Transitioning Children to School Districts via BTOTS

Service Coordinator Training
By: Layne and Marla
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From Memorandum of Agreement (MOA) between BWEI, USOE sped, & USDB referral notification timeline

- Any ENROLLED child between ages of 30 and 36 months is potentially eligible for preschool special education services
  - This is why we don’t hold a 90 day with part B before initial IFSP is completed. IF its crunch time, we can have IFSP and 90 day be the same meeting
- By 27 months - discuss referral notification with parents. (MOA says at IFSP closest to child’s second birthday)
  - Referral notification shares child’s name, DOB, primary language and contact info of parents with school district
  - For child enrolled after 27 months, referral notification goes thru Tedi when child is enrolled if did not OPT Out
  - Parents can reverse decision to OPT out up to 34.5 months before 3rd birthday
- Child referred with fewer than 45 days before 3rd birthday, EI program does not assess, but give school district contact to family
Part B responsibilities during referral notification phase

Part B gives parents procedural safeguards at 90 day meeting. Has parents sign consent to evaluate at 90 day meeting. IF parents miss this meeting, Part B mails this to parents.

Part B is not REQUIRED to have 90 day meeting if child referred after the 90 day should have been held. But most of them try to fit it in if they can. Some will most likely not have 90 day meeting with us if the child is not eligible before 45 days prior to 3\textsuperscript{rd} birthday
Part B Continued...

- There are specific points we are responsible to share with families and they will pop up on the screen when you hover over that item.
- Still give parents district-specific handout about part b eligibility.
Step 1: Open the Transition Tab

<table>
<thead>
<tr>
<th>Referral Notification Discussion</th>
<th>Plan: Special Education</th>
<th>Conference: Special Education</th>
<th>Community Planning Document</th>
</tr>
</thead>
</table>

### Reversal of Opt Out of Referral Notification to Part B
1. Describe available service options for child at age three.
   - **Referral Options Date:** mm/dd/yyyy
   - **Referral Options Text:**

2. Describe special education preschool eligibility criteria.
   - **Referral Eligibility Date:** mm/dd/yyyy
   - **Referral Eligibility Text:**

3. Discuss referral process to special education preschool.
   - **Referral Process Date:** mm/dd/yyyy
   - **Referral Process Text:**
Step 2: Click the blue edit link at bottom right of the page.
Step 3: Enter discussion dates into the date field and/or select “Opt Out” box.

- Enter appropriate dates and provide any additional information and select save.
Helpful Hint: Hover your mouse over the blue dashed underline for detailed info.
3. Transition Plan

The BWEIP ensures that, for all children, the EI program will:

a. Establish a transition plan in the child’s IFSP with the family, not fewer than ninety (90) days, and at the discretion of all parties, not more than nine (9) months before a child’s third (3rd) birthday.

b. Document the decisions made by the IFSP team in the transition plan on the IFSP prior to, and at the transition conference, and will include steps for the child and the family to exit from the BWEIP and any transition services that the IFSP team identifies are needed for that child and child’s family. The steps will include, as appropriate:
   (1) Discussions with and training of parents regarding future placements and other matters related to the child’s transition.
   (2) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust and function in a new setting.
   (3) Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.
(4) Confirmation that referral notification information about the child has been transmitted to the SEA and LEA, unless the parent declined the notification in writing.

(5) With written parental consent, release the child’s EI record to the LEA to ensure continuity of services from the BWEIP to IDEA part B preschool special education, including a copy of the most recent evaluation and assessments of the child and the family and the most recent IFSP.

(6) Review the program options for the child for the period from the child’s third (3rd) birthday through the remainder of the school year.
4. Transition Conference

The BWEIP will ensure that:

a. The EI program, with the approval of the family of the child, convenes a conference among the EI program, the USDB Program (if applicable), the family and the LEA, not fewer than ninety (90) days and at the discretion of all parties, not more than nine (9) months before the child’s third (3rd) birthday, to discuss any services the child may receive under IDEA part B.

b. If the family of a child declines the disclosure of referral notification from IDEA part C to the SEA and LEA, then the EI program, with the approval of the family of that child, makes reasonable efforts to convene a conference among the EI program, the family, and providers of other appropriate services in the community to discuss services that the child may receive.

c. The transition conference and the meeting to develop the transition plan (which conference and meeting may be combined into one meeting) meets the requirements of IDEA part C procedures for IFSP development, review and evaluation, and IFSP team meeting and periodic review.

d. The EI program will transition and exit a child from EI services no later than the child’s third (3rd) birthday.
Part B Requirements from MOA

Utah State Office of Education, Special Education Section - IDEA Part B Requirements

1. The Utah State Office of Education, Special Education Section has policies and procedures in effect to ensure that:

   a. Students participating in early intervention programs assisted under IDEA part C, and who will participate in preschool programs assisted under IDEA part B, experience a smooth and effective transition to those preschool programs.

   b. By the eligible student’s third birthday, an IEP has been developed and is implemented for the student.

   c. If a student’s third birthday occurs after the end of the school year, the student’s IEP team shall determine the date in the next school year when services under the IEP will begin, except that the IEP team may determine that extended school year services are needed outside the school year.
Part B Requirements from MOA

d. Each affected LEA will participate in transition planning conferences arranged by the designated BWEIP local early intervention program.

2. The IEP team must consider the contents of an IFSP that contains the natural environments statement and an educational component that promotes school readiness and incorporates pre-literacy, language and numeracy skills when developing the IEP for a student with a disability ages 3 through 5 or, at the discretion of the LEA, for a two-year-old student with a disability who will turn age 3 during the school year.

3. The parent must be informed of the right to request an invitation be sent to the part C service coordinator or other representatives of the part C system to the initial IEP meeting to assist with the smooth transition of services.
Step 5: Enter Dates/Text for Special Education Plan

<table>
<thead>
<tr>
<th>Summary</th>
<th>Child</th>
<th>Contacts</th>
<th>Referral</th>
<th>Eligibility</th>
<th>COSF</th>
<th>IFSP</th>
<th>Visits</th>
<th>Contact Log</th>
<th>Transition</th>
<th>Portal</th>
<th>CHARM</th>
</tr>
</thead>
</table>

This tab provides information about the transition process.

TED! Status: Referral notification to SEA/LEA occurred on 04/06/2016.

Referral Notification Discussion

Plan: Special Education

Conference: Special Education

Community Planning Document

5. Develop a transition plan for transitioning to Special Education Preschool
   a. The early intervention provider will give you information about your local special education preschool services, placement options, and the Individualized Education Plan (IEP) process.

<table>
<thead>
<tr>
<th>PlanInformationDate</th>
<th>PlanInformationText</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/14/2016</td>
<td></td>
</tr>
</tbody>
</table>

b. Identify the skills Falz Greene needs for preschool preparedness.

<table>
<thead>
<tr>
<th>PlanRequiredSkillsDate</th>
<th>PlanRequiredSkillsText</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Complete the Electronic Part-B release with Parent Signature

d. Discuss the release and exchange of information in Faiz Greene's early intervention record to the local school district special education preschool program.

PlanAuthorizationDate | PlanAuthorizationText
--- | ---
03/14/2016 | [Redacted]

Release and Exchange Information in the Early Intervention Record to local School District

PlanAuthorizationReleaseDate | PlanAuthorizationReleaseSld | Box Elder
--- | --- | ---
03/14/2016 | [Redacted] | [Redacted]

e. Discuss and arrange a transition conference to occur before Faiz Greene is no more than 33 months old.

PlanArrangeConferenceDate | PlanArrangeConferenceText
--- | ---
03/14/2016 | [Redacted]
Step 6 Continued...

- Staff Will Sign Part-B by confirming their log-in information
- Then Select Which Legal Guardian is agreeing to release child’s information to the School District TEDI Database.
Step 7: Edit the tab for the Transition Conference

- Conference Deadline: 10/8/2016
- Transition Conference Status: Declined
- Conference Date: 11/11/2016
- Parent/Guardian: [Name]
- Service Provider: Joy, Sherry
- School District: Box Elder
- LEA Representative: Pat Jones
Step 8: Linking the Associated Transition Visit for Referred children vs. Eligible Children

- List the transition visit under Service Coordination unless the child is still in referred status. If Service Coordination has not yet been added to the IFSP, then select the transition option on the right.
Linking the Associated Visit Continued...

*Service Provider must link the associated visit to avoid receiving an alert. The date entered for the conference MUST match the associated visit.

*Children who are referred after 33 months and before 34.5 months of age will have this “Late Enrollment” delay reason automatically selected.

*No transition Information will be displayed unless the child is enrolled and over 23 months of age. (e.g. UP15496)
Step 9: Capturing Electronic Signatures for the Transition Meeting
Electronic Signatures Continued...
90 day pointers from Utah Sped rules

- School district has to test in all areas of concern from the team (including parents). So it may be wise to note areas of concern on 90 day meeting notes for team to follow up on.

- Students should be assessed in ALL areas related to suspected disability. Schools evaluate to determine if they meet requirements for special education classification. Usually they’d consider classification of “Developmental Delay” or “Other Health Impaired” or “Autism”.

- The Classification of Developmental delay means having a delay or deficit in one or more of the areas including cognitive, physical/motor, communication, social/emotional, adaptive.

- The Classification of Autism includes 3 prongs: Multiple measures (formal and informal), including an autism checklist/rating scale, must be used to assess intellectual, academic, communicative, social, and adaptive functioning.
  1. The student’s prior medical and developmental history from a qualified health professional must be on record regarding specific syndromes, health concerns, medication, and any information deemed necessary for planning the student’s education program.
  2. The requirements of Rules II.D-H must be met (has to impact educational functioning).