

### Transition Compliance Verification Standards

| Component   | Verification document | Source of information  | Indicator requirements  | Additional Requirements   |
|---|-----------------------|--|---|---|
| ETID # on child record                              | Every document        | Upper right corner of each page, if not already on page  | Must be on all pages  |   |
| Steps and Services<br><br>303.209<br>5123-02(L) OAC | IFSP                  | Section 1<br><br>Section 5<br><br><br><br><br><br><br><br><br><br>Section 6<br><br><br><br><br><br><br><br><br><br>Section 8 | Date of birth accurate<br><br>Transition outcome date documented<br>Date is within required timeline (not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday)<br>Transition outcome written<br>Steps and activities documented for the child and their family to exit from EI<br><br>Any transition services that the IFSP Team identifies as needed by the child or their family are documented on the grid (or in case notes if EISC only)<br><br>Parent signature and date<br>EI Service Coordinator signature and date<br>IFSP date matches transition outcome date | The IFSP must include a statement of the specific EI services that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified in the IFSP.<br><br>A program must ensure that for all toddlers with disabilities—<br><ul style="list-style-type: none"> <li>• It reviews the program options for the child for the period from the toddler’s third birthday through the remainder of the school year; and</li> <li>• Each family is included in the development of the transition plan</li> </ul> The steps must include—<br>(i) Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;<br><br>(ii) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;<br><br>(iii) Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency, transmission of additional information needed by the LEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP; and<br><br>(iv) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child. |

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|   |  |   |   | <p>If a child is referred to the EI program 90 or fewer calendar days but more than 45 calendar days before the child's third birthday, the EISC will coordinate the eligibility determination process. If the child is eligible for EI services, the EISC will coordinate assessment of the child and the family-directed assessment and the development of the initial IFSP with a transition plan (including steps and services).</p> <p>303.209, 303.343, 303.344</p>  |
| <p>Transition Planning Conference (TPC)</p> <p>303.209<br/>5123-02(L) OAC</p> | <p>Form EI-07</p> <p><b>In addition, if consent given:</b><br/>IFSP</p> <p>EI-13</p> | <p>Consent for TPC<br/>Consent to invite LEA<br/>Signature line</p> <p>Header</p> <p>Section 1</p> <p>Section 7</p> <p>Section 8</p> <p>EI-13</p> | <p>TPC consent choice checked<br/>LEA consent choice checked (if applicable)<br/>Parent signature and date</p> <p>TPC box checked<br/>Date of TPC documented<br/>Date is within required timeline (not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday)</p> <p>Date of birth correct</p> <p>LEA representative and/or other community representatives listed as participant, if applicable</p> <p>Parent signature and date<br/>EI Service Coordinator signature and date<br/>Date of IFSP matches TPC date on header</p> <p>“Today’s date” complete<br/>Transition Planning Conf. box checked</p> | <p>Any conference or meeting to develop the transition plan (which may be combined into one meeting) must meet the requirements of an IFSP meeting.</p> <p>IFSP meetings must be conducted—</p> <ul style="list-style-type: none"> <li>• In settings and at times that are convenient for the family; and</li> <li>• In the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.</li> </ul> <p>Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.</p> <p>Parental consent must be obtained before personally identifiable information, including the child’s medical records, E&amp;A reports, provider progress notes, IFSP, etc. is disclosed to anyone outside of a participating agency.</p> <p>If a child is referred to the early intervention program 90 or fewer calendar days but more than 45 calendar days before the child's third birthday, a transition planning conference is not required, but the EISC will coordinate the eligibility determination process.</p> <p>303.209, 303.342, 303.343, 303.414</p> |

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|---|--|---|--|--|
|   |  |   | Date, time, & location complete<br>Service provider/s invited<br>LEA representative and/or other community representatives invited, if applicable  |  |
| NCR   | Case note  | Case note with date/s (Case notes may be documented on paper or electronically) | Must support reason and reflect date of activities (e.g., attempted contacts, cancellations, dates offered, etc.) prior to due date*<br>Date of case note<br>Signature or initials   | Any late activities must be completed as soon as possible after the documented exceptional family circumstances no longer exist.   |
|   | Other sources such as a newspaper article, email, etc. | Dated document with details of event (weather emergency, closure, etc.)         | Documentation with details of event  |  |
| LEA notification<br>303.209<br>5123-02(L) OAC | Quarterly LEA notification                             | Applicable LEA report<br><br>Statement from program                             | LEA report for appropriate date (Feb 1, May 1, Aug 1, or Nov 1) is complete<br>Run date is no more than 10 days prior to report date<br>Children listed under the appropriate LEA<br>Applicable pages sent to correct LEA<br>Written confirmation from program that reports were sent to LEAs timely |  |
|   | Late referral (45-90 days)                             | Documentation of timely notification  | Extra LEA report, email, or letter with specified contact information, etc.<br>Documentation of notification date (copy of email, case note, etc.)<br>Copy of notification submitted to DCY  | If the agency determines that a toddler is eligible for early intervention services more than 45 but less than 90 days before that toddler's third birthday, the program, as soon as possible after determining the child's eligibility, notifies the LEA for the area in which the toddler resides that the toddler will be turning three.<br>303.209 |

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|-----------|--------------------------|-----------------------|--|-------------------------|
|           | Late referral (<45 days) | EI-08 (if applicable) | Parent signature and date<br>Form sent to LEA<br>Form submitted to DCY |                         |