

Ohio Early Intervention

Transition Timeline Checklist

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Transition in EI is an ongoing process that includes three required components: Development of a transition plan that includes steps and services; notification to the LEA; and a TPC (with parent consent). This checklist is a tool to assist programs in tracking transition-related activities, but is not intended to be an exhaustive list. Please refer to "Steps for a Successful Transition" for additional guidance.

Document each step of the process in the case notes.

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Transition Timeline Checklist

Activity	Due	Completed
At initial IFSP meeting:		
Introduce family to transition planning		
At IFSP meeting closest to 2nd birthday (or whenever child determined eligible after 24 months):		
Explain eligibility and role of LEA		
Explain parent rights and ensure informed consent		
Ensure parent has copy of Parent Rights brochure		
Have parent sign EI-07 regarding consent to share PII with LEA & SEA		
Provide a copy of consent to parent and document on EI-07		
Ensure consent status is correctly entered in EIDS (data system defaults to "yes" unless changed to "no")		
Place consent in child record and document Transition activities completed in case notes		
Informing the LEA of children potentially eligible for Part B:		
Confirm consent and contact information are correct in EIDS prior to sending LEA Quarterly Report		
Confirm appropriate school district is selected in EIDS		
Transition plan development (9 months - 90 days before the child's third birthday):		
Team develops IFSP with a transition plan for every child in EI that includes:		
At least one transition outcome to create a plan to support a smooth transition of the child from EI services under part C to preschool services under part B or to other appropriate services, and		
Transition steps and services describing who, what, and when		
Check transition box on the IFSP outcome page		
Document development of transition outcome with steps and services in case notes		
Enter both outcome and steps and services into EIDS		

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Activity	Due	Completed
Prior to TPC		
Explain TPC and parent rights to parent, including how Part B is different from Part C		
Ensure parent has copy of Parent Rights brochure		
Ensure parent signs EI-07 regarding consent to schedule TPC		
Provide a copy of consent to parent		
Facilitate discussion with family regarding potential eligibility, transition needs, and potential programs		
Identify participants for the TPC, if parent consents. If a child may be eligible for preschool services under part B, the LEA representative, with parental permission, must be invited to attend the TPC		
Obtain written parental consent for the release of records and release and/or exchange of information using form EI-06, as applicable		
Determine mutually agreed upon time and date for the TPC (90 days or up to 9 months before the child's third birthday), with parent consent		
Send all TPC participants an IFSP meeting notice (EI-13)		
Check box indicating meeting is for TPC		
Document and place in records		

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Activity	Due	Completed
At TPC (9 months – 90 days before the child’s third birthday):		
If parent consents to TPC , hold TPC during IFSP meeting:		
If child may be eligible for Part B services at age 3 and parent consents:		
LEA or school district representative provides Part B planning		
Document date of TPC on IFSP header and in EIDS		
Document all conversations and events in case notes		
If child may be eligible for Part B services at age 3, but parent has chosen not to share PII with the LEA:		
Ensure informed consent		
Provide family with LEA/school district info		
Hold TPC (with consent) with any community service providers identified by the team		
Document TPC (if applicable) on header of IFSP and in EIDS		
Document all conversations and events in case notes		
If child is determined not to be potentially eligible for Part B services at age 3 and parent consents to TPC:		
Include any community service providers identified by the team		
Document TPC (if applicable) on header of IFSP and in EIDS		
Document all conversations and events in case notes		
If parent does not consent to a TPC :		
Team addresses transition based on the family’s needs and priorities		
Document in case notes transition activities to support a smooth transition		