

**Philadelphia Intellectual disAbility Services  
Infant Toddler Early Intervention**

**Transition Policy: Children Exiting Infant Toddler Early Intervention at Age 3**

**Policy**

Families of children who are exiting Infant Toddler Early Intervention at age 3 will be supported to transition to the resource that the family has chosen for their child. Transitions to the Preschool Early Intervention program will be done using the following procedures.

**Procedures**

**(Note: See attached Transition Grids for detailed steps for transition)**

1. The service providers and service coordinator will initiate a discussion about transition with the family when Infant toddler Early Intervention services begin and on an ongoing basis during service provision. These discussions will be documented by the service coordinator in the service notes in PELICAN.
2. On Quarterly basis the Infant Toddler EI will forward to Preschool EI a list of the children that they receive from OCDEL, who will be turning three during the upcoming year.
3. On an annual basis, the Infant/Toddler EI personnel who work directly with active early intervention children or children in at-risk tracking will receive update training on the coordination of transition services.
4. Joint Training activities will be listed on the Infant Toddler Early Intervention and Preschool EI program's training and technical assistance plan, and an Annual Transition Workshop for families and service providers will be sponsored by the Philadelphia Interagency Coordinating Council.
5. In preparation for the child's transition, the Early Intervention service providers will share information with families about the child's developmental status or special strategies that have been beneficial in helping the child reach their outcomes. This information should be helpful to the decision making process, as the child transitions. If the child is transitioning to Preschool EI, the information should not include recommendations about services type or frequency.
6. Transition Meetings should be held for a child who may be eligible for preschool EI Services between the age of 27 months (2.3 yrs.) and 33 months (2.9 yrs.). These timeframes are with the approval of the child's family and at the discretion of all parties.
7. Parents should agree to transition planning on behalf of their child. It should be noted in the service coordination service notes in PELICAN, comments relative to transition when parents decide to which program [if any] the child will transition and if the parent chooses not to participate in activities to Transition their child to the Preschool EI program.
8. Letters of Invitation for the transition meeting to the preschool EI Program or to other community services should be sent to families no later than 30 days before the scheduled transition meeting date (unless the parties all agree to meet within shorter timelines).
9. Every effort will be made by the Infant Toddler Service Coordinator to notify the 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) when the child is 24 months old. For children receiving ASD related services, the Infant Toddler Service Coordinator will forward a copy of the Developmental Behavioral Assessment to the Preschool service coordinator.

10. Required participants in the transition meeting are the family/guardian, infant toddler service coordinator and the Preschool service coordinator. The preschool service coordinator may participate in the transition meeting by telephone.
11. For most children in Infant Toddler Early Intervention, the Transition Plan is developed during IFSP closest to the child's 2<sup>nd</sup> birthday but no later than 2.3 yrs.
12. During the Transition Meeting, all aspects of the child's current EI services should be reviewed. The transition plan should also include activities which prepares the child and family for transition at three and should include:
  - Discussions with, and training of, the toddler's family regarding future program options and other matters related to the toddler's transition
  - Appropriate transition steps and services to support the child's transition should be documented on the transition page of the IFSP with the family
  - Review the program options for the toddler for the period from the toddler's third birthday through the remainder of the school year
  - Preparation of the toddler for changes in service delivery, including activities to help the toddler adjust to, and function in, a new setting (when appropriate)
13. If the transition meeting occurs six or more months prior to the child's third birthday, the transition plan will be updated quarterly from the time of the transition meeting to ensure documentation of progress toward implementing transition activities.

**Formal transition planning for children to preschool early intervention should include the following:**

**Initial Contacts Prior to 2 years**

1. Discussion of transition-at-three occurs during the Initial Home Visits, MDE meetings and IFSP meetings.

**At 2 years 3 months**

1. Discussion and preparation of the child and family for transition-at-three occurs during IFSP meetings and on-going contacts.
2. IT Service Coordinator develops Transition Plan

**Before 2 years, 5 months, 30 days**

1. IT Service Coordinator will check the Elwyn electronic calendar for potential transition phone conference/ meeting dates with Preschool SC, identify and confirm potential dates with family for the meeting and will call the Elwyn Scheduler to select transition meeting phone conference date and time.
2. IT Service Coordinator will mail invitation letter to family, providers and community representatives, so they receive notice at least 30 days before transition meeting.

3. Transition meeting is scheduled 40 days in advance. The Preschool SC will participate by telephone and the Infant Toddler SC will participate face-to face while in the family home.
4. IT Service Coordinator will confirm the transition meeting date with family, transfer child in PELICAN and complete notification and invitation letter in EIP/PEIRS.
5. IT Service Coordinator updates Transition Plan.
6. Preschool SC responds to IT SC within 72 hrs. to confirm participation in the meeting.
7. Preschool SC e-mails Permission to Evaluate (PTE) to IT SC and mails a copy to the family a week before the transition meeting.
8. Only children whose families agree on transition to Preschool EI will be referred to the Preschool program through PELICAN and PEIRS.
9. Children new to Infant Toddler Early Intervention will be referred to Preschool EI once eligibility is determined.

**At 2 years, 6 months, 30 days**

1. IT service coordinator will convene the transition meeting and facilitate discussion of family concerns and priorities.
2. IT and preschool service coordinator will explain the transition process and the Preschool service coordinator will discuss placement options and the Permission to Evaluate (PTE) form—that the IT service coordinator has and shares with the family
3. IT service coordinator will obtain the signed PTE and fax to the Preschool Service coordinator.
4. Anytime, after the transition meeting has occurred, the IT service coordinator will invite the Preschool SC to all IFSP and Quarterly Review meetings for the child. The Preschool SC responds within 48 hrs. of the meeting notification regarding their participation and will view any changes to the IFSP in PELICAN.

**Before 2 years, 10 months, 30 days**

1. Preschool Service Coordinator complete preschool evaluation to determine eligibility for Preschool EI services
2. IT Service Coordinator updates Transition Plan

**By 2 years, 8 months, 30 days**

1. If child is not eligible for preschool EI, IT Service Coordinator revise Transition Plan to address additional community supports and programs as appropriate.
2. On a weekly basis, the Preschool Program will forward to the Infant Toddler Program the outcome of the Preschool EI MDEs completed for children referred for transition.

**By 2 years, 11 months, 30 days**

1. Preschool system completes IEP based upon recommendations from Preschool ER.
2. Preschool team identifies appropriate services based on ER recommendations.
3. Preschool Service Coordinator makes referrals and finalizes arrangements for preschool services to begin on third birthday.

### **Day before third birthday**

1. IT Service Coordinator closes file in PELICAN

### **Third Birthday**

1. Preschool System implements IEP and confirms start of services with family.

**Late Transitions: Formal transition planning for children referred late to Infant Toddler Early Intervention, should include the following:**

### **For children referred to IT EI at 2.9 months through 2.10 and 14 days**

#### Initial Contact for Late Referrals From Child Link Service Coordinator

1. IT Late Referral Service Coordinator contacts Elwyn MDE Transition Scheduler to schedule MDE and Transition Meeting.

#### Evaluation of Late Referral Child -AT MDE

1. **Elwyn is the MDE Provider**
2. IT Late Referral Service Coordinator facilitate the meeting and explain EI to the family
3. Late Transition MDE Team conducts the evaluation

#### Child Determined Eligible

1. At the MDE, Late Transition MDE Team discusses results of the MDE with the family. IT Late Referral Service Coordinator facilitates the IFSP meeting and with the Late Transition MDE Team and the family they create goals for the child's IFSP. IT Late Referral Service Coordinator facilitates Transition Meeting with the Special Instructor on the Late Transition MDE Team. The Special Instructor explains Procedural Safeguards and Elwyn Permission to Evaluate (PTE) and request family signature on documents. A member from the Late Transition MDE Team calls the IEP Scheduler to schedule an IEP meeting at Elwyn.
2. After the MDE, the Late Transition MDE Team creates an MDE Summary Sheet and sends to IEP Scheduler and designated data team member. The IT Late Referral Service Coordinator transfers the child's record to Elwyn via PELICAN. Elwyn assigns the child to the zip code Service Coordinator in PELICAN, updates the appointment record and evaluation snapshot in CMHC and supplementary documents in PELICAN. Late Transition MDE Team inputs information into Child Link's ER and IFSP. Team alerts IT Late Referral Service Coordinator via e-mail that their information is in PELICAN. The IT Late Referral Service Coordinator review and completes IFSP ensuring it includes transition plan steps and services. IT Late Referral Service Coordinator sends the ER and IFSP to family. Late Transition MDE Team transfers Child Link's ER into Elwyn's ER and gives file to DATA for updating, emailing Service Coordinator and sending physical file to File Management.
3. Family will be given the option of services from the IT EI program as the services will at the most be for 1-2 weeks in duration, before the child turns 3 and transitions to Elwyn SEEDS for services. If the family opts for service, depending on the outcomes that are

identified, a special instructor can be added to the IFSP as they are general special education instructors and can consult with other disciplines about strategies and interventions to implement and show the parents/guardians until the child transitions.

#### Child Determined Not Eligible

1. At the MDE, Late Transition MDE Team discusses results of MDE with family. IT Late Referral Service Coordinator will facilitate the meeting and with Late Transition MDE Team explains the child's reasons for ineligibility. With family approval, IT Late Referral Service Coordinator will discuss other life experiences that will enhance the child's development and/or community services or support that may be available to the child.
2. After the MDE, Late Transition MDE Team inputs their information into Child Link's ER. Team alerts IT Late Referral Service Coordinator via e-mail that their information is in PELICAN so ER can be sent to family.

#### **For children referred to IT EI at 2 years 10 months, 15 days Or Older**

1. Infant Toddler Early Intervention Program will refer child directly to Elwyn Preschool for evaluation to determine eligibility, with parental consent.
2. On a weekly basis the Preschool Program will forward to the Infant Toddler Program the outcome of MDEs completed for children referred for transition.

#### **Key areas that should be discussed at the Transition Meeting or information that can be shared by the Infant Toddler Service Providers:**

- 1) Are there skills which the child will need to master in order to have a successful transition into their new learning environment? (Examples include: independent self help skills, the ability to follow directions, the ability to socialize with their peers, as well as other examples.)
- 2) Are there any adaptations or modifications which need to be made to the new learning environment such as physical modifications to the new learning environment, specialized equipment such as ramps, wider door frames, etc.
- 3) Is there a need for assistive technology for the child in their new learning environment in order for the child to function successfully in their new learning environment? (Examples include: language boards, specialized feeding devices, hearing aids, special switches, voice activated equipment, etc.)
- 4) Are there community resources that the family has identified which they have incorporated in their daily living routines and which would be beneficial to the child in their new learning environment? What are they? (Examples include: community/family centers, religious affiliations, recreational activities, social organizations.)
- 5) Are there people resources that the family has identified, which they have established a connection with, and have incorporated into their daily living routines that have been beneficial to the child and family, and will these resources be available to the child in their new learning environment? (Examples include: peers, other family members, special friends, nurses, family friends, etc.)

**Staff Training on New or Updated Procedures**

- Philadelphia Infant Toddler Early Intervention will disseminate information about new or updated procedures to staff within the Infant Toddler Early Intervention community including Early Interventionists and service coordinators. This dissemination will occur through on-line posting of the updated procedure and in-person meetings and presentations.
- As appropriate, Philadelphia Infant Toddler Early Intervention will offer direct training about new or updated procedures to staff within the Infant Toddler Early Intervention community, including Early Interventionists and service coordinators. This training will occur through direct written communication and in-person meetings and presentations. On-line training resources can also be used.