

## **2300: TRANSITION**

Transition planning ensures the smooth transition for infants and toddlers under the age of three and their families from SoonerStart services to preschool or other appropriate services for toddler with disabilities. Formal transition planning must occur for every child in the SoonerStart program who is between the ages of 27 and 36 months of age. Informal discussions regarding the transition process may occur with the family throughout the time the child receives early intervention services.

The Resource Coordinator is responsible for facilitating transition planning. This may occur in conjunction with a regularly scheduled IFSP meeting or an IFSP review meeting with the family. *The Transition at Age Three: Steps for Success* (Appendix Z) is a guide provided to the family to assist in transition planning. IDEA requires that the three components of transition planning occur no later than 90 before the child's third birthday.

- Transition steps and services on the IFSP
- Notification to the LEA
- Transition Planning Conference

### **Transition Steps and Services on the IFSP:**

A formal discussion regarding the transition process should occur as soon as possible after the child is 27 months old but in all cases, no later than 33 months of age. The transition plan is considered a part of the IFSP and is individualized to meet the needs of the child and family including possible program options, new environments and any necessary activities to enable a successful transition. Initiation of the transition plan should be completed at an IFSP meeting (initial, periodic review or annual review). The required participants at the meeting to initiate transition planning are the same as the required participants for an IFSP meeting (Section 1701):

- The parent,
- The Resource Coordinator and
- The person(s) directing involved in conducting the evaluation or assessment.

*If it is suspected that the child/family will only be receiving "transition/service coordination" services with the Resource Coordinator serving as the IFSP primary service provider, the IFSP participant requirements are still the same as outlined above.*

The transition plan initiation meeting must also meet IFSP accessibility and notification requirements. All SoonerStart staff share responsibility to assist families in preparing for transitions to new settings and changes in services upon the child's third birthday.

The family is also informed of the IDEA requirement that SoonerStart provide child find information to the Local Education Agency (LEA) of all IDEA Part B potentially eligible children served by the SoonerStart program.

In Oklahoma, an Individualized Educational Program must be developed for IDEA Part B eligible children by their third birthday, even when the third birthday occurs prior to the end of the school year. Oklahoma has not elected to offer IDEA Part C services beyond age three, therefore a child will have no IDEA Part C options from the third birthday through the remainder of the school year. If a child's third birthday occurs during the summer, the child's IEP team, convened by the school district, will determine the date when services under the IEP will begin.

The transition page in EdPlan is used to document all activities during the transition process. Transition activities should also be documented in the Resource Coordinator contact log and the service provider progress notes. The date of this formal discussion is considered the initiation of transition services and should be entered into EdPlan on the transition page.

**Notification to the LEA:**

IDEA requires that SoonerStart must provide child find information to the Local Educational Agency (LEA) where a child resides at least 90 days (3 months) prior to the child's third birthday. Parental consent is not required to provide the following personally identifiable information for each child that is potentially eligible for Part B services:

- Child's name
- Child's date of birth
- Parent's contact information (including parents' name, addresses and telephone numbers)

Oklahoma defines a child as "potentially eligible" who is:

- Determined eligible for early intervention services by a multidisciplinary evaluation team and/or
- Enrolled in early intervention services who has not met all outcomes on his or her Individualized Family Service Plan; and/or,
- Enrolled in early intervention services who is demonstrating a delay in any developmental domain based on the expertise of a member of the Individualized Family Service Plan team.

A child who is receiving SoonerStart services through an IFSP or has been determined eligible for SoonerStart services through a multidisciplinary evaluation or automatic qualifying condition is potentially eligible for Part B services and should be included in a Notification to the LEA.

The Resource Coordinator will notify the LEA, no later than 33 months of age for the area in which the child resides, that he/she is potentially eligible for Part B services. The Notification to the LEA must be written and contain the demographic information as required by IDEA for child find (Appendix L). The notification will be created/saved in EdPlan and then mailed or sent electronically to the LEA. The date of the LEA notification is documented in EdPlan on the transition page and in the Resource Coordinator's progress note. The school district/LEA should also be identified on the transition page in EdPlan in the field "Which LEA will receive SoonerStart information".

**Notification to the SEA:**

IDEA also requires that the State Educational Agency (SEA) is notified of all children potentially eligible for Part B services. Since the SEA – Oklahoma State Department of Education – is also the lead agency for SoonerStart – Part C services, the SEA is notified of all children potentially eligible for Part B services through EdPlan. An intra-agency agreement between SoonerStart (Part C services) and OSDE 619 services (Part B services) ensures seamless transition services for infants and toddlers with disabilities served in the SoonerStart program. It is the responsibility of the Resource Coordinator to arrange and facilitate the Transition Planning Conference.

**Transition Planning Conference (TPC):**

The Transition Planning Conference (TPC) may be held in conjunction with an IFSP meeting if the family is in agreement. The meeting to develop the transition plan may also be combined with the TPC. The required SoonerStart participants at the TPC are the same as the required participants for the IFSP meeting. The TPC must also meet IFSP accessibility and notification requirements. For the purpose of scheduling a transition conference, approval by the family is not required to be in writing and can be verbal consent that is documented in the contact log. However, written parental consent is required to share additional information such as the IFSP, evaluation or assessment results; or other pertinent records to be transmitted to the LEA or any community agency or program considered as a provider of appropriate services at age three. The date of consent and the date records are transmitted to the receiving agencies are documented in EdPlan in the fields marked “Date parents provided Consent to Transfer/Submit Records to LEA” and “Transmitted SoonerStart records to relevant agencies with parental consent”.

The SoonerStart Meeting Notice (OK-SS-Meeting-Notice) should be completed prior to the TPC and sent to the family and LEA (and other relevant parties) as notification of the scheduled TPC. Prior Written Notice (OK-SS Prior Written Notice) is also required following the TPC meeting. The TPC completion date is entered in EdPlan in the field marked “Coordinated and Facilitated Transition Planning Conference (TPC) with LEA”.

**Transition Planning Conference - Part B services:**

If a toddler in the SoonerStart program is potentially eligible for Part B services, SoonerStart, with the approval of the family, will convene a Transition Planning Conference (TPC) among the required SoonerStart staff, the family and the LEA not fewer than 90 days or more than 9 months before the child’s third birthday. If the family requests a delay in scheduling the TPC, or declines to meet with the LEA to consider Part B services, this is documented in EdPlan when entering the date of the TPC and in the contact log. If the family declines to consider Part B services a Prior Written Notice (PWN) is required.

If the child’s third birthday is in the summer, the TPC should occur in the spring prior to the child’s third birthday to allow for availability of local school district staff and time for the plan to be in place before the next school year begins. With written consent of the family, information that will be helpful to the local school district will be shared in advance of the TPC.

In the event that the local school district representative is unable to participate in the TPC due to unforeseen circumstances, the conference may be postponed/re-scheduled if acceptable to SoonerStart and the family and if the postponement/rescheduling will not jeopardize compliance with the required IDEA timelines. However, if postponing/rescheduling is not acceptable to SoonerStart and the family or if postponing/rescheduling will jeopardize IDEA compliance, then the TPC should proceed without local school district participation. The exception to this would be the family requesting to postpone the transition conference until the school district representative is available.

If the LEA does not participate in the TPC, SoonerStart must conduct the transition conference and use that meeting to develop or revise the transition plan in the IFSP (including identifying appropriate transition steps and services). In addition, SoonerStart must provide parents at the conference with information about Part B preschool services. This information includes a description of the Part B eligibility definitions, state timelines and process for consenting to an evaluation and conducting eligibility determinations under Part B, and the availability of special education and related services. However, services available from the local school district, how and when the evaluation(s) and eligibility determination will occur must be provided by the LEA representative at a later date.

The Individualized Education Program (IEP) for a child transitioning from SoonerStart and eligible for Part B services must be developed and implemented by the child's third birthday. The IEP team must consider the IFSP including its natural environment statement when developing the initial IEP. (CFR 300.323(b)). At the request of the parent, an invitation to the initial IEP meeting must be sent to the SoonerStart Resource Coordinator, or other SoonerStart representative, if the child previously received SoonerStart services (CFR 300.321(f)).

#### **Transition Planning Conference - Other Community Services:**

If the family of a toddler in the SoonerStart program has declined to participate in a TPC with the LEA then reasonable efforts must be made to hold a meeting to discuss other appropriate services the toddler may receive. All activities and/or attempts to arrange the TPC should be documented in the contact log. The TPC should include the Resource Coordinator, SoonerStart service provider(s), the family, and providers of other appropriate services. The date of this completed TPC should be entered in EdPlan in the field marked "Coordinated and facilitated Transition Planning Conference with Family and/or Community Programs". The 90 day timeline requirement is not applicable for children not referred for Part B services. Prior Written Notice should be provided if the family declines a TPC with the LEA regardless of whether a TPC is conducted.

#### **Transition - Late Referrals:**

A child is considered a late referral to SoonerStart if he/she is determined eligible for SoonerStart services at 33 months of age or later (or less than 90 days from the third birthday).

#### **Referred Less Than 45 Day Prior To Third Birthday:**

If a child is referred to SoonerStart fewer than 45 days prior to the child's third birthday SoonerStart is not required to conduct an initial evaluation, assessment or initial IFSP meeting for the child. With

parental consent, SoonerStart will refer the child to the LEA or other appropriate community services. The Resource Coordinator will contact the family and explain to them that SoonerStart does not have adequate time to evaluate the child before his/her third birthday. The Resource Coordinator will assist the family, with their consent, in contacting the LEA or appropriate community services.

**Referred More Than 45 Days But Less Than 90 Days Prior To Third Birthday:**

If a child is referred to SoonerStart between 45 and 90 days prior to the child's third birthday, SoonerStart is required to conduct an initial evaluation, and if eligible, an assessment and initial IFSP meeting for the child. If the child is determined eligible, SoonerStart must develop a transition plan. A Transition Planning Conference (TPC) may take place but is not required. If the child is potentially eligible for IDEA Part B services, SoonerStart will provide Notification to the LEA as soon as possible for the area in which the child resides. The Resource Coordinator will initiate transition during the initial IFSP meeting. The Resource Coordinator will refer the child, with parental consent, as soon as possible to the LEA or community services as appropriate. Information pertaining to the child, initial evaluation, assessment and IFSP, will be shared with receiving LEA or community services with written parental consent. At the discretion of the family, a TPC may be combined with the initial IFSP meeting and the LEA or other community agencies invited to attend.

**Referred More Than 90 Days Prior To Third Birthday:**

If a child is referred to SoonerStart more than 90 days before the child's third birthday, all requirements as stated under Transition Planning Conference are applicable. However, IDEA section 637(a)(9)(A)(ii)(II) requires that the TPC be convened with the LEA only for children potentially eligible for preschool services under Part B of the act. (See Oklahoma's definition of "potentially eligible"). If a child is referred more than 90 days but determined potentially eligible less than 90 days before his/her third birthday, the child is considered a late referral.

**Documentation in EdPlan:**

The dates of Transition Initiation, Notification to the LEA and TPC should be entered on the Transition page under the SoonerStart IFSP Process in EdPlan. Dates entered past the due date for the Transition Initiation and TPC with the LEA will trigger a selection of reasons for missing the target date. The reason must be selected before saving the page. The Notification to the LEA will automatically calculate if the date entered is due to a late referral. If not due to a late referral, a Notification to the LEA that is past the target date is considered a staff reason.

When a family moves to another school district after the Notification to the LEA is completed for the previous school, a new Notification to the LEA should be sent to the new school district however the date of the first Notification should not be changed. The date of the first Notification to the LEA is used to determine compliance.

When a family moves to another school district after the TPC is completed for the previous school, and a new TPC is completed with the new school district, the date of the first TPC should not be changed.

The date of the first TPC is used to determine compliance. Documentation of the 2<sup>nd</sup> TPC should be entered in the text box under Steps and Services.

For records inactivated after the Target Transition Date (between the child's age of 33 months and 36 months), or after the third birthday, the dates for the Transition Initiation, Notification to the LEA and TPC with the LEA or Community must be entered BEFORE inactivation. Entering the required dates after the record is inactivated does not trigger the selection of reasons for missing the timeline if the date entered is past due. This results in a determination of noncompliance even if due to a family reason. To enter missing dates, reactivate the record, enter dates, select appropriate reason for missing timeline (if applicable), Save the page and inactivate. The reactivation (Entry) and inactivation (Exit) line in Student History must be deleted by a Regional Coordinator or Lead Clinician.

All dates entered on the Transition page (and in all data fields in EdPlan) must be in the 00/00/0000 format. It is recommended that the date is generated from the calendar icon beside each date field.