

Department for Children and Families Child Development Division

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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 <u>disabilities</u> 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-

<u>2360.pdf</u> (Page 36)

Therefore:

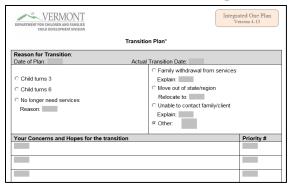
• Both federal regulations (§303.209(d)-(f)) and State rules (2360.5.9(b)) require that all exiting the Part C program *with a disability* <u>must</u> have a transition plan between 9 months (270 days) and 90 days of their third birthday.

This is true even for a child that still has a documented disability but is withdrawn from CIS-EI services by their family less than 9 months (270 days) prior to their third birthday. Children withdrawn by their family more than 9 months (271 days or more) prior to their third birthday are not part of this data set.

Agency of Human Services



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.

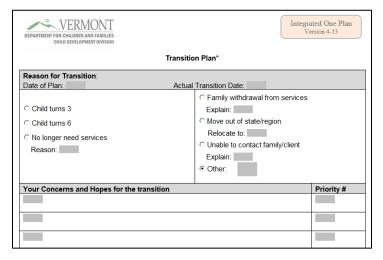




• However, it is best practice that <u>all</u> children have a transition plan <u>prior</u> to exiting services. The State will be monitoring regional performance to ensure that all reasonable efforts are made to develop a transition plan for children who exit Part C prior to/at their third birthday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







Some Examples for Your Reference:

Situation	Date of Birth	Transition Plan Date	Exit Date	# days from 3 rd 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	o 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_og-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 = Part C Indicator Development of Transition Plan C-8A Initial Evaluation for Part B B-11 = Part B Indicator · Required for all toddlers receiving Part C services prior to exiting Part C. Provide prior written notice. . Must be developed, with involvement of the family no more than 9 months and no less than Obtain parental consent for evaluation. 90 days before the toddler's 3rd birthday. Must be completed within 60 days of receipt of consent or State-established timeline or sooner if · Must identify appropriate steps and services in IFSP as defined in content of plan. needed to ensure that IEP is developed and §303.209(d)(3) and §303.344(h), which includes confirmation in IFSP of transition notification implemented by age three. and transfer of records with parental consent, if required. · IFSP meeting to develop transition plan may be conducted with the Transition Conference. Must obtain parental consent, if required, to disclose personally identifiable information. Make reasonable efforts to convene conference for children not potentially eligible for Part B. Eligibility Determination Transition Notification for Children Potentially Eligible for Part B Services C-8B to the SEA and LEA of Residence (Referral to Part B) IEP Meeting - IEP Development B-12 Must occur for all toddlers receiving Part C services as of 90 days prior to 3rd birthday who are potentially Inform parents that Part C Service Coordinator or other eligible for Part B, unless parent opts out pursuant to OSEP-approved State opt-out policy. representative may be invited to IEP meeting. Must confirm that the child is potentially eligible based on IFSP team determination. Invite Part C Service Coordinator or other Part C representative at parent Notification to LEA and invitation to the LEA for transition planning conference may be combined. request. Conduct IEP meeting to develop IEP within 30 days of eligibility Part B provides notice of procedural safeguards to family after notification. determination or sooner if needed to ensure that IEP is developed and B-12 implemented by age 3. Consider most recent IFSP when developing IEP. Provide prior written notice. Obtain parental consent for initial provision of special education and related Transition Conference for Children C-8C Potentially Eligible for Part B Services Must occur with parent approval, at least 90 days, and at the discretion of all parties 9 Implementation of the IEP B-12 months, prior to 3rd birthday for all toddlers determined eligible for Part C & who are potentially eligible for Part B. IEP is implemented by age three. Must invite LEA to the conference. · If a child turns three during the summer, and the child does not May combine transition conference with IFSP meeting to develop the transition plan. require Extended School Year (ESY) services, special education

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

Age 2 yrs 9 mos

(33 months)

Must obtain parent consent, if required, to disclose personally identifiable Information to LEA.

Part B must provide parents with notice of procedural safeguards, if this has not yet occurred.

· LEA representative must participate in conference, if invited.

Age 2 yrs 3 mos

(27 months)

Age 3 yrs

(36 months)

and related services may begin in the new school year.