



TRANSITION PROCEDURES FROM PART C TO HEAD START/EARLY HEAD START 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 Head Start/Early Head Start. 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 the Local Head Start/Early Head Start Grantee.)

The following procedures are designed to support collaboration between the WV Birth to Three Region (#) Regional Administrative Unit and _____ Head Start/Early Head Start in the provision of services to assure that children and families experience a smooth transition from Part C to Head Start/Early Head Start 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 Head Start/Early Head Start, 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 Head Start/Early Head Start.

- (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 Individualized Family Service Plan (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) Assure a formal referral of the child to Head Start/Early Head Start at least four (4) months (*parties to this agreement may mutually agree to a timeline early 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 for Head Start/Early Head Start **unless** the family declines the referral. Referral shall include the child's name, date of birth, address, telephone, and parent's name.
- (4) Obtain written parental permission for release of appropriate educational records to Head Start/Early Head Start.
- (5) Forward to Head Start/Early Head Start, the educational records for which the parent has given written permission.
- (6) Schedule, convene, and facilitate a face-to-face planning meeting, including the child's family, for all children referred to Head Start/Early Head Start at least 90 days prior to the child's third birthday.
- (7) Document discussion and activities of the face-to-face meeting utilizing the WV Birth to Three Teaming Activity Note.
- (8) 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*).
- (9) Obtain written 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 for Head Start/Early Head Start and, if appropriate, coordination of release of any additional pertinent information to Head Start/Early Head Start.
- (10) 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. Role and Responsibilities of the WV Birth to Three Region (#) Regional

Administrative Unit.

- (1) Assign a primary contact person responsible for the development, implementation, and evaluation of an Interagency Agreement and transition procedures with Head Start/Early Head Start.
- (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 Interagency Transition Procedures in place with interagency partners including Head Start/Early Head Start with the assigned RAU primary contact person serving to answer questions regarding implementation of the procedures.
- (5) Coordinate with Head Start/Early Head Start for provision of training around 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 Head Start/Early Head Start of children being served in 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 Interim Service Coordinator will immediately initiate a referral to Head Start/Early Head Start unless the family declines the referral.
- (10) For any child referred for eligibility to the WV Birth to Three System between the ages of 33 months and 35 months, the RAU Interim Service Coordinator will initiate the referral to Head Start/Early Head Start unless the family declines the referral. The Interim Service Coordinator will also schedule a face-to-face planning meeting with Head Start/Early Head Start 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 Head Start/Early Head Start Grantees.

- (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 Head Start/Early Head Start eligibility determination from the RAU Interim Service Coordinator. For children in this category referred during summer months, the Head Start/Early Head Start 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 months and 35 months, coordinate with the RAU Interim Service Coordinator to schedule the face-to-face planning meeting and the completion of eligibility activities for Part C and Head Start/Early Head Start. *(Parties may indicate how they want to proceed with completion or eligibility and assessment activities in order that children are not being evaluated by both Part C and Head Start/Early Head Start within a short time frame.)*
- (6) Assure a Head Start/Early Head Start representative(s) attends each child's scheduled face-to-face transition planning meeting.
- (7) Identify procedures related to acceptance of WV Birth to Three assessment reports for Head Start/Early Head Start and Part B evaluation and IEP planning purposes.
- (8) Participate in the development of an IEP for each Part B eligible child exiting Part C by the child's third birthday or sooner if appropriate.
- (9) For each child referred from WV Birth to Three, with parental permission, submit a copy of the results of the child's Head Start/Early Head Start eligibility determination to the WV Birth to Three Region (#) RAU. This data is necessary to comply with Federal reporting requirements under Part C of IDEA. If a family does not give permission for the release of the eligibility form, send notification to the RAU that the family declined to release the information.

E. Responsibilities of All Parties Attending the 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 need 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 Head Start/Early Head Start, as well as in other potential settings including, but not limited to, Head Start/Early Head Start.
- (5) Identify and document coordination of information needed for eligibility activities for Head Start/Early Head Start including any sharing of 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 programs 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) Discuss other resources in the community that may support the child and family from the third birthday until the beginning of the school year, such as child care, play groups, library hours, parks and recreation programs, mommy and me groups, parents and teachers, preschool programs and other community programs.
- (10) 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 need 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 (#) RAU and Head Start/Early Head Start 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.

 WV Birth to Three Region (#)
 Regional Administrative Unit Authorized Representative

Date

 Head Start/Early Head Start Grantee
 Authorized Representative

Date