



## TRANSITION PROCEDURES FROM PART C TO PART B UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

(The procedures identified in this template are written to meet the minimum requirements for transition of children from Part C to Part B. Parties to the agreement are encouraged to modify the template by adding procedures to facilitate additional local information sharing needs. The transition procedures will become part of the approved interagency agreement for WV Birth to Three Regional Administrative Units and Local County School Systems.)

The following procedures are designed to support collaboration between the WV Birth to Three Region \_\_\_ Regional Administrative Unit and the \_\_\_\_\_ County School System in the provision of services to assure that children and families experience a smooth transition from Part C to Part B services under the Individuals with Disabilities Education Act (IDEA). These procedures support a specific component of the larger interagency agreement among the WV Birth to Three Regional Administrative Unit, County School Systems, Head Start Grantees, Child Care, and other appropriate community partners.

The purpose of this set of procedures is to assure that representatives of local lead agencies for Part C and Part B, families, service coordinators and service practitioners are knowledgeable of the respective requirements, roles and responsibilities for assuring smooth transitions for children and families as required under IDEA.

Similar procedures are to be developed with other early childhood partners in order to implement components of the overarching interagency agreement. For Part C, procedures will be put in place with all appropriate parties to assure the smooth transition of all children exiting Part C regardless of their age or eligibility under IDEA.

### **A. General Roles and Responsibilities of the WV Birth to Three Service Coordinators and Practitioners Related to Development of the Transition Plan for Children Exiting Part C.**

1. Provide the family with information on the importance of planning for transition.
2. Discuss with the family their priorities and concerns with regards to the transition.
3. Discuss with the family the child's present levels of development and the skills the child may need to transition successfully to future settings.
4. Assist the family to assess their need for information and support.
5. Assist the family to identify community supports and services that may be needed.
6. Develop in collaboration with the family, outcomes and strategies to prepare the child and family for transition.
7. Coordinate with other community partners to assure that families have needed information, and to assure that transition planning occurs within required timelines in order to promote the child's/family's smooth transition from Part C.

**B. Responsibilities of Service Coordinators in the WV Birth to Three System for Supporting the Transition of Children and families from Part C to Part B.**

1. Assure families have continual access to needed information regarding transition from WV Birth to Three beginning at entry into the system, throughout their enrollment and at transition when turning age three.
2. Assure the development of a transition plan in collaboration with the child's family and other team members as a component of the child's IFSP, at least 10 months prior to the child's third birthday. The transition plan outlines the steps that the family and other team members will follow in order to support a smooth transition from WV Birth to Three, Part C.
3. Inform families of the eligibility criteria, enrollment procedures and referral process for Part B and other early childhood programs/services in the community.
4. Obtain written parental permission to make referral to possible receiving agencies the family has selected.
5. Assure a formal referral of the child to the \_\_\_\_\_ County School System at least four (4) months (*parties to this agreement may mutually agree to a timeline earlier than four months, but in no case can the timeline be less than four months*) prior to the child's third birthday for determination of eligibility under Part B of IDEA, **unless** the family declines the referral. Referral shall include the child's name, date of birth, address, telephone, and parent's name.
6. If a family declines referral for eligibility under Part B of IDEA, assure the completion of the WV Birth to Three Request to Decline Referral Form with the family including obtaining of the parent's signature.
7. With the family's written permission, forward the WV Birth to Three Request to Decline Referral Form to the \_\_\_\_\_ County School System and assure a copy is forwarded to the child's WV Birth to Three educational record.
8. Obtain written parental permission for release of appropriate educational records to the \_\_\_\_\_ County School System.
9. Forward to the \_\_\_\_\_ County School System, the educational records for which the parent has given written permission.
10. Schedule, convene and facilitate a face to face planning meeting including the child's family for all children referred to Part B at least 90 days and no more than six (6) months prior to the child's third birthday.
11. Document discussion and activities of the face to face meeting utilizing the WV Birth to Three Teaming Activity Note.
12. For children with third birthdays in the summer or early fall, schedule the face to face transition planning meeting by \_\_\_\_\_ (*date range to be completed by the parties to this agreement in order to support local differences - must meet the minimum 90 day requirement and should probably be earlier*).
13. Obtain written parental permission from the family for information identified as needed during the face to face meeting, including consent to obtain information for a copy of the child's eligibility determination and IEP from the

Part B system and coordination of release of any additional pertinent information to the \_\_\_\_\_ County School System.

14. Revise the WV Birth to Three Assistive Technology Loan Agreement with the family to reflect decisions regarding on going needs for assistive technology equipment previously provided to the child through WV Birth to Three.

**C. Roles and Responsibilities of the WV Birth to Three Region (Reg. #) Regional Administrative Unit (RAU)**

1. Assign a primary contact person responsible for the development, implementation and evaluation of an Interagency Agreement and transition procedures with the \_\_\_\_\_ County School System.
2. Review and update transition procedures with interagency partners on an annual basis or more often if needed.
3. Submit interagency agreements and transition procedures to the WV Birth to Three state office annually.
4. Inform families, service coordinators and service practitioners of the transition procedures in place with interagency partners, including the County School System with the assigned RAU primary contact person serving to answer questions regarding implementation of the procedures.
5. Coordinate with the \_\_\_\_\_ County School System for provision of training around the interagency transition procedures.
6. Coordinate with the WV Birth to Three Regional Technical Assistance Staff to identify potential policy clarifications and/or additional training needs.
7. Include review of county data on transition indicators as a component of the quarterly review conducted by the RAU's Interagency Advisory Committee.
8. Provide aggregate numbers to the \_\_\_\_\_ County School System of children being served through WV Birth to Three with residence in the county. *(Frequency of report should be decided by the parties and written into the template here.)* Aggregate data should include at least the numbers of children served by county and age and a summary by eligibility categories.
9. For any child referred for eligibility to the WV Birth to Three Region \_\_\_ RAU within 45 days of the child's third birthday, the RAU Interim Service Coordinator will initiate the referral to the \_\_\_\_\_ County School System unless the family declines the referral as indicated by signing the WV Birth to Three Request to Decline Referral Form. The Interim Service Coordinator will also schedule a face to face planning meeting with the \_\_\_\_\_ County School System and other potential receiving agencies based upon the family's identified concerns and priorities. Following the child's eligibility determination in WV Birth to Three/Part C, the family will select an on going Service Coordinator to assist in meeting their WV Birth to Three needs, including coordination of their transition. The Interim Service Coordinator will share scheduled meeting dates and times with the On going Service Coordinator.

**D. Roles and Responsibilities of the (County Name) County School System Personnel.**

1. Assign a representative to participate on the Interagency Advisory Committee of the WV Birth to Three Region \_\_\_\_ RAU.
2. Assign an individual as the primary contact to work with the WV Birth to Three Region \_\_\_\_\_ RAU for development and revision of interagency transition procedures.
3. For children referred into the WV Birth to Three Region \_\_\_\_ RAU after 35 months of age, accept referral for Part B eligibility determination from the RAU Interim Service Coordinator. For children in this category referred during the summer months, the Part B contact for referral will be \_\_\_\_\_.
4. Coordinate with each child's WV Birth to Three service coordinator to identify face to face meeting locations and times that will allow the family's participation and facilitate attendance of needed representatives.
5. For children referred into the WV Birth to Three Region \_\_\_\_ RAU between the ages of 33 and 35 months, coordinate with the RAU Interim Service Coordinator to schedule the face to face planning meeting and the completion of evaluation activities for Part C and Part B. *(Parties may indicate how they want to proceed with completion of eligibility and assessment activities in order that children are not being evaluated by both Part C and Part B within a short time frame.)*
6. Send a school representative(s) to each child's scheduled face to face transition planning meeting.
7. Identify procedures related to acceptance of WV Birth to Three assessment reports for Part B evaluation and IEP planning purposes.
8. Assure that an IEP is developed and implemented for each Part B eligible child exiting Part C by the child's third birthday or sooner if possible.
9. For each child referred from WV Birth to Three, with parental permission, forward a copy of the child's IEP or, in the case of a child found to not be eligible, a copy of the child's eligibility determination to the WV Birth to Three Region \_\_\_\_ RAU in order to provide data necessary to comply with federal reporting requirements under Part C of IDEA. If a family does not give permission for the release of the IEP or eligibility form, send notification to the RAU that the family declined to release the information.

**E. Responsibilities of All Parties Attending the 90 Day Face to Face Planning Meeting**

1. Discuss the family's priorities and concerns regarding transition from WV Birth to Three.
2. Identify the family's needs for information and supports.
3. Discuss the child's present levels of development and strategies that have been utilized to support the child's development.
4. Assure that the family has information regarding the policies, procedures, and procedural safeguards around determining eligibility, placement, and service needs in Part B, as well as in other potential settings including, but not limited to, Head Start.
5. Identify and document coordination of information needed for eligibility activities under Part B including any sharing or current assessment information from the child's WV Birth to Three educational record.

6. Discuss strategies to support the child's transition to future settings.
7. Discuss and arrange for visits by the family to possible receiving program to assist the family to understand the daily activities and routines of each placement option.
8. Discuss and arrange visits by early intervention team members, as appropriate, to possible receiving programs to assist in planning intervention strategies and activities to prepare the child.
9. Identify documentation to assist the \_\_\_\_\_ County School System in determining the need for extended school year services for children with late spring or summer birthdays who may be determined Part B eligible.
10. Discuss other resources in the community that may support the child and family from the third party until the beginning of the school year, such as child care, play groups, library story house, parks and recreation programs, mommy and me groups, parents and teachers, preschool programs, and other community programs.
11. Discuss assistive technology currently provided through WV Birth to Three to determine whether the equipment and/or devices are appropriate for the child's continued use in the home or school setting. Identify steps for the family to take to return equipment/devices to the WV Birth to Three System when the child has outgrown or no longer needs the equipment.

**F. Dispute Resolution**

If disagreements arise regarding activities outlined in these procedures, a meeting will be held between the authorized representatives of the Region \_\_\_\_\_ and the County School System to resolve the issues. In the event that an understanding is not reached, the parties may seek technical assistance from the respective state lead agencies or choose to use informal third party mediation.

**G. Duration of the Transition Procedures Agreement**

The Transition Procedures Agreement will remain in place until such time as one of the signed parties notifies the other in writing of its termination. The Transition Procedures Agreement will be reviewed annually to ensure that it remains up-to-date with current laws, policies, and practices. Changes to the agreement can be considered at any time.

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WV Birth to Three Region \_\_\_\_\_ Regional Administrative Unit  
 Authorized Representative

Date

\_\_\_\_\_ County School System  
Authorized Representative

Date