

**Department for Children and Families
Child Development Division**

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Agency of Human Services

<http://dcf.vermont.gov/cdd>

Memorandum

To: Children's Integrated Services (CIS) Coordinators, Administration Teams, and Early Intervention Supervisors and Directors

From: Danielle Howes, Part C Administrator

Subject: CIS Part C Federal Reporting – APR Indicator 8A – Transition Plans

Date: May 31, 2017

Cc: CIS State Team, Reeva Murphy

Thank you for your continued work and dedication to CIS Early Intervention. This memo serves to provide guidance related to transition planning for children exiting Part C services.

The Federal Part C Annual Performance Report (APR) with respect to Indicator 8a states:

(20 U.S.C. 1416(a)(3)(B) and 1442) (see:

<https://osep.grads360.org/#communities/pdc/documents/12831>, page 18)

Compliance indicator: The percentage of toddlers with **disabilities** exiting Part C with timely transition planning for whom the Lead Agency has:

- A. Developed an IFSP [One Plan] with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine (9) months, prior to the toddler's third birthday

The Vermont State Rules also defines the window for timeliness of transition plans to at least 90 days but not more than nine (9) months prior to the toddler's third birthday:

<http://education.vermont.gov/sites/aoe/files/documents/edu-state-board-rules-series-2360.pdf> (Page 36)

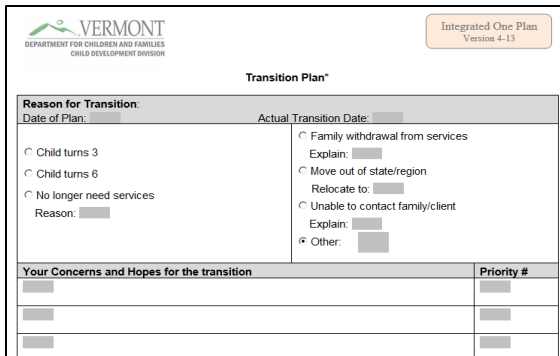
Therefore:

- Both federal regulations (§303.209(d)-(f)) and State rules (2360.5.9(b)) require that all exiting the Part C program *with a disability* must have a transition plan between 9 months (270 days) and 90 days of their third birthday.

This is true even for a child that still has a documented disability but is withdrawn from CIS-EI services by their family less than 9 months (270 days) prior to their third birthday. Children withdrawn by their family more than 9 months (271 days or more) prior to their third birthday are not part of this data set.



These transitions plans must be developed using both pages of the CIS Transition Plan form (Section V of the One Plan). These are the children that data is reported on within Vermont's Annual Performance Report and these data are used for regional determinations.



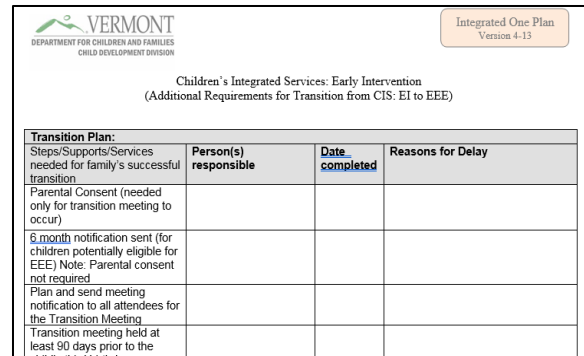
Transition Plan*

Reason for Transition:
 Date of Plan: _____ Actual Transition Date: _____

Child turns 3
 Child turns 6
 No longer need services
 Reason: _____

Family withdrawal from services
 Explain: _____
 Move out of state/region
 Relocate to: _____
 Unable to contact family/client
 Explain: _____
 Other: _____

Your Concerns and Hopes for the transition	Priority #
_____	_____
_____	_____
_____	_____



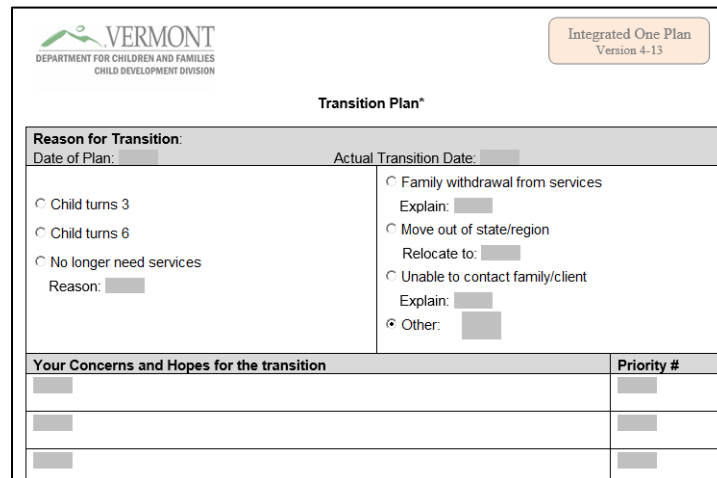
Children's Integrated Services: Early Intervention
 (Additional Requirements for Transition from CIS: EI to EEE)

Transition Plan: Steps/Supports/Services needed for family's successful transition	Person(s) responsible	Date completed	Reasons for Delay
Parental Consent (needed only for transition meeting to occur)			
6 month notification sent (for children potentially eligible for EEE) Note: Parental consent not required			
Plan and send meeting notification to all attendees for the Transition Meeting			
Transition meeting held at least 90 days prior to the child's third birthday			

- However, it is best practice that all children have a transition plan prior to exiting services. The State will be monitoring regional performance to ensure that all reasonable efforts are made to develop a transition plan for children who exit Part C prior to/at their third birthday who exit 'age appropriate.'

Age appropriate means the child no longer has a disability as evidenced by the child's current level of functioning. Current level of functioning is determined based on formal assessments that have been performed as part of services/reviews for the child, as well as documentation of ongoing developmental progress by qualified professionals.

These transition plans should be developed using only the first page of the CIS Transition Plan, which is intended to plan for transitioning from any CIS Service.



Transition Plan*

Reason for Transition:
 Date of Plan: _____ Actual Transition Date: _____

Child turns 3
 Child turns 6
 No longer need services
 Reason: _____

Family withdrawal from services
 Explain: _____
 Move out of state/region
 Relocate to: _____
 Unable to contact family/client
 Explain: _____
 Other: _____

Your Concerns and Hopes for the transition	Priority #
_____	_____
_____	_____
_____	_____



Some Examples for Your Reference:

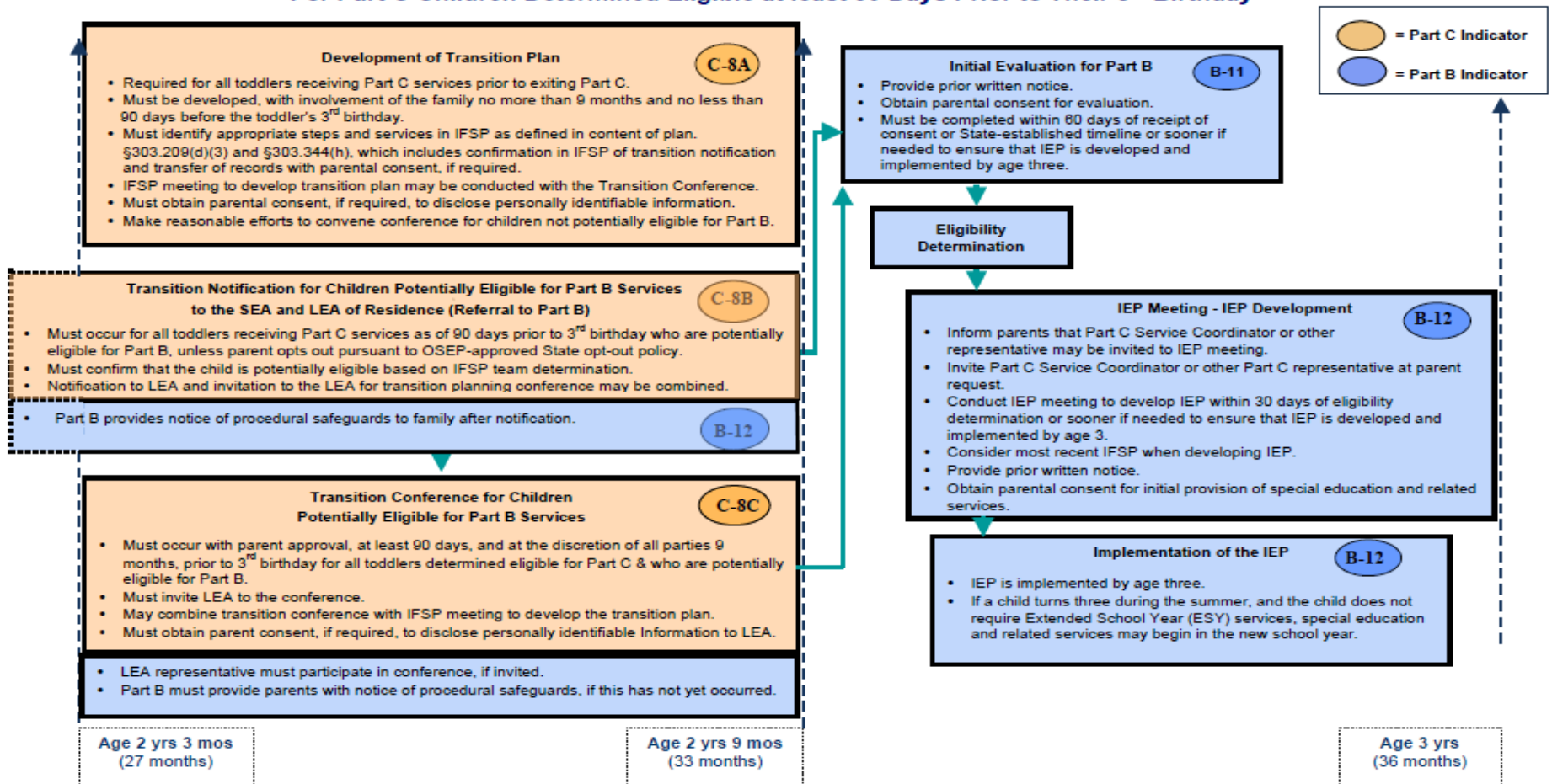
Situation	Date of Birth	Transition Plan Date	Exit Date	# days from 3rd birthday	Compliant with APR Indicator 8A
Child exits Part C and has a disability, but is withdrawn by their parent	8/1/2015	5/25/17	5/25/17	68 days	No. Child exits with disability but transition Plan was not completed before 90 days from child's 3 rd birthday.
Child exits Part C and has a disability	8/1/2014	3/1/2017	8/1/2017	153 days	Yes. Transition Plan was completed between 9 months and 90 days of the child's 3 rd birthday.
Child exits Part C and has a disability	8/1/2014	7/1/2017	8/1/2017	31 days	No. Transition Plan was not completed before 90 days from child's 3 rd birthday.
Child exits Part C and has a disability	8/1/2014	11/1/2016	8/1/2017	273 days	No. Child exits with disability on their 3 rd birthday but transition Plan was completed before 9 months from child's 3 rd birthday.
Child exits Part C and has a disability	8/1/2014	No plan written because declined by the family	8/1/2017	0 due to family choice	Yes. The family has a right to opt out of transition plan and conference.
Child exits Part C and has a disability, but is withdrawn by their parent	8/1/2014	10/1/2016	11/1/2016	304 days	Not part of Indicator 8A reporting because the child was withdrawn > 9 months (270 days) from their 3 rd birthday



Before contacting CIS EI State Staff with questions we would encourage you to review this guidance provided by the Office of Special Education Programs (OSEP): http://ectacenter.org/~pdfs/topics/transition/timeline_flowchart_APR_indicators_09-12_OSEP_approved.pdf

Part C to Part B Early Childhood Transition Timeline for SPP/APR Indicators C-8A, 8B, 8C, B-11 and B-12

For Part C Children Determined Eligible at least 90 Days Prior to Their 3rd Birthday



Developed by NECTAC in collaboration with the Early Childhood Transition Workgroup of the RRCF General Supervision Priority Team and the Office of Special Education Programs (OSEP), September, 2012