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## **Transition to Preschool and Other Programs**

**Purpose:** To describe the procedures used to ensure a smooth transition for all children and families receiving services in the Up to 3 to preschool (Cache, Rich, Box Elder, Logan school districts) or other appropriate services at age three (3), or who are exiting the BWEIP before age three (3).

### **Definition(s):**

**Baby and Toddler Online Tracking System (BTOTS):** Baby and Toddler Online Tracking System (BTOTS) is a Utah database application designed to track EI activities and information, assist EI providers in day-to-day activities, encourage compliance with state and federal regulations and simplify compliance monitoring by allowing the BWEIP access to statewide child information.

**Individualized Education Program (IEP):** An Individualized Education Program (IEP) is a written statement for a student with a disability that is developed, reviewed, and revised in accordance with part B of IDEIA.

**Individualized Family Service Plan (IFSP):** An Individualized Family Service Plan (IFSP) is a working document agreed upon by EI service providers and family members to address the special needs of eligible children from birth to three (3).

**Local Education Agency (LEA):** A Local Education Agency (LEA) refers to the public school district (Part B Preschool Program) where the family resides.

**Referral Notification:** Referral notification is the automatic, electronic referral information from BTOTS to TEDI to the SEA/LEA for children who are receiving EI services and who are potentially eligible for part B services.

**State Educational Agency (SEA):** The State Educational Agency (SEA) is the Utah State Office of Education.

**Transition from Early Intervention Data Information System (TEDI):** TEDI is a database that was developed through collaboration between BWEIP and the SEA to electronically transmit child transition information between BWEIP and the SEA and the appropriate LEA.

**Lead Agency (LA):** The lead agency is the Utah Department of Health, the Baby Watch Early Intervention Program, which has been designated by the Governor with the single line of responsibility to carry out all the provisions of the part C program under IDEIA.

### **IV Principles and Procedure(s):**

#### **A. Oversight and Supervision**

1. BWEIP shall ensure:

- a. A smooth transition for children from EI services to preschool or other appropriate services at age three (3), or who are exiting the BWEIP before age three (3) as supported through an interagency agreement between BWEIP, the Lead Agency (LA), the Utah State Office of Education (the SEA) and the Utah Schools for the Deaf and the Blind. The interagency agreement (as addressed within this policy) is required by part C and is updated as needed to meet the requirements of IDEIA.
- b. BWEIP shall ensure compliance with part C requirements for a smooth transition from the BWEIP to part B preschool or other services through its General Supervision and monitoring system.
- c. Up to 3 shall have interagency agreements with their respective LEA(s).

**B. Referral Notification to the SEA and appropriate LEA**

1. For the purpose of transition planning, any child enrolled in the Up to 3 program between ages twenty-seven (27) and thirty-six (36) months is considered potentially eligible for preschool special education services
2. Up to 3 will send a referral notification to the SEA and LEA electronically from BTOTS to TEDI when the child is twenty-seven (27) months of age if the child is enrolled, or at the time of the development of the initial IFSP for children who enter EI after twenty-seven (27) months of age unless the parent opts out of the referral.
  - b. Referral information includes:
    - 1) Child's name;
    - 2) Date of birth;
    - 3) Primary language; and
    - 4) Parent/guardian contact information:
      - a) Name;
      - b) Address; and
      - c) Telephone number.
3. Up to 3 shall inform the parent/guardian of a child during the development or review of the IFSP closest to the child's second (2nd) birthday of the required referral notification and provide him/her an opportunity to decline the referral notification (Opt Out).
  - a. The parent/guardian may decline the referral notification by signing the Referral Notification IFSP form.
4. A referral notification will not be sent if the parent/guardian declines the referral notification in writing.
5. The parent may reverse their decision to decline the Disclosure of Referral Notification from Up to 3 to Local LEA at any time by providing written notice to Up to 3. The referral information will then be sent to the SEA and LEA electronically through BTOTS to TEDI.
6. If a toddler is determined eligible for EI services after thirty (30) months of age but not more than thirty-four and one half (34.5) months of age, and the family does not decline the referral notification

Up to 3 shall, as soon as possible, notify the SEA and the appropriate LEA electronically through BTOTS to TEDI.

7. If a child is referred to Up to 3 fewer than forty-five (45) days before that child's third (3rd) birthday, and that child may be eligible for special education preschool services under part B, Up to 3, with parental consent, shall refer the child to the appropriate LEA through written or verbal means. Up to 3 shall not conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances.

- Parents who may choose to contact school districts on their own are given LEA contact information.

### C. Transition Plan

1. Up to 3 shall ensure that for all children enrolled,

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

b. The transition plan in the IFSP should describe the steps and services that the IFSP team, including the family, identifies as needed for that child and his/her family to exit from Up to 3.

The steps shall include, as appropriate:

- 1) Discussions with and training of parents, regarding future placements and other matters related to the child's transition;
  - Complete Transition Steps and Services visit notes and share brochure about LEA at IFSP closest to 24 months or separate home visit before 27 months.
  - Share Parents as Partners in the IEP Process and "Becoming an Advocate" handout prior to IEP
- 2) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust and function in a new setting; Complete Child Resume/Preschool Assessment.
- 3) Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child; Consider referral to Lil Aggies Preschool.
- 4) Confirmation that referral notification information about the child has been transmitted to the SEA and LEA through TEDI unless the parent declined the notification; and,
- 5) With written parental consent, release the child's Up to 3 record to the LEA to ensure continuity of services from Up to 3 to LEA, including copies of
  - the release of information to LEA
  - Up to 3 Transition meeting Cover Sheet
  - the most recent IFSP
  - Eligibility form
  - Current evaluation summary pages
  - Preschool assessment and Child Profile

2. Review the program options for the child for the period from his/her third (3rd) birthday through the remainder of the school year as introduced with the brochure and discussed further at the transition conference.
3. Service coordinator shall offer assistance through the development of a Community Transition Plan to Parents that decline the Disclosure of Referral Notification.
4. Service coordinator or any therapist will provide information about community services at any time during service when family concerns or inquiry deem it necessary.

#### **Transition Conference to Discuss Part B services**

1. BWEIP shall ensure that:

- a. Up to 3, with the approval of the family of the child, convenes a conference among the EI program, 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 that s/he may receive under LEA; and
- b. If the family of a child declines the Disclosure of Referral Notification from Up to 3 to the SEA and LEA for special education preschool services under part B, Up to 3, with the approval of the family, makes reasonable efforts to convene a transition conference among the EI program, the family, and providers of other appropriate services and supports in the community to discuss services that the child may receive.
- c. When appropriate, the transition conference and the meeting to develop the transition plan may be combined into one meeting. The meeting shall meet the requirements of part C procedures for IFSP development, review and evaluation. IFSP team meetings and or IFSP reviews that are conducted at the same time as the transition conference require the attendance of a representative of the LEA, and members of the IFSP team, including the parent, the designated service coordinator, person or persons involved in evaluations and assessments and person or persons that provide EI services to the family and as requested by the family other family members, a person or advocate outside the family and a USDB representative if the child is receiving those services.

#### **E. Procedures for Transition Events Timing:**

1. Transition Introduction –

- a. Up to 3 shall discuss with parents the following:
  - 1) What "transition" from EI means;
  - 2) The concept of transition at age three
  - 3) or when a child attains his/her IFSP goals; and
  - 4) The timing of transition events and services throughout the child's enrollment in EI.
- b. Service coordinator will review the Up to 3 What You Can Expect and When handout with parents which contains transition information

2. Referral Notification Discussion – Up to 3 service coordinator will review Transition steps 1-4 when the child is between 23 and 27 months old. Families will sign the Referral Notification IFSP Form if they Opt Out of Referral Notification. Discussion will explain:

- 1) Placement options available for their child at age three (3), special education preschool, Head Start, or other;
  - 2) General information on special education preschool eligibility;
  - 3) The referral notification requirement to the SEA and LEA when their child is twenty-seven (27) months old, which includes the child's name, date of birth, primary language and parent's contact information;
  - 4) The option to decline the referral notification to the SEA and LEA by signing and dating the Disclosure of Referral Information form; and
  - 5) The parent can reverse their decision to decline the Disclosure of Referral Notification from Part C to Part B at any time by providing written notice to the EI program.
- a. The referral notification begins the process of planning transition to special education preschool and is sent automatically through BTOTS when the child is enrolled with an IFSP and 27 months old.
- c. After the referral notification is sent to the SEA and LEA, parents will help develop a transition plan and attend a transition conference, not fewer than ninety (90) days and not more than nine (9) months before the child's third (3rd) birthday.

**3. Transition Plan - IFSP or IFSP Review - not before twenty-seven (27) months but no later than thirty-three (33) months:**

- a. Within this time frame the Up to 3 service coordinator shall review components of Transition Plan IFSP Form (Step 5 of transition) special education preschool transition planning with the parent or guardian by discussing:
- 1) Information about the local special education preschool and the Individualized Education Program (IEP) process;
  - 2) Skills the child needs for special education preschool preparedness;
  - 3) IFSP outcomes and any services needed to prepare the child and family for service delivery in another setting;
  - 4) Other services that may be available in the community in addition to special education preschool;
  - 5) Consent to release the information in their child's EI record to the local school district's special education preschool program; and
  - 6) Transition conference arrangements.
- b. Parents that decline the Disclosure of Referral Notification from Part C to Part B shall be offered assistance through the development of a Community Transition Plan and documented by service coordinator on Transition Plan IFSP Form.

**4. Transition Conference – Between twenty-seven (27) and thirty-three (33) months:**

- a. Up to 3 shall convene a transition conference:
- 1) With verbal or written parent consent;
  - 2) No later than ninety (90) calendar days and at the discretion of all participants; and
  - 3) Up to nine (9) months prior to a child's third (3rd) birthday.
  - 4) Service Coordinators will receive a reminder report of children coming due for Transition Conference at least two months before conference is due.

b. Participants at a transition conference shall include:

- 1) A parent of a child who is approaching three (3) years of age;
- 2) A representative of Up to 3;
- 3) A representative of the LEA;
- 4) Other family members, as requested by the parents, if feasible to do so;
- 5) An advocate or person outside of the family (as appropriate), if requested by the parents;
- 6) A representative from the Parent Infant Program if the child is receiving those services;
- 7) A person or persons directly involved in evaluations and assessments; and
- 8) A person or persons that provide EI services to the child and family.

c. If a person listed above as appropriate is unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one of the following:

- 1) Participating in a telephone conference call.
- 2) Having a knowledgeable authorized representative attend the meeting.
- 3) Making pertinent records available at the meeting.

d. During a transition conference, participants shall review a child's program options for the period from a child's third (3rd) birthday through the remainder of a school year.

1) In the event that a representative of the LEA does not attend the transition conference for a child, the service coordinator shall conduct the transition conference as scheduled. The EI provider shall provide parents at the conference with information about part B preschool services. The information includes:

- a) 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
- b) The availability of special education and related services.

2) Service Coordinator will complete the Transition Conference form documenting

- a) Placement options
- b) Recommendations for Transition
- c) Recommendations for Evaluation
- d) specific objectives to be accomplished before IEP Transition Meeting

e. Up to 3 shall transition and exit a child from EI services no later than the child's third (3rd) birthday

**F. BTOTS Entries:** Up to 3 will enter data in btots as required

1. Referral notification discussion shall include the date each was discussed and brief description

- a. Placement options at age three (3);
- b. General special education preschool eligibility;
- c. Referral notification process;
- d. Automatic referral to part B special education preschool or Disclosure of Referral Notification from Part C to Part B; and
- e. Disclosure of Referral Notification from Part C to Part B signature date if declining referral notification.

2. Transition Planning shall include the date each was discussed **and brief description:**

- a. Information on special education preschool, additional options and IEP;
- b. Skills for special education preschool preparedness;
- c. IFSP outcomes;
- d. EI record release;
- e. Transition conference arrangements; and
- f. Other services available in community if applicable.

3. Transition Conference information shall include:

- a. Conference date;
- b. Attendees;
- c. Placement options discussed;
- d. Notes, and
- e. Reason for any delay.

4. Community Planning Document shall include:

- a. Planning Discussion date;
- b. Information about community options
- c. Skills required
- d. IFSP outcomes
- e. EI record release, if appropriate
- f. Other services or discussions, as needed