

Transition Timeline Tools

Tips, Tactics and Tools for Conducting
Timely Transitions



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Objectives:

- Review NM Transition Guidance for Children Transitioning from IDEA Part C to Part B, and other settings.
- Deconstruct how children and families move through the transition process in our FIT system and within our agencies.
- Explore various strategies, tools and ideas to improve meeting transition timelines.
- Support participants in thinking about ways to improve their current systems, in order to increase compliance around transition requirements overall.



SFY 2019 APR (FFY 18) Federal Reporting

Indicator 8A: Early Childhood Transition

% of Children that had timely transition plan and exited Part C

This is a federal compliance indicator and the target is **100%**

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Indicator 8A: Early Childhood Transition

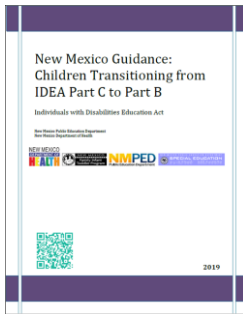
Children that had timely transition plan and exited Part C

SFY 2018: 97.66%

SFY 2019: 95.38%

Slippage

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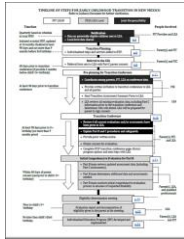


<https://www.cdd.unm.edu/ecdn/Transition/common/pdfs/nm-guidance-manual-2019.pdf>
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Timeline Steps for Early Childhood Transition in New Mexico



Print out a copy of the Timeline Steps Document to refer to as you plan transitions.



All Children Exiting FIT Must Have a Transition Plan

State Rules

7.30.8.13 (C) Transition Plan.

(1) A transition plan shall be developed with the parent(s) for each eligible child and family that addresses supports and services after the child leaves the FIT program.



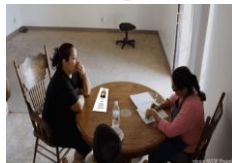
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Planning is Key

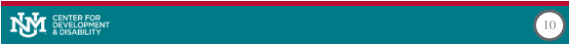
Considerations:

- When does transition planning start?
- How often do we talk about it with parents?
- When and how do we start preparing for the transition conference?
- Who is responsible for the coordinating, scheduling and facilitating the transition conference?
- What do the schools need prior to the conference?
- Who should be invited?
- What happens at the conference?
- What happens after the conference?



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Transition Timelines



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When does Transition Planning Start



State Rules

7.30.8.13 (C) Transition Plan.

(a) at the child's initial IFSP meeting, the transition plan shall be initiated and shall include documentation that the family service coordinator has informed the parent(s) regarding the timelines for their child's transition;

How often should we talk about transition with parents?



State Rules

7.30.8.13 (C) Transition Plan.

(2) The transition plan shall be included as part of the child's IFSP and shall be updated, revised and added as needed.



Make it a Point to revisit transition at every 6 month and annual review. During your home visit.



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Scenario

Aliyah was referred to Rainbow Early Intervention program based out of Las Vegas, New Mexico.

She lives in San Miguel County in a rural area. Aliyah is 45 minutes from the local school.

Aliyah has been referred to EI due to concerns about a language delay and motor delays.

Aliyah lives with her mom and grandfather. The family owns a small horse ranch and they sell vegetables and handmade goods at the local farmer's market.

We want to plan Aliyah's Transition to West Las Vegas Schools.

Quick History



Start with the Referral Form



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The Important Dates and Timelines

List of Important Dates:

- Child's DOB
- 45-Days
- 30-Days
- IFSP; 6-month Review, Annual
- Date of child's second (start of Transition Plan Part II)
- Date of Child's Third Birthday
- 90 Days before child's third Birthday is the required date of the transition conference
- 60 days form transition conference date (this is when the Referral Form to LEA is required)
- 30 days we send the Transition Assessment Summary Form & Transition Conference Invitation to LEA

Prior to the IFSP meeting, calculate the transition dates and fill them in on the on IFSP, so that you can discuss them with the parent.

Helpful Tips



TOOLS

- Date Calculator Apps for phone:
 - Play Store on your phone, do a search
 - Install the App
- Online Date Calculators accessed through a Google Search
- FIT Data base once Initial IFSP is entered will generate Transition dates
- Spread Sheets



FIT KIDS Report

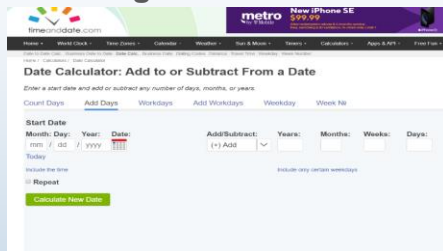


IMPORTANT!!!
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- Your agency should have a method in which the FSC is able to turn in or enter the dates of WHEN the Transition Meeting occurred, when referral was sent, when Part 2 of Transition Plan was started.
- FIT Kids will generate a **Child Summary Report** for each child; the Transition dates appear on this report. TIP: You can print one for each child, for each FSC and verify the information is correct.



Using Date Calculator



Access the Date Calculator via Google Search OR save the link below!
<https://www.timeanddate.com/date/dateadd.html>



Calendar mapping



IFSP



Planning the Transition Conference



State Rules

7.30.8.13 (C) Transition Plan.

(c) at least 90 days, and not more than nine months, before the child's third birthday, the transition plan shall be finalized at an annual IFSP or transition conference meeting that meets the attendance requirements of this rule.



Consider visiting the school with the family to support them in making choices – counts as a visit home community rate.



Coordinate among parents, FIT, LEA on conference date.



How do I determine the date for the Transition Conference? (We should already know because of our Calendar Mapping)

Try to schedule the transition meeting at a time when that team member(s) would typically see the child. Parents anticipate home visits if they are consistent.

[illegible]

Transition Referral Form



	Translation Referral Form		
	Translation Referral Form		
Applicant Details			
Name of the Candidate _____		Date of Birth _____	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Admission _____		
Educational Qual. _____		Reason for Referral (applicable) _____	
Parent / Guardian Details			
Name of Parent / Guardian _____		Address _____	
Contact Number _____		Email ID _____	
Referring Institution Details			
Name of the Institution _____		Address _____	
Contact Number _____		Email ID _____	
Consent of the Parent / Guardian _____			
Date of Referral _____			
Signature of the Parent / Guardian _____			
Signature of the Referring Institution _____			
Date of Referral _____			
Date of Referral _____			

Consent is only for this form



Complete a **Consent to Exchange** form at the same time you have parent sign **Referral Form** (this can be sent as early as 6 months before 90-day Transition Conference) to the LEA. This allows your program to give and receive information to and from the LEA. This can be done at a home visit.

What the LEA needs in the future:
 Assessment Summary Form
 Initial Evaluation
 Recent (within 6 months of transition)
 Hearing screens
 Vision screens
 Current IFSP
 Exit ECO (at time of exit) need to be sent to the school when child exits.

Consent to Exchange Form



Provide a written Invitation to Transition Conference to LEA and all Parties



Be sure to include:
 Districts
 Community Partners
 Parents
 In-house Team

<http://www.cddl.com.nyu.edu/cddlhead/programs/early-childhood-learning-network/html/cddlhead-transition-invitation/resources/forms/written-inv.htm>



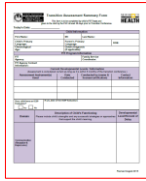
TASF (Transition Assessment Summary Form)

Age Range and % of Delay from IDA is expected

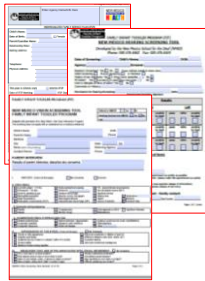
TEAM



Send the Transition Meeting Invitation to Family, LEA (daycare provider, head start, etc....), and IFSP team members at least one month (30 DAYS) before Transition Meeting.



Send the Transition Assessment Summary Form (TASF) to LEA at least one month (30 DAYS) before Transition Meeting.



Send IFSP, Hearing & Vision Screen; Initial Evaluation and at time of EXIT send the Exit ECO

Back up Plan

Let's face it! Not everything happens according to plan!

- Snow Days
- Parent Indecisiveness
- Sick Days
- Holidays
- Death in the Family
- COVID-19 Health Emergency
- School no show

Next Steps



LEA reviews all existing evaluation data, including Part C information, prior to the transition conference and determines who will attend. LEA will be prepared for parent to sign consent for evaluation.

Resources

<http://www.cdd.unm.edu/early-childhood-programs/early-childhood-learning-network/early-childhood-transition-initiative/index.html>
<https://www.cdd.unm.edu/ech/Transition/common/pdfs/nm-guidance-manual-2019.pdf>
 Sample: <http://www.cdd.unm.edu/early-childhood-programs/early-childhood-learning-network/early-childhood-transition-initiative/resources-forms-webinars.html>
<http://www.cdd.unm.edu/early-childhood-programs/early-childhood-learning-network/early-childhood-transition-initiative/resources-forms-webinars.html>

