

AEIS TRANSITION PLANNING POLICIES AND PROCEDURES

Alabama's Early Intervention System (AEIS) has adopted policies and procedures per the Addendum to Alabama's past application, rules and procedures which are available at www.rehab.alabama.gov/ei for ensuring that transition for toddlers exiting Part C to preschool or other appropriate services at age 3 will proceed smoothly. These policies describe steps which must be taken to meet requirements in § 303.209(b) through (f) of the 2011 Federal Regulations and are found in the Provider Appraisal Review monitoring document.

The steps below include the assigned service coordinator working with families, face-to-face, to develop and implement appropriate steps which assists families with successful transition at age 3 by convening a transition conference and meeting to develop the transition plan. Any transition conference or meeting to develop the transition plan must meet the requirements of §§303.342(d) and (e) and 303.343 (a), and may be combined with an IFSP meeting:

Required participants for a Transition Meeting to develop a transition plan:

- (1) Parent(s) of the child;
- (2) Other family members, as requested by the parent, if feasible to do so;
- (3) An advocate or person outside the family, if requested by the parent;
- (4) The designated service coordinator;
- (5) Person or persons directly involved in evaluation & assessments; and
- (6) As appropriate, persons who will be providing EI services to the child and family

Notification to SEA and LEA:

- (1) Notification to the appropriate LEA for potentially eligible children must be completed at 27 months but not fewer than 90 days before the child's third birthday. The process includes:
 - a. Use of the EI Notification to LEA letter with two options (attached):
 - i. Option 1 indicates child is within 89 days of third birthday and no meeting will be convened with parent and LEA
 - ii. Option 2 indicates child is at least 27 months old and a request is made of LEA to convene a transition planning meeting with parent
 - b. Personally identifiable information (child name, DOB and date of entry to system) and parent contact information (parents' names, addresses and telephone numbers) is to be released to the LEA unless parent gives consent for other materials to be sent with notification. Service coordinator name and contact information will also be included on Notification.
 - c. AEIS notifies the SEA (Alabama State Department of Education) that the appropriate LEA has been notified that a toddler on his or her third birthday will reach the age of eligibility for services under Part B.
 - d. Service coordinator suggests convenient meeting times (in notification)
 - e. Service coordinator makes a second attempt if a parent is unable to attend due to extenuating reasons. At the service coordinator's discretion, if a parent has not communicated the extenuating reasons for missing the first meeting (e.g. no-show), a second meeting may be attempted. A service coordinator should have ongoing communication with a parent to assure that the parent is knowledgeable of expectations (e.g. time and location of transition planning meeting) and all contacts should be documented in the service coordinator notes.
 - f. Service coordinator requests LEA to acknowledge notification (in notification)
 - g. Service coordinator confirms meeting date and time with parent(s)
 - h. Notification should occur within two weeks (14 days) of writing the transition plan with family
- (2) If determined eligible for EIS at or after the age of 33 months (if more than 45 days but less than 90 days prior to a child's third birthday): the service coordinator notifies SDE and LEA for the area in which the toddler resides that the toddler on his/her third birthday will reach the age of eligibility for services under Part B.
- (3) If referred for EIS within 45 days of a child turning 3 years old: the state office with parental consent required under §303.414 will refer the toddler to the LEA in the area in which the toddler resides. This process will assist parents with information which can lead to a parent referral to Part B. AEIS is not required to conduct an evaluation, assessment or an initial IFSP meeting under these circumstances.
- (4) Families are presented with the option to refuse notification to the LEA. The process must include:
 - a. Presentation and explanation to parent of Opt-Out Policy (attached)

- b. Parent signature on Opt-Out Policy Form if family chooses this action (attached)

Transition Conference:

- (1) For potentially eligible children for Part B services, as soon as possible after determining the child's eligibility a service coordinator notifies SDE and LEA for the area in which the toddler resides that the toddler on his/her third birthday will reach the age of eligibility for services under Part B. The service coordinator meets with parent(s) and LEA (the timing is at the discretion of all parties, but must be no later than 90 days prior to the third birthday and no earlier than 27 months of age) to discuss appropriate Part B preschool services which may be available.
- (2) For children not potentially eligible for Part B services or when parents have opted-out of notification to LEA, a service coordinator should make reasonable efforts to hold a conference with parent(s) and other community-based program options or services the child may receive.
- (3) A service coordinator will enter transition activity data into GIFTS.

Transition Plan: For all infants and toddlers exiting the Part C program, AEIS will establish a transition plan at age 27 months or at a child's initial IFSP after 27 months (the timing is at the discretion of all parties, but must be no later than 90 days prior to the third birthday) and will meet the following requirements:

- (1) A written transition plan as part of the IFSP, consistent with §303.344(h), as appropriate, includes steps and services to be taken to support the smooth transition of the child and family in accordance with § 303.209 and 303.211(b)(6) to exit the AEIS.
- (2) The family is included in the development of the transition plan.
- (3) A written transition plan will reflect a review with families of all community program options available for toddlers with disabilities at age 3. These discussions should include the following options:
 - a. Local Education Agency (LEA) or Preschool services under Part B of the Act, to the extent those services are appropriate
 - b. Program options for the toddler for the period from the toddler's third birthday through the remainder of the school year.
 - c. Private preschool placement
 - d. Private therapy option
 - e. Community-based public agencies serving children (agency eligibility criteria)
 - f. Community-based opportunities not otherwise specified (inclusive play groups, adapted parks, etc.)
 - g. Other appropriate services
- (4) A written transition plan will reflect training for and families' involvement in the process including:
 - a. Discussion with and training of parents, as appropriate, regarding future placements and other matters related to the child's transition;
 - b. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.
 - c. Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency in accordance with § 303.209 (b) and with parental consent. Including a copy of the most recent evaluation and assessments of the child and family and most recent IFSP developed in accordance with §§303.340 through 303.345.
 - d. Any transition services or other activities that the IFSP team identifies as necessary to support the transition of the child and his or her family
 - e. Informing families of the transition process and confirming their understanding of implications of transition from Part C
 - f. Comparison for families of eligibility criteria for optional placements and agencies in the community which may provide a needed service.
- (5) For children who have reached the age of 33 months when an initial IFSP and Transition Plan is developed, the EI Notification to LEA letter will be sent (unless family opts-out of notification), but no request to convene a meeting with the LEA will be made (option on letter) due to the impossibility of meeting prior to 33 months. The LEA, however, will treat notification as a Parent Referral and follow through to meet with a family.

Alabama does not make early intervention services available as outlined in §303.211 which is for children three years of age or older.