

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING AND COORDINATING COUNCIL**

Central Indiana First Steps Cluster G
(Serving Hamilton, Hendricks, Johnson, Marion, —
Morgan, & Tipton Counties)

**PART B & PART C
BEST PRACTICE TRANSITION GUIDELINES**

This agreement between the agencies listed below and the Central Indiana First Steps Local Planning and Coordinating Council, hereafter referred to as the CILPCC, applies to children enrolled in First Steps Early Intervention Services who are referred to their local early childhood special education program or other collaborating agency with parental consent. The special education agencies within Central Indiana are as follows:

- Indiana School for the Blind & Visually Impaired (ISBVI)
- Indiana School for the Deaf (ISD)
- Indianapolis Public Schools (IPS)
- MSD of Lawrence Township
- MSD of Warren Township
- MSD of Washington Township
- Rise Special Services
- Texas Migrant Council
- Danville School Corp
- Monroe – Gregg School Corp
- Mooresville School Corp
- Avon School Corp
- Brownsburg School Corp
- Plainfield School Corp
- MSD of Pike Township
- MSD of Wayne Township
- Hamilton-Boone-Madison Special Services Coop
- Johnson County Special Services
- Tipton County School Corporation
- Kokomo Center School Corp/Head Start
- Northern Community School Corporation
- Boone Clinton NW Hendricks Joint Services
- Old National Trail Special Ed Coop
- MSD of Martinsville
- School Town of Speedway

Collaborating Agencies

- Family Development Services (includes Head Start and Crossroads Early Head Start)
- Human Services Inc. Head Start
- Child Adult Resources Services, Inc (C.A.R.S. Inc) - Children Division

I. PURPOSE

The purpose of this agreement is to make transition from the First Steps system to services available to children aged 3-5 effective and efficient. We recognize that a transition from early intervention to an early childhood program is a major event in a child's life. We believe that family participation is crucial to a successful transition and wish to include families in all aspects of transition planning.

II. VALUE

It is our commitment:

- to keep each other well informed
- to avoid duplication of effort
- to close gaps in service delivery
- to provide services that are appropriate
- to ensure that needs and aspirations of families and children are at the center of each child's transition
- to deliver services in the least restrictive environment

III. ACQUAINTING FAMILIES WITH PROCEDURES, ISSUES, AND RIGHTS

Initially Informing the Family

The intake and service coordinator will inform the family from the time they first begin providing early intervention services about the transition that takes place at age three, and will continue to discuss this subject periodically as the time for transition draws closer.

Providing More Formal Information to the Family

The service coordinator will provide printed information describing the transition process, rights and procedures to the family no later than when the child reaches 18 months of age or as soon as identified thereafter. The IFSP (Individualized Family Service Plan) will include goals and activities relative to transitions at any point.

Explaining the laws, procedures and legal rights of children and families is viewed as a joint responsibility of the sending and receiving entities. *The Parent Transition Guide* is presented to families and is produced by the State of Indiana and the Transition Committee of the Central Indiana First Steps Council, which includes representation from First Steps and the local education agencies (LEA).

Familiarizing Families with Spectrum of Program Options

The sending and receiving entities will provide families with a variety of ways to become familiar with the continuum of services available for children after they turn three years of age. This information will be made available to families when parents request it or when the child reaches 18 months of age. Families will be encouraged to learn about programs that three year olds attend, including those that are open to the general public and those that are restricted based on eligibility criteria. All decisions about the child's programming needs will be made prior to the child's third birth date.

Forwarding Names of Potentially Eligible Children

In order to comply with Part C and Part B mutual child find obligations in the federal law, First Steps electronically sends 18 Month Child find data (child's name and date of birth, and parent's contact information) via the System Point of Entry (SPOE) to the public school of record twice a year, generally in April and October. The Service Coordinator discusses this transmission of Child Find data with the child's parent during procedural safeguards at Intake and before the child reaches 18 months of age. The responsibilities of the Service Coordinator will include, but are not limited to the following:

- Discuss with the family the federal child find requirement to send child's name, date of birth, and family contact information to the school system 18 months prior to the child's third birthday, during procedural safeguards at Intake and before the child reaches 18 months of age.
- With the family's written consent, First Steps will transmit to the school system the child's records, including most recent IFSP and evaluation information, six months prior to the child's third birthday.

Forwarding More Detailed Information

At 30 months of age or as soon as identified thereafter up to 36 months, the service coordinator will complete and forward the *First Steps 30 Month Notice to Local Educational Agency*¹ (LEA) to the local educational agency. Additionally, the service coordinator will include the following documentation:

- Most Recent IFSP
- Social History
- Eligibility Form
- Reciprocal Release
- Recent Assessments and Progress Summaries
- Physician's Health Summary

When a child enters into the First steps program and will be 29 months of age or older at the IFSP due date which is 45 calendar days from the date of referral, the intake coordinator will be responsible to facilitate the transition process. These responsibilities will include, but are not limited to the following:

- Inform the family about First Steps and the transition process at the initial Intake appointment

- If the family agrees to involve the LEA, the intake coordinator will obtain the appropriate written consent
- Notify the LEA contact person of pending referral
- Communicate the eligibility status of the child to the LEA as soon as it can be determined
- Coordinate and conduct a transition meeting in conjunction with the initial IFSP which should include the family, LEA contact, service coordinator and ED Team representative*
- Record the meeting minutes and discussion using state forms
- Forward all appropriate documentation generated by First Steps to the LEA

If an initial referral is made for a child who will turn three (3) years before the IFSP due date, the family will be given the LEA contact information and will be asked to contact the LEA directly. Families referred to First Steps close to their child's third birthday sometimes choose to have an evaluation for information purposes, but do not wish to pursue services for the short amount of time their child would be eligible. In those cases the family will have the option of participating in a transition meeting, facilitated by the intake coordinator, without writing an IFSP.

Preparing for the Transition Meeting

The service coordinator will discuss with the family the importance of providing a complete assessment picture. The service coordinator can facilitate the organization of this information. The service coordinator will assist the family in gathering other information that is required by the school system. This includes proof of residency, immunization records and birth certificate, which will allow for the initiation of preschool services. The family will be encouraged to share additional medical, educational, or therapeutic information that may be helpful to the receiving agency.

Transition Meeting to Part B (90-270 days prior to child's third birthday)

The IFSP must include the steps taken to support the transition of the child and family into, within and from the First Steps system. For the purposes of this agreement, we will focus on activities to ensure a smooth transition of a child and family to services provided by the local public school system under part B of the Individuals with Disabilities Education Act (IDEA)².

Service Coordinators will have the following responsibilities:

- Prior to the transition meeting, provide the parents with the transition resource materials available to the cluster (e.g. transition video, parent handbook, etc.)
- Schedule transition meeting with the parents and the LEA representative, on a mutually agreed upon time and day by utilizing the State's Transition Timeline Calculator when it is available.
- Consult in this order to schedule: parent, LEA, additional agencies (i.e. Head Start, ISD, ISBVI, etc.) , service providers

*Intake Coordinators are required by federal law to have an IFSP completed for all eligible children within forty-five (45) calendar days from the date of referral. In order to accommodate that timeline, meetings must be scheduled with priority given to the family and Intake Coordinator schedules. LEA contacts will be invited to attend transition meetings convened by Intake Coordinators and every attempt will be made to schedule meetings at times mutually convenient to all parties involved, however, this may not always be possible.

- Secure interpreters (i.e. Spanish, ASL, etc.) as appropriate
- Complete other responsibilities as outlined in the Indiana Administrative Code 470-3.1-11-4 on Service Coordinator Responsibilities³
- Refer children with birthdays occurring within the months of June, July or August by March 1st (for more detailed information, see the *Central Indiana Public Preschool Special Education Contacts* document).

LEA representatives will have the following responsibilities:

- Review all records received and determine the need for any additional evaluation
- Review procedural safeguards with parents and provide a written copy as outlined in Article 7, 511 IAC 7-22-1 on Procedural Safeguards⁴
- Review the continuum of services available
- Complete other responsibilities as outlined in Article 7 of Indiana Administrative Code 511

Head Start representatives will have the follow responsibilities:

- Receive referrals from the First Steps on-going service coordinators on First Steps children, with parental permission;
- Attend the 90-270 day Transition meeting and the initial IEP/Case Conference when appropriate;
- Accept First Steps children that are ineligible for the special education preschool and who are age and income eligible or are determined as in need of Head Start services when slots are available;
- Dually enroll children who qualify for both the special education preschool and who are age and income eligible or are in need of Head Start services;
- Help facilitate the transition process as appropriate.

Evaluation of Child

LEA representatives will follow the guidelines mandated in Article 7, 511 IAC 7-25-4 on the Initial Education Evaluation and Memorandum SE# 05-02 issued on March 15, 2005⁵ on First Steps and LEA roles and responsibilities at the Transition Meeting as agreed upon by the FSSA, Bureau of Child Development's First Steps division and the Indiana Department of Education, Division of Exceptional Learners. Each case conference will include the following representatives as appropriate: parent, LEA, additional agencies (i.e. Head Start, ISD, ISBVI, etc.), service providers.

Case Conference Committee Meetings

The LEA will schedule a case conference meeting with family to identify the needs of the child and determine eligibility for services. If the child is eligible for services, the committee will then identify placement options in the least restrictive environment.

- Each case conference will include the following representatives as appropriate: parent, LEA, additional agencies (i.e. Head Start, ISD, ISBVI, etc.), service providers and/or individuals with specific knowledge about the child.
- For eligible children, the Case Conference Committee will convene and an IEP will be developed by the child's third birthday, ensuring Free and Appropriate Public Education

(FAPE).

- If a child turns three during the summer and the case conference committee has recommended extended school year services in the IEP, the LEA must provide them. Otherwise, the services may be initiated at the beginning of the upcoming year.
- If the child's third birthday falls within the last 20 instructional days of the end of the spring semester and the IEP does not require extended school year services to be provided during the summer, the services need not be provided until the first day of the following semester.

IV. Monitoring the Part B & Part C Collaboration Guidelines

A transition committee consisting of at least one parent and representatives of First Steps and each participating LEA will be formed as a standing committee of the Central Indiana First Steps Council to discuss and monitor these guidelines. Representatives from other sending and receiving programs will also be invited to participate on the committee.

The committee will meet a minimum of four (4) times a year. Members of the committee will collect data from participating programs and from families who have undergone the transition process. This will include feedback regarding satisfaction with the process as well as identification of gaps and overlaps in services. Parties to these guidelines may bring to the attention of committee members, at any time, information as to whether the letter and spirit of these guidelines are being respected and implemented.

Once a year the Transition Committee will report to the Central Indiana First Steps Council and to the LEA's in Central Indiana the results of data collected or problems brought to the committee's attention. The committee will make recommendations and explain the rationale for any proposed changes in these guidelines.

This agreement shall remain in effect unless and until modifications are made in state or federal legislation regarding IDEA Part B & Part C or from June 1, 2009 through May 31, 2010. The Part B & Part C Collaboration Guidelines are accepted and supported by the undersigned. After this agreement is signed, it will be distributed in the following fashion:

- Provided to service coordinators at the Regional Service Coordinator Meeting
- Each LEA will receive a copy to be signed and returned
- Provided by other methods as appropriate

V. Conflict Resolution

When a concern arises regarding the activities outlined in this agreement all parties involved should discuss the situation in an effort to bring about a resolution.

If the concern is not or can not be resolved in a satisfactory manner, in a mutually agreed upon period of time, proceed by contacting a CILPCC Coordinator. At which point the concern will be brought before the Transition Committee for review and for a decision to be made on future action (e.g. scheduling a meeting between parties, establishing new procedures, complying with current procedures, escalating to an authoritative body, etc.). Following the review, a representative of the Transition Committee will inform the complainant of the Transition Committee's response to their concern. All concerns will be addressed through the appropriate chain of command.

Coordinators can be contacted at the following:

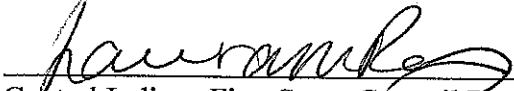
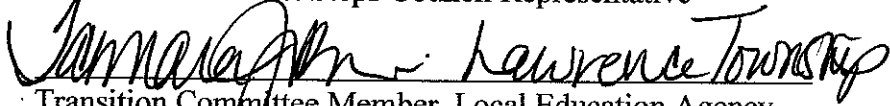
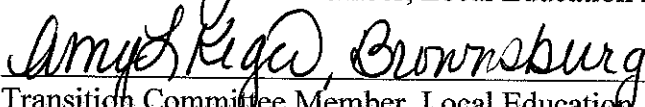
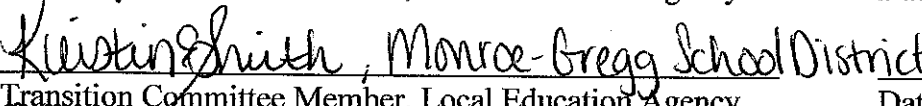


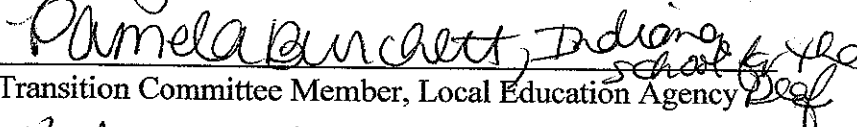

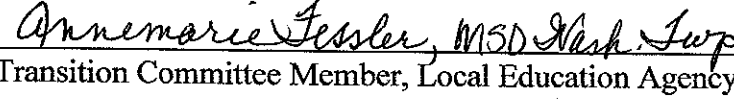
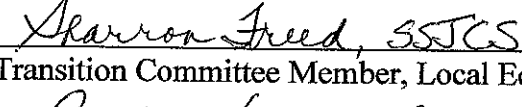
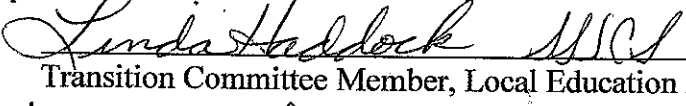
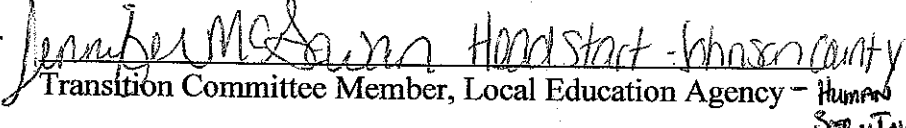
Central Indiana Council Coordinator

6923 Hillside Court
Indianapolis, IN 46250

317-257-2229

council@cibaby.org

This document, which is not a legally binding contract, but rather a best practice guideline for transition from Part C to Part B, has been reviewed and signed by the following Transition Committee members:

	<u>6/5/09</u>
Central Indiana First Steps Council Representative	Date
	<u>4/17/09</u>
Transition Committee Member, Local Education Agency	Date
	<u>4/17/09</u>
Transition Committee Member, Local Education Agency	Date
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Transition Committee Member, Local Education Agency	Date
	<u>04/17/09</u>
Transition Committee Member, Local Education Agency	Date
	<u>4/17/09</u>
Transition Committee Member, Local Education Agency	Date
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	<u>4/17/2009</u>
Transition Committee Member, Local Education Agency	Date
	<u>4/17/2009</u>
Transition Committee Member, Local Education Agency	Date
	<u>4/17/09</u>
Transition Committee Member, Local Education Agency - <small>Human Serv. Inc</small>	Date

Coordinators can be contacted at the following:

Central Indiana Council Coordinator

6923 Hillsdale Court

Indianapolis, IN 46250

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<u><i>Alyson Kean RISE</i></u>	<u>4/17/09</u>
Central Indiana First Steps Council Representative	Date
<u><i>Ann Stoy Hughes, Indiana School for the Blind and Visually Impaired</i></u>	<u>4/17/09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Christy J. Wayne Township Schools</i></u>	<u>4.17.09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Melanie Duncan, Old Station Trail</i></u>	<u>5/11/09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Jiffy Day - Head Start & Early Head Start (FDS/Crossroads)</i></u>	<u>5-13-09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Joan Shepherd - EC coordinator</i></u>	<u>5/13/09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Margaret - Child Adult Resource Services</i></u>	<u>5/14/09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Jaqueline Balkevics MCSE</i></u>	<u>5/14/09</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Kathryn Richards, Speedway Schools</i></u>	<u>5/15/2009</u>
Transition Committee Member, Local Education Agency	Date
<u><i>Don Adkins, MSD MARTINSVILLE</i></u>	<u>5/20/2009</u>
Transition Committee Member, Local Education Agency	Date
_____ Transition Committee Member, Local Education Agency	Date
_____ Transition Committee Member, Local Education Agency	Date

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6923 Hillside Court
Indianapolis, IN 46250
317-257-2229
council@cibaby.org

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Central Indiana First Steps Council Representative

Date

Nicole Bidens, Northern Community
Transition Committee Member, Local Education Agency

5/8/09
Date

David Z. Boudreau, Tipton
Transition Committee Member, Local Education Agency

05.12.09
Date

Megan E. Wetkamp, Kokomo Head Start
Transition Committee Member, Local Education Agency

5/12/09
Date

Janet L. Tate, Danville
Transition Committee Member, Local Education Agency

5-15-09
Date

Darlene Bryan TMC
Transition Committee Member, Local Education Agency

5-19-09
Date

Transition Committee Member, Local Education Agency

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Transition Committee Member, Local Education Agency

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Transition Committee Member, Local Education Agency

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Transition Committee Member, Local Education Agency

Date

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Central Indiana First Steps Council Representative	Date
<i>Susanne K. Muner NW Hendricks School</i> Transition Committee Member, Local Education Agency	<i>5-13-09</i>
<i>Carlotta Yanez IPS</i> Transition Committee Member, Local Education Agency	<i>5-21-09</i>
Transition Committee Member, Local Education Agency	Date
Transition Committee Member, Local Education Agency	Date
Transition Committee Member, Local Education Agency	Date
Transition Committee Member, Local Education Agency	Date
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Ronald W. Smith 5-21-09
Central Indiana First Steps Council Representative Date

Transition Committee Member, Local Education Agency Date

Transition Committee Member, Local Education Agency Date

Transition Committee Member, Local Education Agency Date

Transition Committee Member, Local Education Agency Date

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Transition Committee Member, Local Education Agency	Date

¹ The *First Steps 30 Month Notice to Local Educational Agency (LEA)* is State Form 51673. You may access this form at <http://www.indianatransition.org/2-State%20Forms/2d-30%20Month%20Notice%20to%20LEA2.pdf>.

² Refer to *First Steps Issue Clarification #503-11-044 on First Steps 90 Day Transition Meetings and Local Education Agency (LEA or Public School System) Case Conference Committee Meetings* which is located at <http://www.indianatransition.org/1d-Guidance-Requirements%20for%20Transition/1d2-90-Day%20Transition%20Mtg%20&%20Case%20Conference%20Clarification.pdf>.

³ The Indiana Administrative Code (IAC) on Service Coordinator Responsibilities (470 IAC 3.1-11-4) can be accessed via the state's site at <http://www.in.gov/legislative/iac/T04700/A00031.PDF>.

⁴ Indiana's Administrative Code 511 of Article 7 can be accessed via the State's site at <http://www.state.in.us/legislative/iac/T05110/A00070.PDF#search='Indiana%20Administrative%20Code%20511%20IAC%207'>.

⁵ This issue clarification memorandum may be accessed at <http://www.doe.state.in.us/exceptional/speced/pdf/LETTERHEADjointFSDOEmemo0315005.pdf>.