



Transition from Part C to Part B Policies, Practices, and Procedures

Policy:

In accordance with IDEA Part C, the Early Intervention provider must identify (with parent consent), to the district in which the child resides, this is the district of residence (DOR), that there is a child receiving Early Intervention services who will reach the age of eligibility for preschool special education services AND may be eligible for those preschool special education services. This must take place at least 90 calendar days prior to the child's third birthday.

Practices and Procedures:

The Big Walnut Local School District will use these practices and procedures to drive transition from early intervention services to preschool services as indicated in the policy. These practices and procedures are in accordance with the Interagency Agreement in Delaware County, along with Ohio Revised Code 5123-10-02(L) and Ohio Revised Code 3301-51-11(D-G)

Person Responsible	Procedure	When
Student Services Coordinator (SSC)	Receive Local School Districts (LEA) report from Delaware County Board of Developmental Disabilities (DCBDD) no more than ten days in advance of the first day of each month: February, May, August, November	Quarterly
SSC	Use locally created data sheet to track Early Intervention (EI) children. Activity includes: <ul style="list-style-type: none">• Monitor LEA report given from EI for potential students and update the data sheet document--student initials, birthdate, elementary school boundary, service coordinator, Transition Planning Conference (TPC) request timeline	Monthly checks



	<ul style="list-style-type: none"> • Create calendar check-ins with EI Service coordinator within 120-90 day timeline to ensure TPC request is sent prior to the 90 day cut-off or to confirm if a child does not require a TPC due to exiting EI services. • Share locally created data sheet with the school psych to map out potential Play-Based Assessment numbers and invitations • Send TPC invitation to School Psychologist to attend with birthdate and initial of student to hold on calendar • Add TPC date to locally created data sheet 	
Early Intervention Service Coordinator (EI)	Provide the required paperwork to SSC: <ul style="list-style-type: none"> • EI-07-- consent for a TPC • EI-06-- release of information • IFSP & Hearing/Vision Checklist • EI-03--Eligibility 	120-150 days prior to 3rd birthday
EI	Provide the TPC meeting link to the school psychologist or the SSC to attend the meeting	1 week prior to TPC
School Psychologist (District Representative)	Monitor's referral timelines based on EI TPC invitation/notification and sets dates accordingly: <ul style="list-style-type: none"> • If TPC notification (EI-13) occurs more than 150 days from child's birthday, the referral date is 150 days and consent for an evaluation must be obtained within 30 days (a TPC must be held on or before 120 days) • If TPC notification (EI-13) occurs within the 150-120 days, the date of referral is the date of notification • If a TPC occurs within the 150 	120-90 days prior to 3rd birthday



	<p>timeline, then the referral date is the date of the TPC</p> <ul style="list-style-type: none">Notification by the rule is the districts invitation to the TPC (EI-13) <p>Attends Transition Planning Conference:</p> <ul style="list-style-type: none">Ask questions of the teamDiscuss referralReview Next stepsIf disability is suspected, procedural safeguards are provided, and parental consent for ETR is obtained within 30 days of the referral.If the team is unsure if there is a disability, the team will gain consent for a developmental screener in order to determine if a full evaluation is required within 30 days of the referral.If disability is not suspected, Prior Written Notice completed, and procedural safeguards are providedDiscuss possible dates in order to schedule an Evaluation Team Report (ETR) meeting with the parent to discuss results. Invite EI Service Coordinators and therapists to attend.Update locally created data sheet to indicate Does Not Suspect (DNS) or Suspect Disability (SD) based on the TPC outcome along with ETR meeting date if applicable	
	<p><i>If a child is referred to EI 46-90 days before the 3rd birthday</i></p> <ul style="list-style-type: none">EI will contact LEA to develop the IFSP and join the TPCAttend the IFSP/TPC meeting to	<p>If 46-90 days before the 3rd birthday</p>



	determine next steps	
School Psychologist	<p>Meet with parents to:</p> <ul style="list-style-type: none">• Review Referral for Evaluation, Preschool Planning Form, Parent Consent for Evaluation, Parental Consent to Share Health Information for the Ohio Medicaid School Program, and Parent Invitation• Answer any additional questions related to the preschool, evaluation process, or next steps.• Send any additional forms (e.g., parent input, rating scales, etc.) to parents• Will share an invitation to the upcoming Play-Based Assessment (PBA)• Send registration for preschool services in order to complete PBA• Schedule a home visit to be completed by the intervention assessment team	Within 30 days of referral
School Psychologist	Update the locally created data sheet to indicate the PBA date the child will be participating.	Date of PBA held no more than 60 days from consent and prior to the 3rd birthday
Intervention Assessment Team (IAT): School Psychologist SSC Intervention Specialist (IS) Related Therapists (Speech and Language)	Child is invited to a monthly PBA, and the IAT completes structured interviews, observations, norm-referenced assessments, and criterion-referenced assessments per the planning form and will document information on the Initial Evaluation Team Report (IETR).	During monthly Play-Based Assessments



Pathologist-SLP, Occupational Therapist-OT, Physical Therapist-PT) General Education		
IAT	<p>The IAT debriefs after the Play Based Assessment to highlight the strengths and areas of weakness of each child who attended the PBA.</p> <p>Intervention Specialists and Related Service staff members complete their portions of the ETR to document standard scores and observations noted with recommendations for services.</p>	<p>IAT debrief occurs once PBA ends</p> <p>ETR information must be completed prior to the meeting date</p>
IAT and parent	<p>IAT attends the Initial ETR (IETR) to discuss and review all results. The IAT and parents will determine if the child qualifies for special education services under a category as described in the Individuals with Disabilities Education Act (2004).</p> <p>If a child qualifies for special education, an IEP meeting is scheduled prior to the child's 3rd birthday. The locally created document is updated to reflect the IIEP date.</p> <p>If a child does not qualify for special education services, the family is provided resources and support to help the child in their continued development and given information about upcoming child checks if the parent continues to have concerns.</p> <p>The Student Services Coordinator will update the locally created data sheet to indicate the disability category.</p>	<p>ETR and *IIEP held prior to the child's 3rd birthday</p> <p>*IIEP held only if the child qualifies for special education services</p>



School Psychologist	<p>Will finalize IETR with signatures, dates, and updated information that may be provided during the meeting.</p> <p>Will send the final copy of the IETR package to parents that includes prior written notices, IETR, parent invitation, parent consent, and referral forms.</p> <p>Will print copies of the IETR package with cover sheet for cumulative file/records, and send to Preschool EMIS Coordinator in order to be entered into the EMIS system.</p>	Within 14 days of the IETR meeting
Intervention Specialist	<p>Will hold the initial IEP(IIEP) meeting within 30 days of the IETR.</p> <p>The IEP team will determine progress from part C and the need for extended school year services.</p> <p>Goals and objectives will reflect the needs and implications as dictated by the IETR.</p> <p>Parent input must be gathered on the goals and objectives during the meeting, indicating agreement or additional input provided.</p> <p>The IEP team must look at the least restrictive environment (LRE) for the child. The model of service is discussed.</p> <p>The IEP team will provide resources to help families develop skills at home.</p>	Within 30 days of the IETR
Intervention Specialist	<p>Will finalize Initial IEP (IIEP) with signatures, dates, and updated information that may be provided during the meeting.</p> <p>Signatures must be collected in order to initiate services.</p>	Date of prior written notice



	<p>The date of the IIEP must have a start date of the child's 3rd birthday. If the child's birthday starts on a weekend or during a school break, materials and suggestions can be sent home with parents. If a child's birthday is during the summer months the team must discuss the need for extended school year services. The team can use data from early intervention to determine need. If there is no need for an extended school year, the team may determine an alternate start date of the IEP. A non-compliance code will be recorded on the IIEP document and prior written notice.</p> <p>Will send the final copy of the IIEP package to parents that includes prior written notices, IIEP, and parent invitation, along with procedural safeguards.</p> <p>The intervention specialist will also print copies of the IIEP package with an attached cover sheet in order to:</p> <ul style="list-style-type: none">• File the final copy of the IIEP in the cumulative/records• Send to the Preschool EMIS Coordinator <p>Cover sheet includes:</p> <ul style="list-style-type: none">• Indication of IIEP• Birthday• Start date• Student Name• Intervention Specialist Name	
IAT	Parents will receive welcome letters that indicate classroom teacher assignment, transportation information, and other important information.	Prior to the start date of service



SSC	<p>Will update the locally created data sheet to reflect the start date of the IIEP and cross-check to match the birthdate. If not starting on the birthday, the data sheet will be updated to reflect non-compliance code, if applicable.</p> <p>Will update locally created data sheet to reflect elementary school boundary (AM or PM) and discussion at IEP meeting.</p> <p>The data sheet will be updated to reflect services based on the LRE decision during the IEP meeting.</p>	Within a week of the IIEP meeting
Preschool EMIS Coordinator	<p>Will enter the IETR and IIEP into the EMIS system.</p> <p>Will use the appropriate cover sheet (IETR or IIEP) to cross-check information to ensure accurate data entry.</p>	Before the start date of the IIEP and/or prior to the child's first day of preschool
SSC	<p>Will cross-check EMIS codes and update locally created data sheet:</p> <ul style="list-style-type: none">• If SSC has been initialed in the cross-check column on the data sheet, the child's information is correct in the system.• If the child's information is incorrect, the cell will be highlighted, and the SSC will reach out to the Preschool EMIS coordinator to correct the code/error<ul style="list-style-type: none">○ Once corrected, the cell will be initialed with the date of completion by the SSC	Ongoing



Addressing Future Indicator 12 Noncompliance:

The Big Walnut Local School District will use these practices and procedures to drive any future Indicator 12 Noncompliance notifications.

Person Responsible	Procedure	When
District EMIS Coordinator	Runs EMIS reports and shares action steps needed for any student in the Special Education Cross Check for Part C to B IIEP after 3rd Birthday Shares with Student Services Department Runs reports continuously and updates sheet for review	February of the current school year then occurring monthly till end of fiscal year
SSC, Director of Student Services, Administrative Assistants of Student Services Department	Cross Checks IEP, Powerschool, Samegoal, and any other documents that pertain to the student found	With each update sent by EMIS Coordinator
SSC	If error occurs and is identified, SSC will address error and course of action with related staff member. This could include but not limited to: <ul style="list-style-type: none">• Incorrect birthday entered on ETR/IEP• Data entry error through powerschool• Incorrect Non-compliance code used	With each update sent by EMIS Coordinator
SSC	Will update the PPP when errors occur to address in the future and eliminate any other possible noncompliance	With each update sent by EMIS Coordinator