

Procedures and Practices for Indicator 12: Transition from Early Intervention to Preschool

Indicator 12: Transition from Part C to Part B - The percentage of children referred by the IDEA Part C (early intervention) who are found eligible for Part B (preschool), and who have an IEP implemented by the third birthday.

Preparation for Transition Planning Conference (270 to 90 Day Period)

When	Who	What	Forms
Continuous	Early Intervention	Hold screenings for children birth - 3	
Continuous	Head Start	Shares responsibilities at an annual community screening.	
Continuous	Early Intervention	Agency will provide birth date and contact information of transitioning Part C children by Early Childhood Coordinator to LEA (Local School District)	
Continuous Quarterly	Early Intervention	Will plan to contact each LEA to review the current quarterly LEA report.	LEA quarterly report
Quarterly	LEA	Contact the Part C representatives for those children on the Quarterly LEA Report for whom there was no invitation to the Transition Planning Conference Quarterly LEA report will be reviewed at quarterly meetings to assure 100% compliance	LEA quarterly report
Continuous	Early Intervention Service Coordinator (EISC)	Prepares and guides the family through the transition process - Whom if anyone does the family want to share records with?	EI - 06
Per EI rule 5123-10-02 (L) (2) (b) 270 to 90 days before the child's 3rd birthday.	EISC	Will discuss transition with family during an IFSP meeting which will include: Identifying participants by providing families with preschool options. Obtaining written permission for the release of specific information related to the child's disability, which may include the current IFS, most recent Part C Early Intervention Eligibility report, additional assessment and provider reports to the LEA or other	EI-06 EI-07 EI-13

Typically 120-90 days prior to a child's 3rd birthday.		identified program. Coordinate with the family providers and LEA a Transition Planning Conference (TPC). Every effort will be made to ensure that both the LEA and the Early Intervention Representatives are in attendance for the Transition Planning Conference (TPC). Their participation is critical to fostering collaboration and ensuring a smooth transition process that aligns with the needs of the child and family, as well as state and federal guidelines. Send out invitations prior to the transition planning conference to the family, LEA, service delivery personnel, Head Start, and others as warranted at a mutually agreed upon time. Include the following where the IFSP/TPC invite is sent. - Current IFSP -Most recent evaluation/assessment - Provider progress reports - EI-06, EI-07, EI-13 - Suspected Disability Form	
	Early Intervention Service Coordinator LEA	districts are invited to the conference if the family agrees to the district's participation. Early Intervention Service Coordinator will provide the LEA with an IFSP/TPC invitation prior to the mutually agreed upon meeting date. districts should maintain written records of the date of the IFSP/TPC (EI-13) The PR-04 is not always signed at the TPC	EI-13 EI-13

		meeting, but will be completed and signed as appropriate during the referral process. The decision can be made by the LEA to sign the PR-04 at the TPC meeting if the team feels it is necessary to complete it at that time.	PR-04 LEA Referral For Evaluation form
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Transition Planning Conference (TPC/Referral)

When	Who	What	Forms
150 days-45 days	LEA	districts should maintain written records of the date of notification Under IDEA, the district is required to attend the conference. If the district does not attend the conference, the family and the service coordinator will meet to address Part C requirements. If the service coordinator has sent a notice of the meeting to the district, there is no further obligation for Part C to convene again for the district. If the district does not attend, referral has been made as of the conference date and timelines are in effect. Education/Special Education Procedural Safeguards and is provided with information about parental consent for the evaluation process. LEA must obtain parental consent within 30 days of the TPC meeting. To ensure a seamless process, the LEA and the Early Intervention Representative will, whenever possible, initiate the referral and complete the TPC on the same day. However, in some instances, the referral may be made prior to the TPC. Both agencies will work collaboratively to ensure adherence to state and federal guidelines, striving to meet their respective timelines.	PR-04 TPC optional form Procedural Safeguards

Per EI rule 5123-10-02 (L) (2) (b) 270 to 90 days before the child's 3rd birthday.	Early Intervention Service Coordinator/LEA Early Intervention Service Coordinator/LEA Early Intervention Service Coordinator/LEA Early Intervention Service Coordinator/LEA	Under IDEA, the district is required to attend the conference. If the district does not attend the conference the family and service coordinator will meet to address Part C requirements. If the service coordinator has sent a notice of the meeting to the district, there is not further obligation for Part C to convene again for the district. <u>If the district does not attend, referral has been made as of the conference date and timelines are in effect.</u> The conference is required to be at least 90 days before the child's third birthday and can be held up to 9 months before the third birthday. If a family has moved since the TPC and the conference included a previous district and not in the district in which the child is currently enrolled, the current district does not report the TPC. EISC will notify the previous LEA that the child has moved. Meet the family - sign EI-06 for current LEA, review EI-07 to ensure the family still wants assistance with transition to the current LEA, contact current LEA. During the IFSP/TPC meeting, the EISC facilitates the ISCP review and data from the child's participation in Part C of Early Intervention and information from the family is discussed. The LEA shares information about the Part B Eligibility Process. The team determined if there is or is not sufficient information to suspect a disability. If there is a suspected disability, the LEA provides the parents with <i>A Guide to Parent's Rights in Special Education Procedural Safeguards</i> and is provided with information about parental consent for the evaluation process. LEA must obtain parental consent within 30 days.	EI-06 EI-07 EI-04 <i>A Guide to</i>
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Typically 120-90 days prior to the child's 3rd birthday.		If a disability is suspected the LEA will complete a PR-05.	<i>Parent's Rights in Special Education Procedural Safeguards.</i> PR-05
45 days or less before 3rd birthday	Early Intervention Team	Early Intervention services will continue throughout the transition process as written on the family's Individualized Family Service Plan. Any child referred to Early Intervention 45 days or less before his/her 3rd birthday will be referred directly to the LEA or other community programs as appropriate. For a child referred with a suspected disability to the LES. <i>They are not required to have an IEP by their 3rd birthday.</i> All other applicable timelines must be met, such as but not limited to, the 60-day timeline for eligibility evaluation for a child suspected of having a disability. For a child referred without a suspected disability a referral will be made directly to Head Start, LEA, or other community programs of interest to the parent.	EI-04 EI-08
46-90 days before his/her 3rd birthday	Early Intervention Service Coordinator	Any child suspected of having a disability referred to Early Intervention 46-90 days before his/her 3rd birthday will be assigned an Early Intervention Service Coordinator, who will begin transition planning. Early Intervention will work with the LEA to conduct an evaluation for eligibility and write an IFSP to reflect transition planning.	EI-06
Birthday outside of	LEA	If the child has a birthday outside of the LEA	

LEA school calendar		school calendar, the LEA will have staff available to conduct evaluation during the summer.	
Within 30 days of referral from the Early Intervention Service Coordinator	LEA	If no suspected disability, Early Intervention Service Coordinator will continue with transition involving other agencies as needed. The LEA will provide the parent with prior written notice (PR-01) from the district.	PR-01

Evaluation Team Report (ETR) Process

When	Who	What	Forms
Within 30 days of referral	Preschool Psychologist of LEA representative	Coordinate the evaluation process and distribute ETR Planning Form to all professionals involved.	ETR planning form
Within 30 days of referral	Early Intervention Team	Will provide the Part C Data Form which is a summary document based on observation and most recent programming data, assessment and present levels of performance per ETR planning form.	Part C Data form
Within 60 days from time of parental consent	LEA	ETR team meeting will be held to determine eligibility. This will occur no longer than 60 days from the date of parental consent.	ETR
Within 30 days of the ETR/ 120 days referral/ or 90 days of signed parental consent	LEA	LEA ensures invitations are sent out to appropriate parties (including Early Intervention when requested by the parent) for the IEP meeting.	PR-02

IEP Development

When	Who	What	Forms
Within 30 days of the ETR OR Within 120 days of referral	LEA	Any child enrolled in Early Intervention and found eligible for special education services, with have an Individualized Education Program (IEP) completed and implemented by the child's third birthday.	IEP and supporting documents

Or Within 90 days of signed parental consent AND Implemented by the child's third birthday	Early Intervention Service Coordinator	The school district will host the initial IEP meeting with parents. Parents may request for Early Intervention to attend the meeting. The IEP team will develop goals and objectives to support the child's needs including related service (speech, OT or PT), if applicable. The IEP team will also determine the child's least restrictive environment (LRE) in which services will be delivered. (i.e. public preschool - general education classroom or nonpublic school preschool program, public preschool special education class, special school or home or service provider location). The IEP will be reviewed annually thereafter, as long as the child remains eligible as a preschooler with a disability.	
Outside of the LEA school calendar	LEA	If the child has a birthday outside the LEA school calendar, Extended School Year (ESY) services might be initiated upon the Early Intervention data and the need for continuity of services to ensure the child maintains his/her present level of performance. If ESY is unnecessary (as determined through the IEP process), the IEP services begin no later than the start of the district's calendar school year.	

Head Start Collaboration

Head Start and Early Head Start may partner with each LEA to recruit, enroll, and service students within the

public school district. Each LEA and Head Start will form their own process and Memorandum of Understanding to create a successful partnership.

Procedures for Any Noncompliance Findings

In Ohio, a noncompliance finding for Indicator 12 (transition from Part C Early Intervention to Part B Preschool Special Education) occurs when a student's IEP is not implemented by their third birthday, unless specific allowable exceptions apply.

The Ohio Department of Education and Workforce (ODEW) requires that all findings of noncompliance be corrected as soon as possible, but in no case later than one year from the date finding is issued.

When the LEA is notified of an Indicator 12 Finding:

- **Written Notification:** The LEA receives a summary report from the Ohio for Exceptional Children (OEC) detailing the noncompliance.
- **Root Cause Analysis:** The district must review the root cause of the delay (i.e. late referral, missing timeline, lack of staff) to prevent future violations
- **Technical Assistance:** The district should work with their State Support Team (SST) to develop an improvement plan.

Correcting Individual Noncompliance (Student Specific)

For each child identified as not having an IEP in place by their third birthday, the district must:

- **Conducts an Individual Review:** Review the specific student record and, if the student is still under the jurisdiction of the district, hold the necessary meetings to ensure compliance.
- **Document Correction:** Show proof that the IEP was eventually developed and implemented, even if late.
- **Timeline:** Individual corrections must typically be completed within 60 school days of the summary report.

Correcting Systemic Noncompliance (district-Wide)

To fix the underlying issues, the district must demonstrate that their systems now result in 100% compliance:

- **Record Review:** The district must submit a new sample of student records (often five per noncompliance item) to the state for review to prove compliance.
- **Documentation Check:** The district must ensure that for all new transitions, the IEP is implemented by the third birthday, or an allowed exception (code 05, 06, or 07) is documented in EMIS and a Prior Written Notice (PR-01) is completed.
- **Timeline:** Systemic correction must be achieved as soon as possible, but no later than one year from the date of the finding.

Acceptable vs Unacceptable Reasons for Delay

When a finding is issued, the district must review if the delay was "excused" or "unexcused".

- **Acceptable Reasons (No Finding)**
 - **05 - Parental Choice:** Parent chose to delay services.
 - **06 - Parent Refused Consent:** Parent did not consent to evaluation.

- **07 - Child's Health:** Child was unavailable due to health issues.
 - *Note: These must be accompanied by a PR-01 document.*
- Unacceptable Reasons (Finding Issued): Administrative delays, failure to schedule, or staff shortages will result in a finding on noncompliance, requiring corrective action.