

Service Coordinator Cheat Sheet for Transition

Documents to be used to **INTRODUCE** Transition to families

- WVBTT Transition Brochure
- WVBTT Handbook
- Transition Resource Guide
- Service Coordination Activity Note
- Transition Pow Toon

Documents to be used to keep you **ORGANIZED**

- Transition Checklist

Documents to be used **BEFORE** scheduling

- WVBTT Transition Brochure
- Consent for West Virginia Birth to Three to Release Information
- West Virginia Birth to Three Service Coordinator Request to Release Information

Documents to be used to **SCHEDULE**

- Notice of Transition Conference/IFSP Review (Must be mailed or by secure email to all meeting participants at least 10 days prior to meeting)
- Phone Contact Correspondence Log to document Non-Face to Face Activities

Documents to be used **DURING** Transition Meeting

- Teaming Activity Note
- Transition Summary Update
- Authorization for Teaming Units and Documentation of Transition Conference Form
- Initial IFSP (if completed during initial IFSP meeting)
- Annual IFSP (if completing transition meeting along with the Annual IFSP)
- IFSP Review (if completing transition meeting along with the 6-month review/problem solving teaming)

Documents **SOMETIMES** used during Transition Meeting

- Change of Information
- Letter of Request for Part B Services
- Exit COSF
- Practitioner Confirmation Form (if holding Annual IFSP/6-month review/problem solving)
- AT Loan Agreement

Document to be used to **CLOSE** a child's record

- Transition Exit Form
- Exit COSF (if not already completed)

All forms can be found at the following link: <http://www.wvdhhr.org/birth23/sdforms.asp>