

Wabash Miami Area Program for Exceptional Children

Transition from First Steps to Early Childhood Special Education Policy and Procedures

POLICY

First Steps is responsible to provide services to children with disabilities and 'at risk' children ages birth to 36 months. Wabash-Miami Area Program is responsible to provide services to children with disabilities at age 36 months.

PROCEDURE

In transitioning children to early childhood special education, the following procedures are in place:

Procedure at 18 months

First Steps administration will forward a child find list of children who are 18 months of age to the designated school based First Steps Preschool School Psychologist. This list will be forwarded in October and April each school year. This list serves as notification of upcoming preschoolers for planning purposes.

Procedures at 30 months

At least 6 months prior to the child's 3rd birthday, the First Steps Service Coordinator will transmit the following information to the designated LEA First Steps Preschool School Psychologist. This is only completed with informed, written parental consent:

1. The Individual Family Service Plan (IFSP)
2. Family Service Plan Project
3. Most recent evaluation reports from appropriate sources
4. Progress Reports from Service Providers

The Service Coordinator will continue to provide the designated LEA First Steps School Psychologist with updated reports as they are received until the child's 3rd birthday.

Transition Meeting

The First Steps Service Coordinator will schedule, with approval of the family, a Transition Meeting between the family, Early Intervention Providers, the LEA, and any other community resource of the parent's choice.

1. The meeting will be held no more than 270 days and no less than 90 days before the child turns 3.
2. The purpose of the meeting is to:
 - a) review the child's community program options until the period of time when the child turns 3.
 - b) project services that may be needed at age 3.

- c) determine what evaluation may be needed to establish eligibility for Part B services.
- d) determine time lines for implementation of the transition plan.
- e) take initial referral information for evaluation for services for LEA.

Local Educational Agency Responsibility through WMAP

The LEA (WMAP) shall be responsible for reviewing the documentation received through First Steps Coordinator (with informed, written consent) to determine if it is appropriate or contains sufficient data to assist in determining the eligibility of the child for special education and related services. The LEA First Steps School Psychologist will forward this information to the members of the evaluation team, and will schedule an evaluation meeting for the parent to bring the child in for the Arena Evaluation. This evaluation will consist of the appropriate team members (Early Childhood Special Education Teacher, Speech and Language Pathologist, School Psychologist, and any related service staff required).

This process consists of:

1. The LEA First Steps School Psychologist will complete the Preschool referral form at the Transition Meeting with the parent. An evaluation confirmation form will also be given to the parent with information about the evaluation along with the date and time of the evaluation. A packet of information will also be given to the parent for completion prior to the evaluation. The packet will consist of the following:
 - Transition Explanation Booklet
 - Developmental, Medical, and Social History form
 - Preschool Vision Questionnaire
 - Developmental Profile-3 questionnaire
 - ISTAR-KR questionnaire
 - Authorization for Release of Information
2. The LEA First Steps School Psychologist will scan and email the Preschool referral form to the team and STN and RT coordinators for the school district in which the child resides.

Evaluation and Case Conference of First Steps Preschooler

1. The team will review the First Steps data and services for the preschooler prior to the evaluation date.
2. The team will evaluate the student, interview the parent (along with utilizing the information in the packet completed by the parent), and schedule a Case Conference for the results.
3. The LEA First Steps School Psychologist will write the Multidisciplinary Team Report and include the data from all the team members in the report.
4. The Case Conference will be scheduled in order for any services to begin prior to or on the student's 3rd birthday.