Wetzel Co 2023-2024

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 be part of any larger interagency agreements developed between WV Birth to Three Regional Administrative Units and County School Districts, as supported by the West Virginia Department of Education and the West Virginia Department of Health and Human Resources/Office of Maternal, Child and Family Health.)

The following procedures are designed to support collaboration between the WV Birth to Three Region One Regional Administrative Unit and the Wetzel County School District 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).

Under the state interagency agreement between WV Birth to Three and the WV Department of Education, all Part C eligible children will be considered potentially eligible for Part B services through the child's local County School District and entitled to receive transition steps and services as they near their third birthday. 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.

All children exiting WV Birth to Three will have a Transition Conference at least 90 days prior to their third birthday unless the family does not agree to such a meeting. IDEA addresses the required activities to be conducted during the transition conference, 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 to implement components of the overarching interagency agreement at the local level and 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. Wetzel County School District and the West Virginia Department of Education will receive timely notification from the WV Birth to Three of every child in the county who is receiving WV Birth to Three services and is approaching three years of age. The Child Notification will be sent at least 90 days 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.) Child Notification will include the following information: child's name, address, and date of birth; parent/s name and address and contact information; and service coordinator's name, address, and contact information. No other

personally identifiable information may be shared without parental consent. The confidentiality of this information is protected under the procedural safeguards of IDEA.

2. For children who are found eligible for WV Birth to Three services less than 90 days prior to their third birthday, the RAU will send the Child Notification to the LEA and SEA as soon as possible.
3. Referrals to WV Birth to Three that are received less than 45 days before a child's third birthday will not be processed for eligibility under WV Birth to Three. However, as appropriate, and with the parent's consent, the WV Birth to Three RAU will refer the child to the respective LEA. In addition, for these children, the RAU will provide the parents with procedural safeguards, a Notice of Late Referral, and a completed Transition Information Resource page for the county in which the child lives. The RAU will also facilitate any additional referrals requested by the family.
4. This child notification process does not replace the responsibility of WV Birth to Three RAUs or service coordinators for scheduling and facilitating a timely transition conference for each child, at least 90 days before his/her third birthday. Individuals are invited to participate in the transition conference 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 WV Birth to Three.

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 regarding 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 successful 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's/family's smooth transition from WV Birth to Three.
8. Attend each child's transition conference 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 transition conference, 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. Include information about modifications/adaptations that have been successful for the child to date.

B. **Responsibilities of WV Birth to Three Service Coordinators for Supporting the Transition of Children and Families from WV Birth to Three.**

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 out of WV Birth to Three. 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. Develop and update a transition plan in collaboration with the parents and other team members as a component of the IFSP, 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. This transition plan may be started during a separate transition conference, or during a natural juncture (i.e., annual or 6-month IFSP review, or transition conference) that may fall during this period, as long as the plan is began at least 90 days prior to the child's third birthday.

Maintain and update the IFSP Transition Plan to document:

a) that notification has been sent to the SEA and respective LEA.
b) a review of program options from the child's third birthday to the beginning of the next school year.
c) the appropriate steps for the toddler to exit WV Birth to Three.
d) any transition services needed by the children and his/her family including completing the Transition Resource Information page; and
e) that, with parental consent, additional information such as assessment reports and IFSP have been sent to the LEA or relevant receiving party.

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, health screening and immunization records.
5. Schedule, convene and facilitate a transition conference 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 Transition Conference/IFSP Review form to all IFSP team members, Part B preschool special education contact person, family, and other individuals as requested by the family, *at least 10 days prior to scheduled meeting, and earlier if possible.*
7. Obtain parental consent on the WV Birth to Three Consent to Release Information form to release relevant information from the child's WV Birth to Three educational record. Parent consent must be specific about which documents are to be released as part of the transition packet.
8. Send the consent and the WVBTT Service Coordinator Request to Release Records form to the RAU. The RAU will send the documents to the County School District.

9. Remind other team members to be prepared to participate in the completion of the Transition Summary Update form at the transition conference or to send a summary of the child's current developmental status for the team's consideration if not able to attend the meeting in person.
10. Document discussion during the transition conference utilizing the WV Birth to Three Teaming Activity Note.
11. For children with third birthdays in the summer or early fall, schedule the transition planning conference by May 1, 2024 *(date range to be completed by the parties to this agreement to ensure that the IEP can be in place by the child's third birthday – the meeting needs to meet required timelines and occur before summer break unless Part B staff are available to process referrals and eligibility during the summer months)*
12. In any instance where the County School District representative does not attend the Transition Conference, 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 confirm that the family has contact information for the County School District and understands how to request an evaluation if they have not yet had the opportunity to do so.
13. 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 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 One 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 Wetzel County School District (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 Wetzel County School District with the assigned RAU primary contact person serving to answer questions regarding implementation of the transition procedures.
5. Coordinate with the Wetzel County School District 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. Forward child educational records to Wetzel County School District after receiving consent and requests from Service Coordinators.

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) entering a timely Child Notification into the WVEIS child notification website application at least 90 days prior to the child's third birthday. Upon successful entry of the data, the notification will be electronically forwarded to the WV Department of Education and the respective LEA. Confirmation of the entry will be emailed to the respective RAU email address.
   b) developing a Transition Plan as part of the initial IFSP in collaboration with the parents and the IFSP team (as identified in B2 above).
   c) obtaining consent from the parent during the initial IFSP meeting to release assessments, IFSP, or other documents that the parent agrees to share with the LEA and forwarding those documents to the appropriate parties.
   d) coordinating with the family, MDT, OSC and LEA 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) enter the child notification in the WVEIS website application as soon as possible and no more than 7 days after the meeting.
   b) develop a Transition Plan as part of the initial IFSP in collaboration with the parents and the IFSP team (as identified in B2 above); and
   c) obtain consent from the parent during the initial IFSP meeting to release assessments, IFSP, or other documents that the parent agrees to share with the LEA and forward those documents to the appropriate parties.
11. For any child referred for eligibility to the WV Birth to Three Region One 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 to discuss any potential referrals the family may need assistance with. The RAU will then mail the family a packet that includes the Notice of 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 the Wetzel County School District Personnel.

1. Assign an individual as the primary contact to work with the WV Birth to Three Region One RAU for development and revision of interagency transition procedures (see Attachment 1).
2. Contact the family of each child for whom a Child Notification is received from either the State Birth to Three office or the RAU. Provide procedural safeguards and inform each family of the potential services offered by the County School District and document the method of contact.
3. Complete the bottom portion of each Child Notification form received from the WV Birth to Three State office and through the online WVEIS email alert, and return to Ginger Huffman, Coordinator, Office of Special Education.

4. Protect the confidentiality of child and family data sent through the Child Notification process. This information cannot be shared with any party other than the County School District without the family's written consent.
5. Coordinate with the RAU to accept referrals for children who are referred to WV Birth to Three less than 45 days before their third birthday.
6. For children who have their initial WV Birth to Three eligibility/IFSP meeting from 150 through 90 days prior to their third birthday, coordinate with the RAU Interim Service Coordinator to attend the transition conference at least 90 days prior to the child's third birthday, which may be combined/coordinated with the WVBTT initial eligibility/IFSP meeting. This meeting must meet the requirements of an IFSP meeting, including being held at a time and place that is convenient for the family. In instances when the County School District representative cannot attend the Transition Conference in person, they may call into the meeting if arrangements are made in advance.
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. For those children with IFSPs prior to 150 days before their third birthday, coordinate with each child's WV Birth to Three Service Coordinator to attend the transition conference at least 90 days before the child's third birthday. The WVBTT Service Coordinator is responsible for identifying locations and times for the meeting that will allow the family's participation and facilitate attendance of needed representatives.
9. Send a school representative(s) to the scheduled transition conference of each child for whom the county receives a Notice of Transition Conference letter.
10. During the transition conference, provide the family with information about what to expect in the next setting, including strategies and services that might help prepare the child and family for a successful transition.
11. Provide families with the opportunity during the transition conference to sign WV Department of Education Consent for Evaluation for Services form if they have not done so earlier.
12. Ensure that the eligibility determination, and IEP for eligible children, is developed and implemented by the child's third birthday or sooner for each child who had an initial IFSP with WV Birth to Three at least 90 days prior to his/her third birthday. The IEP team will consider the IFSP content when developing the IEP.
13. At the request of the parent, an invitation to the initial IEP meeting must be sent to the child's Part C service coordinator or other Part C representative if the child previously received Part C services.
14. 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 ____One____ RAU for inclusion in the child's record.

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 needs for information and needed supports 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. Complete or update the Transition Resource Information Page, discussing 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 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 Wetzel County School District 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 One and the Wetzel County School District to resolve the issues. If 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.

WV Birth to Three Region One **Regional Administrative Unit**

Hendy Meller 8/10/23

Authorized Representative Signature **Date**

Wetzel **County School District**

Laura McLaughlin 7/27/2023

Authorized Representative Signature **Date**

Attachment 1

Contact Information for County School District
and
WV Birth to Three Regional Administrative Unit

Effective as of July 27, 2023

County School District Contact to Receive Referrals and WV Birth to Three Child Records

NAME: Laura McLaughlin

ADDRESS: 333 Foundry St.
New Martinsville, WV 26155

PHONE: 304-455-2441 X.183 **EMAIL:** laura.mclaughlin@k12.wv.us

County School District Contact to Receive Notice of Transition Conference

NAME: Laura McLaughlin

ADDRESS: 333 Foundry St.
New Martinsville, WV 26155

PHONE: 304-455-2441 X.183 **EMAIL:** laura.mclaughlin@k12.wv.us

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

NAME: Wendy Miller

ADDRESS: 2000 Main St Suite 222 Wheeling, WV 26003

PHONE: (304) 214-5775 **EMAIL:** wmiller@ccwva.org