

Transition Policy – CMSU & CSIU

For programmatic planning of transitioning children from the 0-3 program to the 3 –school-age program, CMSU & CSIU have agreed to the following process: on a quarterly basis (February, May, August, and November), CMSU will send a transition report that identifies all children who may potentially be eligible for services at age three over the next year to CSIU. This report will include names, birth dates, addresses, phone numbers, school districts of residence and services (including frequencies). CMSU will be responsible for updating CSIU with address, phone number changes, withdrawals, and graduations as they occur. In addition, CMSU Service Coordinators and CSIU Coordinators meet throughout the year as desired to share information relating to transition. Meetings to plan for this transition must be scheduled between 90 days and 9 months before the child's third birthday. The time, date, and location of the scheduled meeting shall be mutually convenient for the family, CSIU, provider staff, and CMSU. Once the transition meeting has been confirmed with the family, a transition letter will be sent to the family, provider, and CSIU thirty days prior to the scheduled meeting. If the meeting is scheduled more than 6 months before the third birthday, CSIU staff will be invited to future meetings regarding reviewing and updating the transition plan as well as MDE/IFSP. Each agency shall pay for their own transition activities.

Transition planning begins at age 2 for each child enrolled in the 0-3 early intervention program. While 0-3 Service Coordinators have talked about this particular transition since the initial visit, Service Coordinators have also talked about other transitions common to the family. In beginning transition planning at age 2, Service Coordinator, parents, and other team members begin talking about what happens at age 3 which may or may not include receiving services from the 3-school-age early intervention program. Discussion will occur several times throughout the year culminating in a transition meeting with the CSIU or other identified MAWA. Depending on circumstances, other community members such as Head Start may be included in the transition planning and meeting. Information specific to the family and child that needs to be shared or given is identified as well as specific actions that need to occur throughout the transition year including information relating to CSIU early intervention services and community programs. Updated transition plan shall be emailed to CSIU and other team members after each meeting.

Written consent is obtained from parents/legal guardian allowing for the exchange of information between CMSU and CSIU or other identified MAWA agency. Service Coordinators will email the most recent MDE/IFSP (initial, annual, six month) within 30 days prior to the scheduled 90 day transition meeting. For any MDE/IFSP meeting scheduled after the transition meeting, the Service Coordinator will email the updated MDE/IFSP to the CSIU teacher and Coordinator.

Within sixty days before the child turns 3, CSIU will begin their procedures in determining the child's eligibility for early intervention services at age three. This will include review of the MDE/IFSP, contact with the Service Coordinator and provider staff as well as gathering information from the family and completing the appropriate

evaluation(s). Once CSIU has completed their evaluations and have prepared an evaluation report, a meeting will be held that reviews the report and includes IEP planning should the family so choose. For families who desire services, CSIU will work with the family to schedule a mutually agreed upon date however IEP development will proceed for eligible children to comply with federal law.

When children are referred within 90 days of their third birthday to CMSU, families are informed that a referral will be made to the CSIU in order to complete transition planning at age 3. Families shall also be informed that due to the timing of the referral, the transition process may not be completed prior to the child turning 3. For children who are referred to CMSU after the required timelines in scheduling and/or conducting the transition meeting, a transition meeting shall be scheduled as soon as possible and the required letter sent out as soon as possible. If a family chooses to not go through CMSU, the family will be told that CSIU will not contact the family until after the child is 3.

For children who will not be transitioning to CSIU early intervention services at age three, transition planning will still occur as outlined above. There are several differences within the process namely who the information is shared with (if anyone) and who will then attend the transition meeting required to be held between 90 days and 9 months of the third birthday.

Within 60 days of the third birthday, CMSU provider staff shall complete exit data collection for children who have had 6 or months of consecutive service and whose exit is planned. This form will be given to CMSU and a copy sent to CSIU staff for their entry data collection per requirements of the Office of Child Development and Early Learning. For children entering the 0-3 program and who will be served less than 3 months before turning 3, CMSU will send to CSIU the entry data form so that this information can be used by the CSIU as their entry data.

For children who are no longer eligible for 0-3 early intervention services and are under the age of three, CMSU shall provide transition planning for the child and family which includes other community settings as appropriate and desired by the family. This plan shall be completed within 15 days of the child being determined no longer eligible for 0-3 services.

For children who are moving either to another county or moving out of state, CMSU shall provide transition planning as appropriate to the needs and desires of the family.

CMSU Service Coordinators shall serve as point person for each child entering the transition process on their caseloads. CSIU Preschool Coordinators shall serve as point person for those children entering the 3 to school-age system from 0-3 early intervention according to the school district the child resides in. For issues/concerns relating to transition policy and its implementation, CMSU Early Intervention Supervisor and CSIU Preschool Supervisor shall serve as point person.