



# TRANSITION PROCEDURES FROM PART C TO PART B 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 Part B of the Individuals with Disabilities Education Act. Parties to the agreement are encouraged to modify the template by adding procedures to facilitate additional local information sharing needs. The transition procedures will become part of the approved interagency agreement for WV Birth to Three Regional Administrative Units and County Boards of Education)

The following procedures are designed to support collaboration between the WV Birth to Three Region \_\_\_ Regional Administrative Unit and the \_\_\_\_\_ County Board of Education in the provision of services to ensure that children and families experience a smooth transition from Part C early intervention to Part B preschool services under the Individuals with Disabilities Education Act (IDEA). These procedures support a specific component of the larger interagency agreement among the WV Birth to Three Regional Administrative Unit, County Boards of Education, Head Start Grantees, child care, and other appropriate community partners.

The purpose of this set of procedures is to ensure that families and representatives of all local participating agencies are knowledgeable of the respective requirements, roles and responsibilities for assuring smooth, seamless transitions for children and families as required under IDEA. IDEA addresses the required activities to be conducted during the face-to-face transition planning meeting, as well as various timelines and procedures for local Part C early intervention and Part B preschool special education.

Similar procedures shall be developed with other early childhood partners in order to implement components of the overarching interagency agreement. For WV Birth to Three, Part C, procedures will be put in place with all appropriate representatives to ensure the smooth transition of ALL children exiting WV Birth to Three regardless of their age or eligibility under IDEA.

### **Notification of Children Reaching Age of Potential Eligibility for Preschool Special Education Services under Part B of the Individuals with Disabilities Education Act.**

1. \_\_\_\_\_ County Board of Education will receive notification from the WV Birth to Three State office, of every child in the county who is receiving WV Birth to Three services and is approaching three years of age. The WV Birth to Three Child Notification form will be sent six months prior to the child's third birthday, addressed to the Director of Special Education. (If the county prefers that the notifications be sent to a person other than the Director of Special Education, the county must notify Ginger Huffman Coordinator, Office of Special Education.)
2. For children who are referred to WV Birth to Three at thirty months of age or after, and are determined to be eligible for Part C; OR, for children who have their initial IFSP at thirty months of age or older, the RAU will immediately send the RAU Child Notification form to the County Board of Education/Director of Special Education.

3. This child notification process does not replace the responsibility of WV Birth to Three service coordinators to schedule and facilitate a face-to-face transition planning conference for each child exiting the WV Birth to Three System. Individuals are invited to participate in the face-to-face transition planning meeting based on each family's request.

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

1. Assist the family in understanding 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 to future settings.
4. Assist the family to assess their need for information and support in regards to 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 in order to promote the child's/family's smooth transition from WV Birth to Three, Part C.
8. Attend each child's face-to-face transition planning meeting to share information and insights into the child's unique strengths and challenges. If not able to attend, forward information on the child's current developmental status, including functional abilities within the context of daily activities and routines, for the team's use in completing the Transition Summary Update.
9. In collaboration with other members of the child's transition planning team, complete the Transition Summary Update form during the face-to-face meeting, in order to provide the family and receiving agencies with written information about the child's functional abilities, and to assist Part B to determine the need for extended school year services if applicable.

**B. Responsibilities of WV Birth to Three Service Coordinators For Supporting the Transition of Children and Families From Part C to Part B Preschool Special Education.**

1. Be knowledgeable of transition procedures specific to various receiving agencies (Part B preschool special education, Head Start, etc) including any procedures unique to the respective county.
2. Ensure that families are provided with information about transition. This informing should begin at child's initial entry into WV Birth to Three, and continue until the child exits the WV Birth to Three System.
3. 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 10 months prior to the child's third birthday. The transition plan outlines the steps that the family and other team

members will follow in order to support a smooth transition from WV Birth to Three, Part C.

4. Ensure that families are informed of eligibility criteria, enrollment procedures, and the notification and/or referral process for Part B and other early childhood programs/services in the community, including the need for a valid birth certificate and immunization records.
5. Schedule, convene and facilitate a face-to-face transition planning meeting for each child at least 90 days and no more than 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.*
6. Send Notice of Face-to-Face Transition Planning Meeting form to all IFSP team members, Part B preschool special education contact person, family, and other individuals as requested by the family, *at least two weeks prior to scheduled meeting, and earlier if possible.*
7. Obtain consent from parents for release of relevant information from the child's WV Birth to Three educational record and send to County Board of Education when sending the Notice of Face-to-Face Planning Meeting. Parent consent must be specific about which documents are to be released as part of the transition packet.
8. Remind other team members to be prepared to participate in the completion of the Transition Summary Update form at the face-to-face transition planning meeting or to send a summary of the child's current developmental status for the team's consideration if not able to attend the meeting face-to-face.
9. Document discussion and activities of the face-to-face transition planning meeting utilizing the WV Birth to Three Teaming Activity Note.
10. For children with third birthdays in the summer or early fall, schedule the face-to-face transition planning meeting by \_\_\_\_\_ *(date range to be completed by the parties to this agreement in order to ensure that the IEP can be in place by the child's third birthday – the meeting needs to occur before summer break unless Part B staff are available to process referrals and eligibility during the summer months)*
11. In any instance where the County Board of Education representative does not attend the face-to-face planning meeting, and the child's parent desires to have his/her child evaluated for preschool special education services, the WV Birth to Three service coordinator will assist the family to complete a letter of request for evaluation and will forward that request to the County Board of Education.
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 the WV Birth to Three State office in order to plan for return of the equipment to the State when no longer being used by the child.

**C. Roles and Responsibilities of the WV Birth to Three Region \_\_\_\_\_ Regional Administrative Unit (RAU)**

1. Assign a primary contact person responsible for the development, implementation and evaluation of an Interagency Agreement and transition procedures with the \_\_\_\_\_ County Board of Education (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. If no other changes are made, confirm information in Attachment 1.
4. Inform families, service coordinators and service practitioners of the transition procedures in place with interagency partners, including the \_\_\_\_\_ County Board of Education with the assigned RAU primary contact person serving to answer questions regarding implementation of the transition procedures.
5. Coordinate with the \_\_\_\_\_ County Board of Education for provision of training around the interagency transition procedures.
6. Coordinate with the WV Birth to Three Regional Technical Assistance Staff to identify potential policy clarifications and/or additional training needs.
7. Include 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 the local County Board of Education 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 between the ages of 30 and 35 months who have been determined eligible, a Transition Plan will be written as part of the Initial IFSP. The ISC will also schedule a face-to-face transition planning meeting with the local County Board of Education and other potential receiving agencies based upon the family's identified concerns and priorities. The ISC will obtain the family's permission to release pertinent assessment and/or IFSP information to the local County Board of Education and other parties. The ISC will send this information along with the Notice of the Face-to-face Transition Planning meeting. The Interim Service Coordinator will share scheduled meeting dates and times with the Ongoing Service Coordinator who will coordinate transition services after the initial IFSP, until the child's exit from WV Birth to Three.
10. For any child referred for eligibility to the WV Birth to Three Region \_\_\_\_\_ RAU within 45 days of the child's third birthday, the Interim Service Coordinator (ISC) will immediately initiate, upon the family's request, a referral to the local County Board of Education. The ISC will refer to agreed upon procedures under D.6. of this document in order to coordinate possible WV Birth to Three evaluations/eligibility if the family so desires.

**D. Roles and Responsibilities of the \_\_\_\_\_ County Board of Education Personnel.**

1. Assign a representative to participate on the Interagency Advisory Committee of the WV Birth to Three Region \_\_\_ RAU.
2. Assign an individual as the primary contact to work with the WV Birth to Three Region \_\_\_\_\_ RAU for development and revision of interagency transition procedures (see Attachment 1).
3. Contact the family of each child for whom a Child Notification form is received. Inform each family of the potential services offered by the County Board of Education and document the method of contact.
4. Complete the bottom portion of each Child Notification form received from the WV Birth to Three State office, and return to Ginger Huffman, Coordinator, Office of Special Education.
5. For children referred into the WV Birth to Three Region \_\_\_\_\_ RAU after 35 months of age, accept referral for Part B eligibility determination from the RAU Interim Service Coordinator. For children in this category referred during the summer months, the Part B contact for referral will be \_\_\_\_\_.
6. For children referred into the WV Birth to Three Region \_\_\_ RAU between the ages of 30 and 35 months, coordinate with the RAU Interim Service Coordinator to schedule the face-to-face transition planning meeting and the completion of evaluation activities for Part C and Part B. *(Parties may indicate how they want to proceed with completion of eligibility and assessment activities to avoid children being evaluated by both Part C and Part B within a short time frame.)*
7. Identify procedures related to acceptance of WV Birth to Three assessment reports, Individualized Family Service Plan, and Transition Summary forms for Part B evaluation and IEP planning purposes.
8. Coordinate with each child's WV Birth to Three Service Coordinator, who will identify face-to-face transition planning meeting locations and times that will allow the family's participation and facilitate attendance of needed representatives.
9. Send a school representative(s) to the scheduled face-to-face transition planning meeting of each child for whom the county receives a Notification of the Face-to-Face Transition Planning Meeting letter.
10. Recognize an invitation to a Face-to-Face Transition Planning Meeting as constituting the family's interest in seeking evaluation for Part B preschool special education services, and of the WV Birth to Three System's initiation of a referral to Part B.
11. Provide families with the opportunity during the face-to-face transition planning meeting, to sign WV Department of Education, Consent for Evaluation for Services form.
12. Ensure that an IEP is developed and implemented by the child's third birthday or sooner for each eligible child exiting WV Birth to Three.
13. For each child referred from WV Birth to Three, with parental permission, forward a copy of the child's IEP to the WV Birth to Three Region \_\_\_ RAU for inclusion in the child's record.

**E. Responsibilities of All Parties Attending the 90 Day Face-to-face Transition Planning Meeting**

1. Discuss the family's priorities and concerns regarding transition from WV Birth to Three.
2. Identify the family's needs for information and supports in order to support a successful transition for child and family.
3. Discuss the child's present levels of development and strategies that have been utilized to support the child's development, including review of the Transition Summary Update form.
4. Ensure that the family has information on the policies, procedures, and procedural safeguards regarding eligibility determination, placement, and educational and related service needs for special education.
5. Provide the family with similar information for other potential service needs, such as Head Start, Child Care, Family Support Program, and WIC.
6. 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 child care, play groups, library story hour, parks and recreation programs, Mommy and Me groups, Parents as Teachers, preschool programs, and other community programs.
7. Identify and document coordination of information needed for eligibility activities under Part B preschool special education, including sharing of current assessment information from the child's WV Birth to Three educational record.
8. Discuss strategies to help the child be successful in future settings.
9. Discuss and arrange for visits by the family to possible receiving program(s) to assist the family to understand the daily activities and routines of each community placement option.
10. 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 for successful transition.
11. Identify documentation needed to assist the \_\_\_\_\_ County Board of Education in determining extended school year services, if appropriate, for children with late spring or summer birthdays. Documentation may include, but not be limited to, the WV Birth to Three Transition Summary Update form.
12. 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 and/or school setting. Provide the family with information about how to return equipment/devices to the WV Birth to Three System when the child has outgrown or no longer needs 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 RAU \_\_\_\_\_ and the \_\_\_\_\_ County Board of Education to resolve the issues. 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.

**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-do-date with current laws, policies, and practices. Changes to the agreement can be considered at any time.

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**WV Birth to Three Region \_\_\_ Regional Administrative Unit** **Date**  
**Authorized Representative Signature**

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**\_\_\_\_\_ County Board of Education** **Date**  
**Authorized Representative Signature**

**Attachment 1**  
**Contact Information for County Board of Education and**  
**WV Birth to Three Regional Administrative Unit**

Effective as of \_\_\_\_\_

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Name (Print) \_\_\_\_\_ Telephone/Email \_\_\_\_\_

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Address

**County Board of Education Contact Person to Receive Referrals and WV Birth to Three Child Records**

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Name (Print) \_\_\_\_\_ Telephone/Email \_\_\_\_\_

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Address

**County Board of Education Contact Person to Receive Notice of Face-to-Face Transition Planning Meeting letters**

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Name (Print) \_\_\_\_\_ Telephone/Email \_\_\_\_\_

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Address

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