

## Section 6: Transition to Other Community Services Planning Process

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**Introduction** Transition from Early ACCESS, for the purposes of these procedures, occurs when an infant and toddler is reaching maximum age and will exit Early ACCESS at age 3. IFSP teams are required to discuss transition issues and make plans that assist the child and family in making smooth transitions regarding appropriate future services by the child's third birthday.

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**Transition planning requirements** The following are transition planning requirements for children moving from Part C to other community services (non-Part B services).

- Families will be included in the transition plans;
- With the approval of the family, make reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services to discuss the appropriate services that the child may receive;
- Establish a transition plan, including, as appropriate, steps to exit from the Part C program [281–120.60].

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**Transition plan requirements** The IFSP must contain steps to be taken to support the transition of the child from Early ACCESS. These steps include, but are not limited to:

- Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition.
- Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting; and
- With written parental consent, the transmission of information about the child to relevant agency(s) to ensure continuity of services including evaluation and assessment, and information and copies of IFSPs that have been developed and implemented.
- A transition plan shall be developed that includes the child's program options for the period from the child's third birthday through the remainder of the school year and the services that may be provided following the child's third birthday [281–120.57].

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**Required timeline** Service Coordinators are to make reasonable efforts to convene a Transition Planning Meeting at least 3 months and up to 9 months prior to the child's third birthday.

**Note.** Families may decline convening of meeting.

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## Section 6: Transition to Other Community Services Planning Process, Continued

### Parent decisions

Parents have a number of options and decisions to make regarding transition planning and next steps. The following table provides three common scenarios and the procedures to follow based on the family's decision.

If parent...	Then Service Coordinator ...
and other IFSP team members determine child is not potentially eligible for Part B...	<ul style="list-style-type: none"> <li>• Indicate Not Applicable in the <i>Part B Consideration</i> section of the <i>IFSP Transition Plan</i>.</li> <li>• Continue to follow procedures in block Transition planning process</li> </ul>
Declines Part B evaluation	<ul style="list-style-type: none"> <li>• Indicate Parent declines Part B eligibility determination in the <i>Part B Consideration</i> section of the <i>IFSP Transition Plan</i>.</li> <li>• Continue to follow procedures in block Transition planning process</li> </ul>
Declines holding a Transition Planning Meeting	<ul style="list-style-type: none"> <li>• Documents in the Transition Planning Meeting section of the <i>Transition Plan</i>:               <ul style="list-style-type: none"> <li>– Service Coordinator's attempts to engage family in a meeting and</li> <li>– Parent decision to decline a meeting.</li> </ul> </li> <li>• Continue to follow procedures in block Transition planning process <b>except</b> does not convene a formal Transition Planning Meeting.</li> </ul>

### Transition resource for families

The *Transition Toolbox: A Guide for Families* is a resource organized into six, easy to read steps. Triggers to share the information at key times are included throughout this document. The toolbox can be found at: [http://www.aea267.k12.ia.us/familyed/index.php?page=trans\\_toolbox](http://www.aea267.k12.ia.us/familyed/index.php?page=trans_toolbox).

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## Section 6: Transition to Other Community Services Planning Process, Continued

### Transition planning process

There are four stages in the transition planning process for children leaving Early ACCESS and moving to other community services. An Initial/Periodic/Annual meeting is held 90 days and up to 9 months prior to a child's third birthday for the purpose of transition planning.

Stage	Process	Description
1	Prepare for Transition Planning Meeting	The Service Coordinator initiates discussions about current services the child and family receives, potential services and other community options. Preparations for the meeting also occur.
2	Transition Planning Meeting	With parent approval, participants gather to review ongoing assessment data, discuss options for future services and determine plans for smooth transition.
3	Implement Transition Plan	The steps and services outlined in the IFSP Transition Plan are implemented.
4	Exit from Early ACCESS (Part C)	Final paperwork and communications are completed to facilitate the transition and end a child and family's involvement with Early ACCESS.

Procedures and documentation requirements for each stage of the process are described in the following sections.

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## Section 6: Transition to Other Community Services Planning Process, Continued

### Stage 1: Prepare for transition planning meeting

The following tables provide steps for preparing for the transition planning meeting.

**Note.** If parent declined convening of Transition Planning Meeting, Service Coordinator still **must** complete the steps with the family without a formal meeting and document steps on the Transition Plan.

#### Prepare with the Family

Step	Action	Notes
1	Discuss changes and vision.	<ul style="list-style-type: none"> <li>• The Service Coordinator initiates discussions about current services the child and family are receiving, potential services or other community based options. What will be different? Vision for the future?</li> <li>• Review the <i>Transition Toolbox: A Guide for Families</i>, Step One</li> </ul>
2	Provide information to the family about the transition process and their rights	<ul style="list-style-type: none"> <li>• Review the <i>Transition Toolbox: A Guide for Families</i>, Step Two</li> <li>• Share the <i>Early ACCESS Procedural Safeguards Manual for Parents</i>, as needed.</li> </ul>
3	Discuss program options and enrollment criteria.	The discussion of options includes eligibility requirements for community services (e.g. Head Start; CHSC Clinical Program; etc.).

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## Section 6: Transition to Other Community Services Planning Process, Continued

**Stage 1:  
Prepare for  
transition  
planning  
meeting**  
(continued)

Step	Action	Notes
4	Discuss scheduling of meeting	<ul style="list-style-type: none"> <li>• Meeting, with parental approval, <b>must</b> be at least 3 months and up to 9 months prior to the child's third birthday.</li> <li>• Recommended to schedule more than 3 months prior to third birthday.</li> <li>• This is always completed at an Initial, Periodic or Annual Review IFSP meeting.</li> </ul>
5	Determine with the family whom should attend	<p>Participants must include:</p> <ul style="list-style-type: none"> <li>• Parent(s) of the child.</li> <li>• The Service Coordinator who has been designated by the agency to be responsible for the implementation of the IFSP (or the designee if the current Service Coordinator is unable to attend).</li> </ul> <p>Other participants may include:</p> <ul style="list-style-type: none"> <li>• IFSP service provider(s).</li> <li>• Other family members, as requested by the parent, if feasible to do so.</li> <li>• An advocate or person outside of the family, if the family requests.</li> <li>• Persons who will be providing services to the child or family.</li> </ul>
6	Consider Authorization for Exchange of Information, as appropriate.	A current Authorization for Exchange of Information is needed to share IFSP records with future agencies that are under consideration.

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## Section 6: Transition to Other Community Services Planning Process, Continued

Stage 1:  
Prepare for  
transition  
planning  
meeting  
(continued)

### Preparations After Discussions with Family

Step	Action	Notes
1	Gather information	The Service Coordinator makes reasonable efforts to gather information from current and potential service providers and/or programs.
2	Send Meeting Notice  <i>Note.</i> Omit Step 2 if parent declined meeting.	
3	Share information about transition process	Service Coordinator reviews Step Three of <i>Transition Toolbox: A Guide for Families</i> with family.

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## Section 6: Transition to Other Community Services Planning Process, Continued

### Stage 2: Transition planning meeting

The following table provides seven steps for IFSP team to follow during Transition Planning Meeting.

*Note.* If parent declined convening of Transition Planning Meeting, Service Coordinator still **must** complete the steps with the family without a formal meeting and document on the Transition Plan.

Step	Action	Notes
1	Share information	The team, including the parents, share progress on the IFSP outcomes, parent's vision for their child, the transition process and any concerns.
2	Discuss potential services	The team discusses potential services for when the child turns three.  <i>Note.</i> Discussion must include services needed from the child's third birthday through the remainder of the school year.
3	Discuss parent consent for transfer of records	<ul style="list-style-type: none"> <li>• Consent is required to transmit Part C records to community partners, if determined necessary (e.g. Head Start).</li> <li>• If needed, complete <i>Authorization for Exchange of Information</i> and obtain parent signature.</li> </ul>
4	Develop a written transition plan.	<ul style="list-style-type: none"> <li>• A transition plan must be written, including <i>steps and services</i> to prepare the child for any new expectations and /or skills as well as any supports and training needed for the parent(s).</li> <li>• <i>Complete all sections of the IFSP Transition Plan.</i></li> </ul>
5	Determine how IFSP team will complete ECO forms	IFSP Teams must complete the ECO forms upon the child's exit from Early ACCESS. Determine how and when team decisions will be made.
6	Turn in required paperwork	See either Periodic or Annual Review IFSP Meeting procedures.

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## Section 6: Transition to Other Community Services Planning Process, Continued

**Stage 3:  
Implement  
transition plan**

The Service Coordinator monitors implementation of the activities as identified in the child's transition plan. The following table outlines actions for different team members for effective transition plan implementation.


Name	Actions
Family	Participates in steps and services related to child and family as outlined in transition plan
Service Coordinator	<ul style="list-style-type: none"> <li>• Monitors all transition plan activities and IFSP services</li> <li>• Provides information about program(s) and/or available community opportunities</li> <li>• Assists with steps and services as outlined in transition plan</li> <li>• Prepares for child's exit from Part C</li> </ul>
Other IFSP team members	<ul style="list-style-type: none"> <li>• Provide ongoing assessment information to future service providers, as needed and allowed by consent</li> <li>• Assist with steps and services as outlined in Transition Plan</li> <li>• Complete exit ECO form with family and Service Coordinator</li> </ul>

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## Section 6: Transition to Other Community Services Planning Process, Continued

**Stage 4:  
Exit from Early  
ACCESS  
(Part C)** An exit from Early ACCESS must occur prior to the child’s third birthday. The Service Coordinator finalizes understandings with the family, completes all needed paperwork and communicates the results of the meeting with identified partners.

The following table outlines steps Service Coordinators are to complete in order to exit a child from Early ACCESS (Part C).

Step	Action
1	Review Transition Plan with family and document completion of activities.
2	The IFSP team rates the child’s developmental status in three domains based on evaluation results, as required for Early Childhood Outcomes data collection (see Section 5 Early Childhood Outcomes or Section 6 IFSP Annual Review Meeting procedures). 
3	Document final exit date and reason on Transition Plan. See next block, Final Exit Codes.
4	Inform family of options and contact information if they have concerns about child’s development in the future.
5	Complete <i>Prior Written Notice</i> . PWN indicates early intervention services will be discontinued at age 3
6	Turn in required forms for filing and data entry (see Required Forms for Exiting Part C below).

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## Section 6: Transition to Other Community Services Planning Process, Continued

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**Stage 4, Step 6:** The Service Coordinator assures that the following required forms are completed, filed in the child's record, and turned in for data entry.

**Required forms for exiting Part C**

IFSP Forms	Notes
Early Childhood Outcomes (ECO)	<ul style="list-style-type: none"> <li>• Indicate Exiting From Part C</li> <li>• Provide meeting date, if one held.</li> </ul>
IFSP Transition Plan	Indicate completed activity dates and final exit date and reason code. See Final Exit Codes below.
Service Coordination Log	All prior Service Coordinator log sheets are turned into file.
<b>Consents, Notices, Authorizations</b>	
Prior Written Notice	Document end of services.

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