

Illinois Department of Human Services

JB Pritzker, Governor · Grace B. Hou, Secretary

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Chapter 13 - Early Intervention Transition

13.1 Transition Policy & Procedure

Transition policies and procedures ensure a smooth transition between the EI program under Part C and preschool services under Part B or other appropriate services for all infants and toddlers with disabilities under the age of three who have been receiving EI services and their families.

A "toddler that may be eligible for preschool services under Part B" means any toddler in the EI program at 27 months of age that has not yet achieved his/her IFSP developed functional outcomes determined by the IFSP team.

No later than six months prior to the child's third birthday, the Service Coordinator shall begin to communicate with the child's family about transition. If a toddler may be eligible for preschool services under Part B, the Service Coordinator, with parental consent, will transmit additional information to the LEA or other relevant agency to ensure continuity of services from the Part C program to the Part B program. The PA34 screen in Cornerstone should be updated as needed during transition.

13.1.1 If the parent consents to transition, obtain written parental consent on the CFC Consent to Release of Information form to make transition referrals and to share information from the child's CFC permanent record with the LEA and/or other community program(s) that the child may transition to.

NOTE: The end date on the consent form to make referrals and to share information for transition purposes should be three months past the child's birthday. If a child's case is closed prior to the child's third birthday, the consent to make referrals and to share information for transition purposes is still valid until the end date identified on the form.

13.1.2 If the toddler that may be eligible for preschool services under Part B but the parent(s) declines a referral to the LEA, document in Cornerstone Case Notes and update the PA34 screen in Cornerstone appropriately.

13.1.3 If the toddler may be eligible for preschool services under Part B and the parent(s) provides consent for a referral to the LEA, complete the CFC section of the Early Intervention to Early Childhood Transition Tracking form. Send the form and additional information (i.e. referral packet) to the LEA, including a copy of the most recent evaluation(s) and assessment(s) of the child and the family and the most recent IFSP. Send a copy of Educational Rights and Responsibilities: Understanding Special Education in Illinois book or disc to the family or provide a link to the English and Spanish documents at www.isbe.net/spec-ed/html/parent_rights.htm#guide.

13.1.4 If a child whose parent(s) provided consent exits the system prior to age three, notify the LEA prior to closing the child's case if a transition referral has already been made. If the notification is not made prior to closing the case, the Service Coordinator can still notify the LEA up to the end date identified on the CFC Consent for Release of Information form. After the end date identified on the form, either the Service Coordinator or the LEA representative will have to obtain a new written consent from the family to allow the release of information from the CFC to the LEA.

13.1.5 When a child who is determined eligible for EI services more than 45 days but less than 90 days before his/her third birthday and may be eligible for preschool under Part B services, the CFC must ensure the following steps are taken:

Within the required timelines:

Initial evaluations

Initial assessments

Initial IFSP team meeting

Initiation of services

If the family consents to transition:

Be sure to begin the transition process as soon as possible after determining the child's eligibility.

Complete the appropriate section of the Early Intervention to Early Childhood Transition Tracking form and forward it to the LEA.

Update the PA34 screen in Cornerstone, appropriately.

NOTE: A transition planning conference is recommended but not required, all other transition steps must be followed.

13.1.6 When a child is referred less than 45 days before his/her third birthday:

Explain to the family that Initial evaluations, initial assessment and the initial IFSP team meeting are not required due to system timelines,

Explain to families the potential benefits and challenges of pursuing EI services so the parent has information to make an informed decision on how to proceed and;

If that child may be eligible for preschool services under Part B, with written parent consent, refer the child to the LEA where the child resides and notify the EI Data Manager, who will notify the SEA/LEA and complete the following:

- Provide the parent with the contact information for LEA in order for parent to directly request evaluation from Part B;
- In addition, have the parent sign the CFC Consent for Release of Information form to allow releasing information to both the LEA and the SEA;
- Complete the Early Intervention to Early Childhood Transition Tracking form;
- Send a copy of the Early Childhood Transition Tracking form to the LEA; and
- If parental consent has been obtained using CFC Consent to Use Personally Identifiable Information (PII) & Bill Public Benefits, update the PA34 scree in Cornerstone appropriately and complete Cornerstone Case Notes.

13.2 Transition Notification

13.2.1 Not fewer than 90 days before the third birthday of the toddler with a disability if that toddler may be eligible for preschool services under Part B, transition notification is sent by the DHS to and by ISBE to the LEA for the area in which the toddler resides. Transition notification includes the following information for toddlers that may be eligible for preschool services under Part B -

1. the child's name,
2. date of birth, and
3. parent contact information (including parent's names, addresses and telephone numbers).

13.2.2 When a child who is referred for EI services more than 45 days but less than 90 days before his/her third birthday may be eligible for preschool services under Part B, transition notification will be sent by the DHS as soon as possible after the child's eligibility is determined.

13.2.3 When a child is referred for EI services fewer than 45 days before his/her third birthday and may be eligible for preschool services under Part B, with parental consent, the CFC office should notify the LEA for the area in which the toddler resides and the EI Data Manager, who will notify ISBE.

13.2.4 Transition notification is sent by the DHS, with confirmation noted in Cornerstone and included in the child's IFSP, for all children referred to the program more than 45 days before their third birthday.

13.2.5 If a documented Family Exceptional Circumstance (a situation beyond the family's control) or the parent has not provided consent to hold a Transition Planning Conference, the CFC must enter the appropriate delay code.

13.3 Transition Plan

13.3.1 IFSP team meetings must be held not fewer than 90 days and, at the discretion of all parties, not more than 9 months before the toddler's third birthday to develop/update a transition outcome(s) (transition plan). It must include steps for the toddler with a disability and his/her family to exit the EI program and any transition services needed by that toddler and his/her family. The transition plan must be in the IFSPs of all children exiting the EI program not fewer than 90 days before the child's third birthdays.

13.3.2 The Service Coordinator should facilitate an IFSP team meeting to establish or update a transition plan in the child's IFSP. The transition plan should include the steps the toddler and his/her family will take to exit the EI Program and the transition services necessary to support the family's connection to services and programs available for children who are three.

13.3.3 The transition plan in the IFSP should identify the steps to be taken and any other appropriate services to be provided to support a smooth transition including:

1. Discussions with, and training of, parents (as appropriate) 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 to, and function in, a new setting;
3. Confirmation that child find information about the child has been transmitted by the DHS to the LEA including:
 - a. Listing the same date in PA34 screen in Cornerstone for a child referred more than 45 days before his/her third birthday or
 - b. If the child has been referred fewer than 45 days before his/her third birthday, and parental consent was received, list the date the Service Coordinator sent the Early Intervention to Early Childhood Tracking form to the LEA.
4. Confirmation that additional information needed by the LEA to ensure continuity of services from the Part C program to the Part B program has been sent to the LEA, listing the same date in Cornerstone that the referral packet was sent.
5. Identification of transition services and other activities that the IFSP team determines are necessary to support the transition of the child.

13.4 Transition Planning Conference

13.4.1 With the consent of the family, a transition planning conference is convened for all toddlers that may be eligible for preschool services under Part B not fewer than 90 days and, at the discretion of all parties, not more than 9 months before the child's third birthday to discuss any services the toddler may receive under Part B.

13.4.2 If the child is not potentially eligible for preschool services under Part B or if the family declined transition to preschool services under Part B, the Service Coordinator shall, with written parental consent, make reasonable efforts to convene a conference with the appropriate parties to discuss appropriate services that the toddler may receive.

13.4.3 The transition planning conference and the IFSP team meeting to develop the Transition Plan may be combined into one meeting. If held within 120 days of the toddler's third birthday, the meeting can also be used to discuss and document progress towards IFSP functional outcomes and EI Levels of Development/Child Outcomes.

13.4.4 At the transition planning conference, ensure the following activities occur:

Provide parents with information about preschool services under Part B including:

A description of Part B eligibility definitions;

State timelines and processes for consenting to an evaluation and conducting eligibility determinations under Part B; and

The availability of special education and related services.

Record the meeting in Cornerstone Case Notes as well as complete the necessary fields on the PA34 screen in Cornerstone.

The LEA has an obligation under the law to participate in transition planning conferences. Case notes must reflect efforts to obtain LEA participation. Whether or not the LEA participates, the conference must occur.

13.5 Requirements for the IFSP team meeting to develop the Transition Plan & Requirements for the Transition Planning Conference

13.5.1 The IFSP team meeting to develop the transition plan and the transition planning conference must be held in settings and at times that are convenient for the

family and in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.

13.5.2 Meeting arrangements must be made and written notice provided by the CFC to the family and other participants early enough before the meeting date to ensure that they will be able to attend.

13.5.3 The contents of the transition plan must be fully explained to the parents.

13.5.4 The IFSP team meeting to develop the transition plan must include the following participants: the parent or parents of the child, other family members as requested by the parent if feasible to do so, an advocate or person outside the family if the family requests that person participates, the Service Coordinator, persons directly involved in conducting evaluations and assessments, and persons who will be providing EI services to the child or family. If a person or persons directly involved in conducting evaluations and assessments is unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one of the following: participating in a telephone conference or have a knowledgeable equally qualified provider attend the meeting.

13.5.5 The LEA must be invited to the transition conference. Best practice is to have the LEA attend so everything possible must be done to secure LEA attendance. However, if the LEA does not show, the CFC should proceed with the transition conference. Case notes must reflect efforts to obtain LEA participation.

13.5.6 In addition to the LEA, the transition planning conference must include the following participants: the parent or parents of the child, other family members as requested by the parent if feasible to do so, an advocate or person outside the family if the family requests that person participates, the Service Coordinator, a person or persons directly involved in conducting evaluations and assessments, and as appropriate, persons who will be providing EI services to the child or family. If a person or persons directly involved in conducting evaluations and assessments is unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one of the following: participating in a telephone conference or making pertinent records available at the meeting (i.e. providing, with parental consent, the most recent evaluation(s) and/or assessment(s) of the child, if not already provided in the referral packet).

If a person or persons directly involved in conducting evaluations and assessments is unable to attend the transition planning conference, attempts to secure his/her attendance should be documented in case notes.

13.6 CFC Transition Activities

13.6.1 If the Early Intervention to Early Childhood Transition Tracking form has not already been completed and sent to the LEA with the referral packet, complete the CFC portion, make a copy to give to the CFC Program Manager or designated staff for tracking purposes and send the completed form to the LEA.

13.6.2 Upon receipt of the Early Intervention to Early Childhood Transition Tracking form from the LEA, enter the information into the PA34 screen in Cornerstone and file a copy in the child's permanent record.

13.6.3 If the form is not received from the LEA within 20 days after the child's third birthday, a telephone call will be made by the CFC to the LEA representative to determine the status of the form. Document the call.

13.6.4 On the child's third birthday, or as soon after as possible, ensure all appropriate case closure activities as outlined in *Chapter 14 - Transfer and Case Closure* are completed.

13.6.5 Provide an authorization using "offsite" IFSP Development procedure codes with the related modifier to any EI provider who is a member of the child's IFSP Team and who wishes to attend a Transition Planning Conference in person. Meetings must be pre-authorized and are generated as direct service authorizations for offsite services. If the meeting is to be held in a setting where a provider's office is located, the authorization would be for onsite services.

13.6.6 Provide an authorization using "offsite" IFSP Development procedure codes with the related modifier to an EI provider who is a member of the child's IFSP team and wishes to attend an IEP meeting. These situations must occur prior to a child's third birthday and have been proven to be very beneficial for some children and their families. These meetings must be pre-authorized and are generated as direct service authorizations for offsite services. If either of these meetings are to be held in a setting where a provider's office is located, the authorization would be for onsite services.

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