



Individualized Family Service Plan

Child's Name: _____

Child's DOB: _____

Date: _____

TRANSITION PLAN (STEPS AND ACTIVITIES)

The IFSP must include the steps to be taken to support the transition of the child from the WV Birth to Three system. This section may be completed during a routine review or evaluation of the IFSP or at other times as appropriate.

** Consult each county's transition procedures for more details.*

ACTIVITY	TIMELINE REQUIREMENTS	DATE COMPLETED	OTHER INFORMATION
<p>Service Coordinator and team begin the discussion with and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition at age three including potential eligibility under Part B of IDEA and other community programs and services.</p> <p>Discuss difference in IDEA law between Part C and Part B – focus of Part C is on developmental needs of the child, focus of Part B is on the educational needs of the child.</p> <p>Service coordinator assists family to prepare for Transition Conference.</p>	<p>At least 90 days and up to 9 months before child's third birthday.</p> <p>(Check each county's transition procedures posted on the WVBTT website for county dates for children with summer or early fall birthdays.)</p>		<p>Family should consider what setting and services might be most appropriate for their child at age three:</p> <ul style="list-style-type: none"> • Preschool Special Education • Head Start • Community Preschool • Parents as Teachers • Child Care Center or Family Child Care • Home <p>Provide family with copy of WV Dept of Education Policy 2419 and WV Birth to Three family transition materials.</p>
<p>Service Coordinator and team will help family consider other community services that may be needed at age three and learn about application/eligibility procedures.</p>	<p>Begin at least 90 days and up to 9 months before child's third birthday and continue through child's transition from WVBTT.</p>		<p>Other services may include resources such as CSHCN, Autism Training Center, I/ID Waiver, transportation, medical, private therapy clinics</p>
<p>Inform family about advocacy and support services such as WV Parent Training and Information (WVPTI), WV Advocates, Parent Educator Resource Centers (PERC).</p>	<p>Begin at least 90 days and up to 9 months before child's third birthday and continue through child's transition from WVBTT.</p>		<p>Providing the family with a Transition Resource Information page and personalizing with family specific information will give them a place to record the resources.</p>
<p>Service Coordinator and team begin discussion with family about type of documents that may be needed for their child's enrollment in other programs.</p>	<p>Have this discussion with family prior to the Transition Conference so they can think about questions they may have for the receiving agencies.</p>		<p>Family will need to be gathering child's birth certificate, immunization records and current health screening information from their primary care provider.</p>



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<p>WV Birth to Three confirms that Child Notification is sent to the county school district and State Department of Education for each child that is eligible and receiving WVBTT services within 6 months of his/her third birthday.</p>	<p>The State WVBTT Office sends Child Notifications for children with IFSPs prior to 150 days before their third birthday.</p> <p>The RAU does Child Notification for children whose initial IFSP with WVBTT is from 150-90 days before their third birthday.</p>	<p>4-5 months before third birthday</p> <p>Sent at least 90 days prior to child's third birthday.</p>	<p>Child Notification includes only basic demographic information about the child. No additional information is shared without written parent consent. County school districts will contact parents and inquire if they want to consent to evaluation for their child to determine eligibility for Part B.</p>
<p>With parental consent, service coordinator will transmit additional information needed by the LEA or other programs to ensure continuity of services such as copies of assessment reports and IFSP</p>	<p>Before sending Notice of the Transition Conference/IFSP Review and at any other appropriate juncture</p>		<p>Parent consent must be specific about which documents are to be released to which parties.</p>
<p>Service coordinator contacts all appropriate potential receiving agencies that family wants invited to the Transition Conference. Coordinates with all parties to schedule the date, time and location.</p>	<p>It is important that the service coordinator initiates contact early with the individuals that the family wants to invite to the meeting, and attempts to schedule the meeting at a time and place that will facilitate attendance of all parties. The Transition Conference must be held at least 90 days and no more than 9 months prior to the child's third birthday. (Check each county's transition procedures posted on the WVBTT website for county dates for children with summer or early fall birthdays.)</p>		<p>Family will want to consider which of the early childhood programs/services they would like to invite representatives of to their child's Transition Conference. The county school system representative should be invited unless the family does not agree. This is a time for the family to get more information about the particular service/program.</p>
<p>Service coordinator will send Notice of Transition Conference/IFSP Review to all IFSP team members and invited parties. Attach copy of IFSP and assessments if family has given written consent.</p>	<p>Notice of Transition Conference /IFSP Review is sent at least 10 days before scheduled meeting date.</p>		<p>All children exiting WVBTT should have a Transition Conference – whether or not the family chooses to invite potential receiving agencies. The only exception is if the family refuses to have such a meeting.</p>



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<p>Service Coordinator develops agenda for and facilitates the Transition Conference. The IFSP team and potential receiving agencies discuss with family:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child's current developmental status. <input type="checkbox"/> With family consent, share copy of IFSP and assessments, if not already sent. <input type="checkbox"/> Discuss eligibility/enrollment procedures. <input type="checkbox"/> Provide family with information on program services and supports including options from the child's third birthday until end of school year. <input type="checkbox"/> Discuss what the next setting may be like for child and any new skills the child may need to be successful. <input type="checkbox"/> Share information with potential receiving agencies regarding adaptations/modifications child may need in next setting. <input type="checkbox"/> Determine whether child will continue to need any AT provided through WVBTT. If so, update the AT Loan Agreement. <input type="checkbox"/> Discuss any additional information sharing that may need to occur between IFSP team members and receiving program, with parent consent. <input type="checkbox"/> County school personnel or other appropriate receiving agency representatives obtain parent consent for evaluation needed to determine child's eligibility for program/services. <input type="checkbox"/> Develop or revise Transition Plan. <input type="checkbox"/> Document next steps and any needed follow up on Teaming Activity note and provide copy to all participants. <input type="checkbox"/> Answer family questions. 	<p>Each child's Transition Conference must be held at least 90 days and up to 9 months before their third birthday.</p> <p>For children who become eligible with initial IFSP 150 through 90 days before their third birthday, RAU/ISC will schedule the Transition Conference to coincide with the Initial IFSP Meeting.</p>		<p>The Transition Conference with potential receiving agencies and IFSP team members is an opportunity for the family to get more information about future services and supports, ask questions, and confirm next steps. The participants in the Transition Conference are helping the family and child to be ready for a successful transition from Part C to the next setting.</p> <p>At the Transition Conference, the Transition Plan must be developed or revised to document the next steps to be taken to support the transition of the child and family.</p>



WV Birth to Three
 Office of Maternal, Child and Family Health
 Bureau of Public Health
 Department of Health and Human Resources

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<p>IFSP team will identify procedures to prepare the child for changes in service delivery including the steps to help the child adjust to and function in a new setting.</p>	<p>This process starts with initial development of the Transition plan, and with input from potential receiving agencies, continues through transition.</p>		<p>The IFSP will likely be modified to add outcomes that address the new information and/or skills that the child and family need to be successful in the next setting.</p>
<p>Service coordinator will follow up with family (and other participants as appropriate) to assure that activities identified during the Transition Conference are completed.</p>	<p>Immediately following meeting and until child exits WV Birth to Three.</p>		
<p>Complete the Transfer/Transition form, recording all requested information. If the date of the Transition Conference was less than 90 days before the child's third birthday, be sure to include the reasons for the delay.</p>	<p>Within 5 days of the child's exit from WV Birth to Three.</p>		
<p>Submit completed Transition Plan to RAU.</p>	<p>Within 5 days of child's exit from WV Birth to Three.</p>		