

APPENDIX T-A - Transition Process From Infant Development (Birth-Two Programs) to Special Education Unit Services

ID=Infant Development DD=Developmental Disabilities

ACTIVITY	TIMELINE	JOINT RESPONSIBILITY	FUNCTION	INVITATION TO ATTEND
1. Meeting between Infant Development Program and Developmental Disabilities Program Administrators and Case Management	ID/DD meetings prior to fall administrators meeting	*ID Program Coordinator DD Program Administrator/ Case Management	Review caseload of infants enrolled in ID Program <ul style="list-style-type: none"> • identify children transferring to public schools within the following year • review children currently in the transition process • review all children in ID services 	ID Program Coordinator ID Staff DD Program Administrator or Designee DD Case Managers
2. Parents Informed	One year prior to transition (child's second birthday)	*ID Program Coordinator DD Case Management	Parent signs Release of Information so ID Program can begin sharing information with receiving Special Education Unit	ID Staff Parents/Guardian
3. Administrative Meeting/Contact between ID Coordinator/Special Education Administrator/DD Program Administrator/DD Case Management	In the fall, prior to (Dec. 1) Child Count	*ID Program Coordinator Special Education Admin. DD Program Admin.	Review record/status of transfer children Coordinate/confirm activities, timelines and agency responsibilities for each child to transition Share summary data on other children enrolled in Infant Development Program Review information children receiving DD case management services only.	ID Program Coordinator Special Education Unit Admin. DD Program Administrator/ Case Management General Education
4. Receiving School District Notified in Writing of Child to be Transitioning within the Upcoming Year	Within 1 month following child's second birthday	*ID Program Coordinator DD Case Management	The following information is sent: Written Release of Information; evaluation; diagnostic and program information.	
5. Joint Multi-Agency Assessment Planning Meeting	By the time the child is 2 years 6 months of age	*ID Program Coordinator Special Education Unit DD Case Management	Give and explain Part B/C Procedural Safeguards Address DD case management redetermination of eligibility at age 3 Discuss eligibility under Part B (Special Education 619; IDEA) and Section 504 of the Rehabilitation Act of 1973 Discuss of continuum of services/use of IEP Arrange appropriate visitation of child and parent to service options Discuss and plan for additional evaluation or information, if needed Obtain sign evaluation consent (special education unit is responsible) Discuss and schedule IFSP/IEP team meeting	Parents/Guardian ID Staff DD Case Manager Special Education Unit Staff General Education
6. Joint Multi-Agency Assessment	Prior to IFSP/IEP Meeting	*ID Program Coordinator Special Education Unit DD Case Manager	Conduct assessment Refers Child to Human Services Eligibility Determination Team (DD Case Management to responsible)	ID Staff Special Education Unit Staff Parents/Guardian
7. IFSP/IEP Team Meeting	Prior to child turning 2 years 9 months of age	*ID Program Coordinator Special Education Unit DD Case Management General Education	Determine eligibility under Part B IDEA procedural safeguards Identification of continued use of IFSP or write IEP Update IFSP (review current IFSP) or write IEP to include documentation of transition. Determine placement Obtain signed consent for placement in Special Education Services	Parents/Guardian Child ID Program Coord./Staff DD Case Manager Special Education Unit Staff Regular Education

8. Transfer to Special Education Unit (Local Education Agency - LEA)	Child's third birthday	*ID Program Coordinator Special Education Unit DD Case Management	Child participates in Special Education program	Child/Parent
9. Follow-up as Designated in Transition Plan	Initial follow-up within 3 months of ID discontinued service	*ID Program Coordinator DD Case Management	Options: <ul style="list-style-type: none"> • Telephone contact to parent • Observation • Visitation to preschool program • Telephone contact to preschool program teacher/coordinator 	ID Program Staff Special Education Staff DD Case Manager Parents/Guardian Child

*Because the Infant Development Program is the "Primary" Provider, it will have the primary responsibility to be the initiator of all process steps. However, all agencies have a joint responsibility within the transition process.