

Early Intervention Policies and Procedures

4. Transition

Certified Early Intervention Providers are required to develop programmatic policies and procedures in compliance with Federal Regulations to ensure a smooth transition for children from Early Intervention to the Local Education Agency (LEA) and/or appropriate community services and supports. Procedural requirements below have been developed by the Lead Agency and the Rhode Island Department of Education via an Interagency Agreement and provider policies and procedures must at minimum include the following:

EI Notification to LEA and the Rhode Island Department of Education

Early Intervention providers must send notification of any potentially eligible children to the appropriate LEA no later than 90 days before the child's third birthday but at the discretion of all parties up to nine months before the child's third birthday)

- EI providers must send notification to the child's LEA when the child is 28 months of age unless the parent chooses to opt-out of notification. Parental consent is not required for EI providers to notify the LEA where the child resides and such notification will occur in the absence of an objection by the parent.
 - For children referred to EI after 28 months of age-but before 34.5 months of age-notification must occur as soon as possible after Part C eligibility is determined
 - For children turning three during the summer, notification may occur earlier than 28 months of age at the discretion of all parties up to nine months before the child's third birthday (27 months of age)but no later than 90 days before the child's third birthday
 - For children referred less than 45 days before their third birthday an eligibility evaluation is not required. The EI provider must provide the parent with contact information for the appropriate LEA. With parental consent, the EI Provider will obtain the child's name, DOB, parents names, address and telephone number and notify the LEA where the child resides
- Notification to the LEA (page T1 of the IFSP) must include the child's name, date of birth, parent's names, address, and telephone number. Parents who object to the notification to the LEA may do so on Page T1 of the IFSP and notification will not occur.
- Notification must include, with parental consent, all relevant documents including the latest IFSP and evaluation/assessments.
- Confirmation of the notification must be documented on page T-1 of the IFSP.

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EI Notification to LEA and the Rhode Island Department of Education

- Potential eligibility for each child must be decided by the IFSP team based on knowledge of current functioning and a review of the RI Part B eligibility criteria.
- The Lead Agency has an opt out policy and will send notification of all potentially eligible children to the Rhode Island Department of Education in the absence of an objection by the parent no later than 90 days before the child's third birthday including the child's name, date of birth, parent's names, address and telephone number

EI Transition Conference

With the family's approval a Conference must be convened by EI no later than 90 days before the child's third birthday but at the discretion of all parties may occur up to nine months before the child's third birthday

- The Conference is convened at 30 months of age or no later than 90 days before the child's third birthday but at the discretion of all parties may occur up to nine months before the child's third birthday
 - For children referred after 30 months, the Conference must be convened soon as possible after Part C eligibility has been determined.
- The purpose of the Conference is to develop a plan for the effective transitioning of child/family as they exit Part C.
- The agenda must include a discussion of any services the child may receive from Part B.
- EI will schedule the conference
 - at a time and place convenient for the family
 - in the native language of the family or other mode of communication used by the family unless it is clearly not feasible to do so

Procedural Safeguards Required

Prior Written Notice

Prior written notice must be provided to parents and other participants within a reasonable time frame to ensure they will be able to attend

- Participants must include
 - The parent(s), EI service coordinator, and LEA.
 - Other family members as requested by the parent if feasible to do so.
 - An advocate or person outside the family if the parent requests that the person participate
 - A person or persons directly involved in conducting the evaluation of the child and assessment of the child and family or if necessary that person's involvement through other means is acceptable such as making pertinent records available at the meeting, or an authorized representative, or by conference call.

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EI Transition Conference (continued)

- For a child determined not to be potentially eligible for Part B services, the EI provider must make reasonable efforts to convene a Transition Conference which includes the family, the EI provider and providers of other appropriate services.

Transition Plan

All toddlers over 27 months of age who are enrolled who are discharged from EI must have a Transition Plan which includes transition steps and services developed as part of their IFSP no later than 90 days before the child's third birthday but at the discretion of all parties may occur up to nine months before the child's third birthday

- The plan (page T-2 of the IFSP) must include all appropriate steps needed for the toddler and his or her family to exit EI and any transition services that the IFSP team identifies as needed by the child and his/her family.
- The plan must include a review of program options for the child from the third birthday through the remainder of the school year.
- The family must be included in the development of the Transition plan.
- The plan must include confirmations that: (a) child find information has been transmitted to the LEA or other relevant agency, and (b) EI has transmitted additional evaluations, assessments, and the IFSP (with parent consent) to the LEA.
- Steps must include
 - Discussions with and training of parents as appropriate regarding future placements and other matters related to the child's transition
 - Procedures to prepare the child for changes in service delivery including steps to help the child adjust to and function in a new setting
 - Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency and with parental consent transmission of additional information needed by the LEA to ensure continuity of services from Early Intervention to the Part B program including a copy of the most recent evaluation and assessments of the child and family and the most recent IFSP
 - Identification of transition services that the IFSP team determines are necessary to support the transition of the child.

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Transition Plan

- These timelines have been developed to allow sufficient time to allow for initiation of Part B services by the child's third birthday (if child is found eligible).
- Children who discharge EI earlier than 9 months prior to their third birthday do not require pages T1 and T2 to be completed but transition steps and services should be developed and documented in the record.