

SERVICE COORDINATION TRANSITION AT THREE PROCEDURES

10/8/2014

Child's age	Procedures	Purpose	Participants	Forms
Initial Contacts Prior to 2 yrs	1. Discussion of transition-at-three-occurs during the Initial home visits, MDE meetings and IFSP meetings. <i>* Transition Plan is developed during IFSP closest to the child's 2nd birthday but no later than 2.3 yrs. The transition plan includes activities which prepares the child and family for transition at three.</i>	Prepare family for transition. Give family information, explain transition and discuss options.	Family/Care-giver *IT SC IT Provider(s)	CL Family Packet Transition Brochure Consents IFSP PRA IT ER
2 yrs to 2 yrs 3 mths	2.a. Discussion and preparation of the child and family for transition-at-three occurs during IFSP meetings and on-going contacts. b. IT SC develops Transition Plan.	IT SC provides overview of transition process and identifies child and family who need to start the process early in order to ensure a smooth transition. Develop Transition Plan with steps that will support child and family through the transition-at-three process.	Family/Care-giver *IT SC IT Provider(s) (* Primary Facilitator Responsible Person.	IT ER IFSP PRA Transition Plan
At 2 yrs. - Infant/Toddler SC notifies Preschool SC of children with complex medical issues, low incidence disabilities (Autism, PDD, hearing or vision needs or any children with 50 % delay in two or more developmental areas). If earlier transition planning is necessary, the meeting should occur by the time the child is 2 yrs 3 mths. For children receiving ASD related services, the Infant Toddler SC will forward a copy of the DBA to the Preschool SC.				
2 yrs. 3 mths to 2 yrs, 5 mths, 30days	3a. IT SC checks the Elwyn electronic calendar for potential phone conference/meeting dates with Preschool SC assigned to family's zip code area. b. IT SC identifies potential dates with family for a transition conference call. c. IT SC calls Elwyn Scheduler to select transition phone conference date and time. Phone conference is scheduled 40 days in advance.	Schedule Transition Meeting Update Transition Plan.	Family/Care-giver *IT SC IT Provider(s) Preschool SC (* Primary Facilitator Responsible Person.	CL Transition Brochure Provider Transition Planning Report Transition Plan Invitation Letter

Child's age	Procedures	Purpose	Participants	Forms
2 yrs. 3 mths to 2 yrs, 5mths, 30 days (con't)	<p>d. IT SC confirms transition conference conference/meeting date with family, transfers child in Pelican and completes notification and invitation letter in EIP/PEIRS.</p> <p>e. IT SC mails invitation letter to family, providers and community rep. so they receive notice at least 30 days before transition phone conference/meeting.</p> <p>f. IT SC updates Transition Plan.</p> <p>g. Preschool SC responds to IT SC within 72 hrs. to confirm participation at phone conference/meeting.</p> <p>h. Preschool SC e-mails Permission to Evaluate (PTE) to IT SC and mails a copy to the family a week before the transition phone conference/meeting.</p>	<p>Schedule Transition Meeting</p> <p>Update Transition Plan</p>	<p>Family /Care-giver</p> <p>*IT SC</p> <p>Preschool SC</p> <p>IT Provider(s)</p> <p>Representative from Community Program(s)</p> <p>(*) Primary Facilitator Responsible Person</p>	<p>Transition Brochure</p> <p>CL Request for Transition Planning</p> <p>Transition Invitation Letter</p> <p>PTE</p>

*** 2yrs, 5mths 30days -Only children whose families agree on transition to Preschool EI will be referred through PELICAN and PEIRS. Children new to IT system will be referred once eligibility is determined.**

Child's age	Procedures	Purpose	Participants	Forms
2 yrs, 6 mths 30days	4.a IT SC convenes transition phone conference/ meeting. b. IT SC facilitates discussion of family concerns and priorities. c. IT SC and Preschool SC explain transition process d. Preschool SC discuss placement options. e.. Preschool SC explains Permission to Evaluate (PTE) f. IT SC obtains signed PTE and submit to Records Rm for faxing to Preschool SC. g. IT SC updates Transition Plan. *Preschool SC also mails family PTE. Family returns PTE to Preschool SC. *Preschool MDE is scheduled once Preschool System receives PTE.	Discussion of transition steps and procedures. Update Transition Plan to include steps that will support child and family through the transition-at-three process.	Family/Care-giver *IT SC Preschool SC IT Provider(s) Representative from Community Program(s) (*) Primary Facilitator/ Responsible Person	Current <i>IT ER & IFSP</i> Transition plan Preschool Transition Packet PTE
2yrs, 6 mths 30days If transition phone conference/meeting has not been scheduled IT SC and/or Preschool SC should seek support from their supervisor.				
Anytime, after the transition phone conference/meeting, the IT SC invites the Preschool SC to all IFSP and Quarterly Review meetings. The Preschool SC responds within 48 hrs. of the meeting notification regarding their participation. The Preschool SC views changes to the IFSP in PELICAN.				
2 yrs, 7 mths through 2 yrs, 10 mths 30 days	5a. Complete preschool evaluation to determine eligibility for preschool EI services. 5b. Update Transition Plan	Complete <i>P/ER</i> Prepare for IEP development Update Transition Plan to include steps that will support child and family through the transition-at-three process.	Family/Care-giver * Preschool SC IT SC (*) Primary Facilitator/ Responsible Person	Referral forms/letters (community programs) PTE P/ER Transition Plan
2yrs, 8 mths 30days	6. If child is not eligible for PEI program, IT SC revises transition plan to address additional community supports and programs as appropriate.	Revise Transition Plan	Family/Care-giver IT SC Representatives from Community Programs	Transition Invitation Letter Transition Plan

On weekly basis the Preschool Program forward to the Infant Toddler Program the outcome of MDEs completed for children referred for transition.

2 yrs, 10 mths If P/ER is not completed the Preschool SC seeks guidance from their supervisor. If the Preschool System determines that there is a need to consider continuation of IT services, the Preschool SC will fax a Request for Continuation to the EI Coordinator at IDS for consideration.

Child's age	Procedures	Purpose	Participants	Forms
2 yrs, 11 mths 30 days	6a. Preschool system completes IEP based upon recommendations from P/ER. b. Preschool team identifies appropriate services based on ER recommendations. c. Preschool SC makes referrals and finalizes arrangements for preschool services to begin on third birthday.	Complete IEP Make referrals and finalize arrangements for preschool services to begin on third birthday.	Family/Care-giver * SEEDS Preschool SC Infant Toddler SC Infant Toddler Provider(s) Regular Education Teacher MDE Team representative (* Primary Facilitator Responsible Person	IEP Preschool Intake NOREP

2yrs, 11mths If IEP has not been developed Preschool SC seeks supervisory support.
30 days

Child's age	Procedures	Purpose	Participants	Forms
Day before third birthday	7. I/T SC closes file in PELICAN.	Transition child to Preschool EI System.	Family/Care-giver *IT SC IT Provider (s)	CL Discharge Letter CL discharge form
Third birthday	8. Preschool System implements IEP and confirms start of services with family.	Begin preschool early intervention services.	Family/Care-giver *Preschool SC Preschool Provider(s) (* Primary Facilitator Responsible Person	IEP

****PLEASE REFER TO:**

**ELWYN SEEDS and CHILDLINK GRID AND TIMELINES FOR LATE TRANSITION CHILDREN PROCESS
(2.9 months through 2.10 and 14 days – Elwyn as MDE Provider)**

2.10 and 15 days TRANSITION TO PRESCHOOL PROCEDURES

Child's age	Procedures	Purpose	Participants
2 yrs, 10mths and 15 days or older	IT EI System refers child directly to Preschool Service Coordination with consent from the family.	Complete preschool MDE and develop IEP. * Preschool program will make every effort to follow Part C.	Family/Care-giver * Preschool SC Members of MDE team Members of the IEP team Provider(s) representative

Abbreviations:

CL- ChildLink
 EI- Early Intervention
 Elwyn – Philadelphia Preschool Early Intervention Service
 IDS – Intellectual disAbilities Services
 IEP – Individual Education Plan
 IFSP – Individual Family Service Plan
 IT ER – Infant Toddler Evaluation Report
 MDE – Multi-Disciplinary Evaluation

Mths – months
 IDS – Intellectual disAbilities Services
 NOREP – Notice of Recommended Educational Placement
 P/ER – Preschool Evaluation Report
 PRA – Parents Rights Agreement
 PTE – Permission to Evaluate
 SC – Service Coordinator
 Yrs. - years