached, the parties may seek technical assistance from the respective state lead agencies or choose to use informal third-party mediation.

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G. Duration of the Transition Procedures Agreement

The Transition Procedures Agreement will remain in place until such time as one of the signed parties notifies the other in writing of its termination. The Transition Procedures Agreement will be reviewed annually to ensure that it remains up to date with current laws, policies, and practices. Changes to the agreement can be considered at any time.

Alivia Sturgill
Print Name
[Signature]
Signature
WV Birth to Three Region IV
Regional Administrative Unit Authorized Representative

6/12/2023
Date

Dwight Coburn
Print Name
[Signature]
Signature

6/15/23
Date

Southwester Community Action Council
Head Start/Early Head Start Grantee
Authorized Representative

Attachment 1
Contact Information for Head Start/Early Head Start and
WV Birth to Three Regional Administrative Unit

Effective as of August 1, 2023

Head Start/Early Head Start Contact Person to Receive Applications and WV Birth to Three Child Records with Family Permission

Amber Evans-Carr 304 697-4600 Amber.Evans-Carr@sccwv.org
Name (Print) Telephone Email

Southwestern CAP, Inc./HS/EHS 1100 Monroe Ave Huntington, WV 25704
Address

Head Start/early Head Start Contact Person to Receive Notice of Transition Conference letters

Mary Olson 304 697-4600 Mary.Olson@sccwv.org
Name (Print) Telephone Email

Southwestern CAP, Inc./HS/EHS 1100 Monroe Ave. Huntington, WV 25704
Address

RAU Contact Person Responsible for Development, Implementation and Evaluation of Part C to Head Start Transition Procedures

Alivia Sturgill 304-523-5444 alivia.sturgill@cvccdc.org
Name (Print) Telephone Email

432 2nd Street Huntington, WV 25701
Address



WV BIRTH TO THREE TRANSITION RESOURCE INFORMATION

<http://www.wvdhhr.org/birth23> 1-800-642-9704

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WV Birth to Three RAU

Name: _____

Address: _____

Phone #: _____

E-mail: _____

A copy of your child's Early Intervention record is available through the Regional Administrative Unit (RAU) that serves the county in which you reside.

Early Head Start/ Head Start

Name: _____

Address: _____

Phone #: _____

<https://wvheadstart.org/>

Early Head Start provides a preschool program and parent activities for children birth to three years of age, while Head Start serves children 3-5 years of age.

Part B - School System Contact

Name: _____

Address: _____

Phone #: _____

E-mail: _____

At age three children can no longer receive WV Birth to Three services. Some children will qualify for preschool special education services through the school system. With a parent's consent, the county school system will do an assessment and meet with the parents to determine if the child meets the eligibility criteria to receive services.

WV Home Visiting Programs

<https://www.wvdhhr.org/wvhomevisitation/>

Child Care Resource and Referral

<http://dhhr.wv.gov/bcf/Childcare/Pages/ChildCareSearch/Child-Care-Locator.aspx>

Help Me Grow WV

<http://www.dhhr.wv.gov/helpmegrow/>

If your child does not qualify for special education services or Head Start, you may want to consider having your child attend a childcare or a WV Home Visitation program within your county.

The local Resource & Referral (R&R) agency can help locate childcare and sometimes help with paying for childcare.

A wonderful resource to help you track your child's development through developmental screening is Help Me Grow WV.

WV Department of Education

Address: 1900 Kanawha Blvd, East
Building 6, Room 304
Charleston, WV 25305-0330

Phone: (304)558-2696 or

Toll-free (in WV): 1-800-642-8541

Fax: (304)558-3741

Office of Special Programs:

<http://wvde.state.wv.us/osp>

A copy of **Policy 2419: Regulations for the Education of Exceptional Students** can be obtained by calling the Office of Special Education at 1(800)642-8541 or (304)558-2696 or by accessing the WVDE Website at <http://wvde.state.wv.us/osp/policy2419.html>

Other WV Department of Education Resources

Parent Educator Resource Centers (PERCs)

<https://wvde.state.wv.us/osp/perc.html>

PERCs have lending libraries and provide training for parents, educators, and students.

Hand in Hand with Special Education – A Guide for Parents:

<https://wvde.us/wp-content/uploads/2020/02/2020-Hand-in-Hand-Booklet.pdf>

HELPFUL WEBSITES:

WV Dept of Health and Human Resources - <http://www.dhhr.wv.gov>

WVATS Virtual Loan Library - <http://vll.cedwvu.org>

WV School for the Deaf & Blind – <https://www.wvdsb2.state.k12.wv.us/>

Zero to Three - www.zerotothree.org

Parent Partner Newsletters - <http://www.wvdhhr.org/birth23/families.asp>

WV Early Childhood Training Connections – www.wvearlychildhood.org

WVABLE - <https://wvable.com/>



WV BIRTH TO THREE RESOURCE INFORMATION

<http://www.wvdhhr.org/birth23> 1-800-642-9704

WV Parent Training and Information (WVPTI) – IEP Information

Address: 99 Edmiston Way
Buckhannon, WV 26201

Phone #: 1(800)281-1436 TDD: (304)472-5697

Website: www.wvpti.org

WVPTI provides parents and professionals with training and information on appropriate educational services for students with special needs.

I/DD Waiver Utilization Management Organization KEPRO

Address: 350 Capitol Street, Rm 251
Charleston, WV 25301

Phone: (304)-558-1700

Fax: (304) 558-4398

Website:

<http://dhhr.wv.gov/bms/Programs/WaiverPrograms/IDDW/Pages/default.aspx>

The WV I/DD Waiver is a Medicaid program intended to provide health care coverage and long-term care supports to those who meet the eligibility criteria. Email: WVIDDWaiver@kepro.com

Disability Rights of WV

Address: 1207 Quarrier Street, Suite 400
Charleston, WV 25301

Phone: 1(800)950-5250 TDD: (304)346-0847

Website: <http://drofwv.org>

Disability Rights of WV protects and advocates for the human and legal rights of persons with disabilities.

Local Therapy Options

Name: _____

Phone #: _____

Name: _____

Phone #: _____

Health Care or Other Needed Resource:

Name: _____ Name: _____

Phone #: _____ Phone #: _____

Children with Special Health Care Needs (CSHCN)

Office of Maternal, Child and Family Health

Address: 350 Capitol Street, Room 427

Charleston, WV 25301

Phone #: 1(800)642-9704

Website: www.wvdhhr.org/cshcn

CSHCN advances the health and well-being of children and youth with certain chronic, debilitating conditions by providing specialized medical care and care coordination services to children under 21 years of age who meet financial and medical eligibility criteria. Care coordination may be available regardless of income.

Twelve (12) *care coordination teams* are located throughout the state.

Children with Disabilities Community Services Program (CDCSP)

For eligibility information, please visit the website at:

<http://www.dhhr.wv.gov/bms/Programs/CDCSP>

A child, newborn to age 18, who requires the level of care provided by a nursing home, ICF/MR facility, hospital or psychiatric facility may be eligible for a medical card regardless of parent income.

WV Developmental Disabilities Council

Address: 110 Stockton Street

Charleston, WV 25312

Phone #: (304)558-0416 TDD: (304)558-2376

Website: <http://www.ddc.wv.gov/>

WVDCC assures that West Virginians with developmental disabilities receive the services, supports and opportunities they need to achieve independence, productivity, integration and inclusion into the community of their choice.

Family Resource Network (FRN)

Name: _____

Telephone: _____

Website: <http://dhhr.wv.gov/bcf/Services/Pages/Family-Resource-Networks.aspx>

The local FRN can provide information about activities and resources in the community.