



Technical Assistance Bulletin

TO: WV Birth to Three Payees, Practitioners, and Service Coordinators
WV Birth to Three Regional Administrative Units
WV Early Intervention Interagency Coordinating Council
West Virginia Parent Training Information
West Virginia Advocates

FROM: Pamela Roush, Director
WV Birth to Three

DATE: July 19, 2005

ISSUE: Documentation Requirements for Transition From Part C System

WV Birth to Three has revised the Transfer/Transition Form in order to gather data needed to address compliance issues under Part C of the Individuals with Disabilities Education Act (IDEA). IDEA requires that WV Birth to Three facilitate the transition of each child and family exiting the Part C system, including meeting timelines for certain transition activities.

The revised Transfer/Transition Form will provide the State Birth to Three office with data that we are required to report regarding the timely conducting of the Face to Face transition planning meeting.

We have eliminated some data elements and added others. The additional information is added to the bottom of the form and includes the following:

- a) Date that Notice of Face to Face Meeting was sent to potential attendees
- b) List of all individuals who received the Notice of Face to Face Meeting (team members, family, and others), and their roles
- c) Date of the Face to Face Meeting
- d) List of all individuals who attended the Face to Face Meeting, and their roles

Service Coordinators are required to submit the completed Transfer/Transition form to the child’s Regional Administrative Unit within 5 days of the child transitioning/exiting from the WV Birth to Three System (and when children transfer to another BTT region). The bottom of the form must be completed for every child that exits WV Birth to Three after 32 months of age.

As a component of assuring responsibilities under Part C of IDEA, WV Birth to Three is required to notify the local education agency of any child who is participating in Part C and will shortly be reaching the age of three. Currently we have been fulfilling that notification requirement when Service Coordinators and/or Interim Service Coordinators send the Referral for Eligibility Determination. The Service Coordinator/ISC sends the Referral for Eligibility Determination to the local education agency at least four months before the

child's third birthday unless the parent declined to have such form sent (and signed Decline Referral form).

In order to streamline the notification process, effective September 1, 2005, the WV Birth to Three State office will assume the responsibility for notifying the appropriate local education agency (LEA) of each child in Part C approaching three years of age. We will do this approximately six months before the child's third birthday. After the local education agency (LEA) is notified of the child, as is the case now, the LEA will be responsible for contacting the family and obtaining the family's permission to evaluate the child for eligibility. The LEA will be reporting to the West Virginia Department of Education regarding the outcome of each child/family's notification.

Until September 1, 2005, Service Coordinators and/or Interim Service Coordinators are to continue to follow the procedures for sending the Referral for Eligibility Determination at least four months prior to the child's third birthday.

For questions or clarification, you may want to attend the next scheduled Documentation training, or email questions to dhrwvbt@wv.gov.