



**TITLE:**

The Individualized Family Service Plan (IFSP) must include a Transition Plan that outlines the steps to be taken to support the transition of the child and family from the WV Birth to Three system. This checklist provides additional guidance and documents the Service Coordinator's required activities to meet timelines and promote a smooth transition from WV Birth to Three. Please submit completed checklist at child's exit.

*\* Consult each county's transition procedures for more details.*

| Date Completed | ACTIVITY   | DISCUSSION   | OTHER TIPS  |
|----------------|--|--|---|
|                | Begin the Transition Plan in the child's Individualized Family Service Plan (IFSP).  | The Transition Plan is a page of the IFSP and should be completed during either the annual, or any review, to ensure transition planning has started at least 90 days before the third birthday.   | All children exiting BTT near age three must have a Transition Plan.  |
|                | Confirm family has information about potential options for their child at age three, including potential eligibility under Part B of IDEA and other community programs and services. | Discuss the following options: <ul style="list-style-type: none"><li>• Preschool Special Education</li><li>• Early Head Start/Head Start</li><li>• Private Preschool</li><li>• WV Home Visitation Programs</li><li>• Child Care Center or Family Child Care</li><li>• Private Therapies</li></ul> Discuss the similarities and differences in IDEA law between Part C and Part B – focus of Part C is on developmental needs of the child, focus of Part B is on the educational needs of the child. | Provide family with copy of WV Birth to Three Transition brochure and link to WV Birth to Three Transition Handbook.<br><br>Assist the family in obtaining a copy of WV Dept. of Education Policy 2419 and/or 'Hand in Hand Guidance for WV Parents'. |
|                | Help family consider other community services that may be needed at age three.   | Assist the family to know about eligibility and application process for other potential resources including IDD Waiver, Autism Training Center, CSHCN, etc.  | Provide family with contact information or assist with making referrals if applicable.  |
|                | Inform family about advocacy and support services such as WV Parent Training and Information (WVPTI), WV Advocates, Parent Educator Resource Centers.                                | Provide the family with a Transition Resource Information page and personalize with information specific to family needs.  | Parent Partners at the RAU may have updated Transition Resource Information pages that provide a good starting point.   |
|                | Begin discussion with family about type of documents that may be needed for their child's enrollment in other programs.  | Family will need to be gathering child's birth certificate, immunization records and current health/dental screening information from their primary care provider for entry into preschool, HS, or child care.   | Have this discussion with family prior to the Transition Conference so they can think about questions they may have for the receiving agencies.   |
|                | Remind family that WVBTT State Office notifies county school system of children nearing age three.   | This provides families with an opportunity to learn from the county school services about services that can be available. Families must consent to any evaluation from the school system. If families decline, there is no further action.   | Notification includes only basic demographic information. Family must consent to sharing any additional information.<br><br>If child moves to new county at six months or closer to third birthday, notify State Office.                              |



| Date Complete | ACTIVITY   | DISCUSSION  | OTHER TIPS   |
|---------------|--|---|--|
|               | Coordinate sharing of IFSP, assessments, or other information with potential receiving agencies.   | Obtain consent from family to release documents they want to share. Submit Consent to Release form to RAU, along with Service Coordinator Request to Release Child Records form.  | Send both forms to RAU well in advance of Transition Planning meeting.   |
|               | Schedule a Transition Conference for every child, <b>at least 90 days before his/her third birthday.</b>   | Contact all programs/agencies that family wants to invite to Transition Conference - try to schedule on date/time that is convenient to family and agencies.  | Local county school system should be invited to the Transition Conference unless the family declines to invite them.             |
|               | Send written notice of Transition Conference to all team members and other invited parties, <b>at least 10 days before scheduled meeting.</b>      | The Transition Conference is considered an IFSP review, so all team members are to receive notice and should attend.  | Check BTT website for each county's transition procedures and name of person who should be invited to the Transition Conference. |
|               | OSC develops agenda and facilitates the Transition Conference <b>at least 90 days before child's third birthday.</b>                               | Discussion includes: <ul style="list-style-type: none"> <li>• Child's current developmental status.</li> <li>• With family consent, share copy of IFSP and assessments, if not already sent.</li> <li>• Discuss eligibility/enrollment procedures.</li> <li>• Provide family with information on program services and supports including options from the child's third birthday until end of school year.</li> <li>• Discuss what the next setting may be like for child and any new skills the child may need to be successful.</li> <li>• Share information with potential receiving agencies regarding adaptations/modifications child may need.</li> <li>• Determine whether child will continue to need any AT provided through WVBTT. If so, update the AT Loan Agreement.</li> <li>• Discuss any additional information sharing that may need to occur between IFSP team members and receiving program, with parent consent.</li> <li>• County school personnel or other appropriate receiving agency representatives obtain parent consent for evaluation needed to determine child's eligibility for program/services.</li> <li>• Develop or revise IFSP outcomes to support transition.</li> <li>• Team completes the Transition Summary Update.</li> <li>• Document next steps and any needed follow up on Teaming Activity note and provide copy to all participants.</li> <li>• Answer family's questions.</li> </ul> |  |
|               | Follow up with family (and other participants as appropriate) to assure that activities identified during the Transition Conference are completed. | Immediately following meeting and until child exits WV Birth to Three.  |  |

Submitted by: \_\_\_\_\_