# Verification Requirements: Transition

## Indicator: Transition

### Indicator Type: Program Management

**Item TR-1:** Does the infant toddler or preschool Early Intervention program collaborate in an effective and efficient manner to determine the eligibility of children who are transitioning from infant toddler to preschool Early Intervention services?

| Infant Toddler and Preschool EI Criteria |
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| There is evidence, as it relates to the transition from one Early Intervention program to another, that the infant toddler or preschool Early Intervention program is effective through:<br>• Strategies to coordinate evaluation services to eliminate duplication of evaluation resources while determining eligibility for the Early Intervention preschool program. Strategies could include, but are not limited to:<br>  ○ Use of information on child skills (i.e., assessment results) from the infant toddler program,<br>  ○ Coordinated evaluation procedures for children close to transition age, and<br>  ○ Coordinated use of evaluation teams for the timely determination of eligibility.<br>• Strategies to use PELICAN and local data to review, evaluate and revise strategies as needed.<br>• Strategies to efficiently determine the eligibility of toddlers who are referred to Early Intervention close to their third birthday; and<br>• Strategies to ensure that eligibility determinations occur in a timely and fiscally responsible manner.<br>• Process for inviting the infant toddler service coordinator to the IEP meeting, as requested by the parent,<br>• Strategies to ensure required participants at the transition meeting and that the transition meeting is held at a mutually convenient place and time, and<br>• Strategies for discussing the similarities and differences between the infant/toddler and preschool program with the family. |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209<br>PA Act 212-1990 § 104<br>Title 55 Pa. Code §4226.77<br>EI Announcement: 13-#01 | PA Act 212-1990 § 104<br>EI Announcement: 13-#01 |

| Directions for Finding Evidence |
|---|
| **1.** Interview the program supervisor or program coordinator according to the ***Supervisor's Interview Protocol*.**<br>2. Review other documents, if identified by the program supervisor or coordinator, which provide evidence of the ongoing review of procedures related to determining eligibility for children transitioning from infant toddler to preschool services. |

**Standards for Performance Rating**

| Meets Requirements | Does Not Meet Requirements |
|---|---|
| • There is a process in place to manage local implementation.<br>• The local program reviews data and process on an ongoing basis.<br>• Process is updated as needed based on review of data.<br>• The process incorporates collaborative procedures to ensure the timely and fiscally responsible determination of eligibility of children who are transitioning from infant toddler to preschool Early Intervention services. | One or more of the conditions under Meets Requirements are not met. |

## Indicator: Transition

### Indicator Type: Compliance

**Item TR-2:** Does the infant toddler or preschool Early Intervention program have procedures in place for transition activities that meet state and federal requirements?

| Infant Toddler EI Criteria | Preschool EI Criteria |
|---|---|
| There is evidence procedures include the following:<br>• Plan and meeting timelines,<br>• Notification timelines,<br>• Plan development,<br>• Meeting to be held in a mutually convenient location,<br>• Parental consent,<br>• Required participants,<br>• Process for children who are moving in and out of state,<br>• Process for children who are moving from one Early Intervention program in PA to another Early Intervention program in PA, and<br>• Process for children who are no longer eligible for Early Intervention and are transitioning out of the program or to other community services. | There is evidence procedures include the following that address infant toddler transitions:<br>• Plan and meeting timelines,<br>• Notification timelines,<br>• Plan development,<br>• Meeting to be held in a mutually convenient location,<br>• Parental consent,<br>• Participation of preschool staff in infant toddler transition meetings,<br>• Required participants,<br>• Pendency,<br>• Process for children who will transition to school age programs,<br>• Process for children who are moving in and out of state,<br>• Process for children who are moving from one Early Intervention program in PA to another Early Intervention program in PA, and<br>• Process for children who are no longer eligible for Early Intervention and are transitioning out of the program or to other community services. |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209; §303.344<br>Title 55 Pa. Code §4226.77<br>EI Announcement: 13-#01 | IDEA 34 CFR §300.124; §300.321; §300.323<br>Title 22 Pa. Code §14.154; §14.157<br>EI Announcement: 13-#01 |

| Directions for Finding Evidence |
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| Prior to the Verification, use the ***Transition Procedure Checklist*** to determine what criteria are present or absent. |

**Standards for Performance Rating**

| Meets Requirements | Does Not Meet Requirements |
|---|---|
| 95-100% of criteria from the Transition Procedure Checklist are met. | 94% or below of criteria from the Transition Procedure Checklist are met. |

## Indicator: Transition

### Indicator Type: Compliance

**Item TR-3:** Does the infant toddler or preschool Early Intervention program have a current interagency agreement related to transition?

| Infant Toddler and Preschool EI Criteria |
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| There is evidence the Local Interagency Agreement related to transition has been updated within the past 12 months and includes the following:<br>• Participant attendance for the transition meetings,<br>• Location of the meeting and follow up correspondence,<br>• Transfer of information and timelines for the transfer of information, including the early childhood outcome data,<br>• Timely notification from the infant toddler EI program,<br>• Procedures for children who are referred to infant toddler Early Intervention close to their third birthday,<br>• Transition point-person from each agency,<br>• Eligibility and evaluation procedure agreements, including the program responsible for completing evaluations to ensure unnecessary re-evaluation of children<br>• Timely development of an IFSP or IEP for the toddler, and<br>• The assurance of compliance with requirements of Part C and Part B of IDEA. |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209<br>PA Act 212-1990 § 104<br>Title 55 Pa. Code §4226.77<br>EI Announcement: 13-#01 | PA Act 212-1990 § 104<br>EI Announcement: 13-#01 |

| Directions for Finding Evidence |
|---|
| Prior to the Verification, use the ***Transition Agreement Checklist*** to determine what criteria are present or absent. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 95-100% of criteria from the Transition Agreement Checklist are met | 94% or below of criteria from the Transition Agreement Checklist are met |

## Indicator: Transition

**Indicator Type: Compliance**

**Item TR-4:** Does the infant toddler and preschool Early Intervention program provide all notifications concerning the transition process according to timelines?

| Infant Toddler EI Criteria | Preschool EI Criteria |
|---|---|
| There is evidence of the following:<br>• Letter of invitation was sent to the family, the preschool Early Intervention program or other community services in time to be received 30 days prior to the transition conference unless the parties all agree to meet in shorter timelines. | There is evidence of the following:<br>• By February 1st of each year, the families of all children who are approaching the age for kindergarten or first grade have been notified of the transition to school-age process,<br>• Families have been provided the notice of Intent to Register for Kindergarten, and<br>• Program options have been explained to families including those not registering for<br>• kindergarten and staying in Early Intervention. |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209<br>Title 55 Pa. Code §4226.77<br>EI Announcement: 13-#01 | BEC: Early Intervention Transition Preschool Programs to School Aged Programs |

**Directions for Finding Evidence**

| Infant Toddler | Preschool |
|---|---|
| Review the records in PELICAN of 5% of children who transitioned from the infant toddler to the preschool Early Intervention program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. **Look for documentation of notification letter timelines in the transition plan and then in service coordination notes if further documentation is needed.** | 1. Review the records of 5% of children who transitioned to a school age program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation of notification letter timelines in the local child record.<br><br>**OR**<br><br>2. If the local program maintains a database for transition timelines (and not in the individual child records), use the local database. Look for documentation of the notification timelines for transition being met. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 95-100% of the criteria from the child record review are met | 94% or below of the criteria from the child record review are met |

## Indicator: Transition

**Indicator Type: Compliance**

**Item TR-5:** Does the preschool Early Intervention program hold transition conferences according to timelines?

| Preschool EI Criteria |
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| There is evidence of the following:<br>• Transition meeting was convened by the end of February for all children approaching the age of kindergarten or first grade. |

| Regulatory Source |
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| IDEA 34 CFR §300.124;<br>Title 22 Pa. Code §14.154<br>EI Announcement: BEC: Early Intervention Transition Preschool Programs to School Aged Programs |

| Directions for Finding Evidence |
|---|
| Review the records of 5% of children who transitioned to a school age program using a **targeted record review**. Review the local program database for transition timelines. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation of the date of the school age transition meeting. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 100% of the children met criteria | 99% or below of the children met criteria |

## Indicator: Transition

**Indicator Type: Compliance**

**Item TR-6:** Does the infant toddler or preschool Early Intervention program ensure that transition conferences include required participants? **For those children determined eligible for Preschool EI, did the preschool EI program hold the IEP meeting by the child's 3rd birthday?**

| Infant Toddler EI Criteria | Preschool EI Criteria |
|---|---|
| There is evidence the following individuals participate:<br>• Parent,<br>• Infant toddler program representative, and<br>• Preschool program representative. | There is evidence of the following:<br>• Preschool staff participated in the transition conference as invited by the infant toddler Early Intervention program,<br>• The preschool EI program held the IEP meeting before the child's 3rd birthday? |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209<br>Title 55 Pa. Code §4226.77<br>EI Announcement: 13-#01 | IDEA 34 CFR §300.124;<br>Title 22 Pa. Code §14.154<br>EI Announcement: 13-#01 |

**Directions for Finding Evidence**

| Infant Toddler | Preschool |
|---|---|
| Review the records in PELICAN of 5% of children who are transitioning from the infant toddler Early Intervention program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation of the participants in the infant toddler transition meeting in the service coordination notes or local documentation. Look for documentation of reasonable notice provided to the preschool Early Intervention program. | Review the documentation of 5% of children who transitioned from the infant toddler Early Intervention program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation that preschool Early Intervention staff participated in the infant toddler transition conference. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 95-100% of the criteria from the child record review are met | 94% or below of the criteria from the child record review are met |

## Indicator: Transition

**Indicator Type: Compliance**

**Item TR-7:** Does the preschool Early Intervention program develop the transition plan, as part of the IFSP/IEP according to timelines?

| Preschool EI Criteria |
|---|
| There is evidence of the following:<br>Within 1 year of transition to a program for school-age students, the IEP contains goals which address the transition process. |

| Regulatory Source |
|---|
| PA Act 212-1990 §301<br>Title 22 Pa. Code §14.157<br>EI Announcement: 13-#01<br>BEC: Early Intervention Transition Preschool Programs to School Aged Programs |

| Directions for Finding Evidence |
|---|
| Review the records in PELICAN of 5% of children who are transitioning to the school age program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation that preschool Early Intervention program developed a transition plan in the IEP according to timelines.<br><br>Within 1 year means goals must be included on the IEP at the most recent IEP meeting that is held prior to when the transition process begins. Some programs may start the process as early as November so transition goals could be developed then, but they should not be developed later than February. Goals should be documented on the transition plan of the IEP. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 100% of the children met criteria | 99% or below of the children met criteria |

## Indicator: Transition

**Indicator Type: Compliance**

**Item TR-8:** Does the infant toddler or preschool Early Intervention program ensure the transition plan, as part of the IFSP/IEP, includes individualized steps to support the transition of the child to their next learning environment (e.g., home, community or educational environment)?

| Infant Toddler and Preschool EI Criteria |
|---|
| There is evidence that the transition plan includes:<br>• An overall outcome/goal based on the individual child and family's needs **related to transition**<br>• from Early Intervention and to preschool, community or next educational environment,<br>• Documentation regarding future support and other matters related to transition,<br>• Information from the special consideration section of the IFSP/IEP are addressed in the transition plan<br>• Steps to prepare the toddler/young child for changes based on developmental needs, including activities to help the adjustment to and participation in new settings, and<br>• Steps to ensure a smooth transition, including sharing of information, and convening a meeting with the family, preschool Early Intervention program and/or community provider, or school district.<br><br>Transition plan information should be specific to the child and family, and should document the sharing of information, as well as all activities and specific steps that occur related to transition. It should include information related to all aspects of transition, including, but not limited to the transmission of information or skills needed by the child.<br><br>For preschool programs, transition plan information may also include specific dates for transition conferences, booklets from specific school districts. |

**Regulatory Source**

| Infant Toddler | Preschool |
|---|---|
| IDEA 34 CFR §303.209; §303.344<br>Title 55 Pa. Code §4226.74; §4226.77<br>EI Announcement: 13-#01 | PA Act 212-1990 §301<br>Title 22 Pa. Code §14.157<br>EI Announcement: 13-#01<br>BEC: Early Intervention Transition Preschool Programs to School Aged Programs |

| Directions for Finding Evidence |
|---|
| Review the records in PELICAN of 5% of children who are transitioning from the infant toddler or preschool Early Intervention program using a **targeted record review**. At least 5 records should be reviewed at minimum but no more than 15 records. Look for documentation of the transition plan criteria. |

**Standards for Performance Rating**

| Meet Requirements | Does Not Meet Requirements |
|---|---|
| 95-100% of the criteria from the child record review are met | 94% or below of the criteria from the child record review are met |