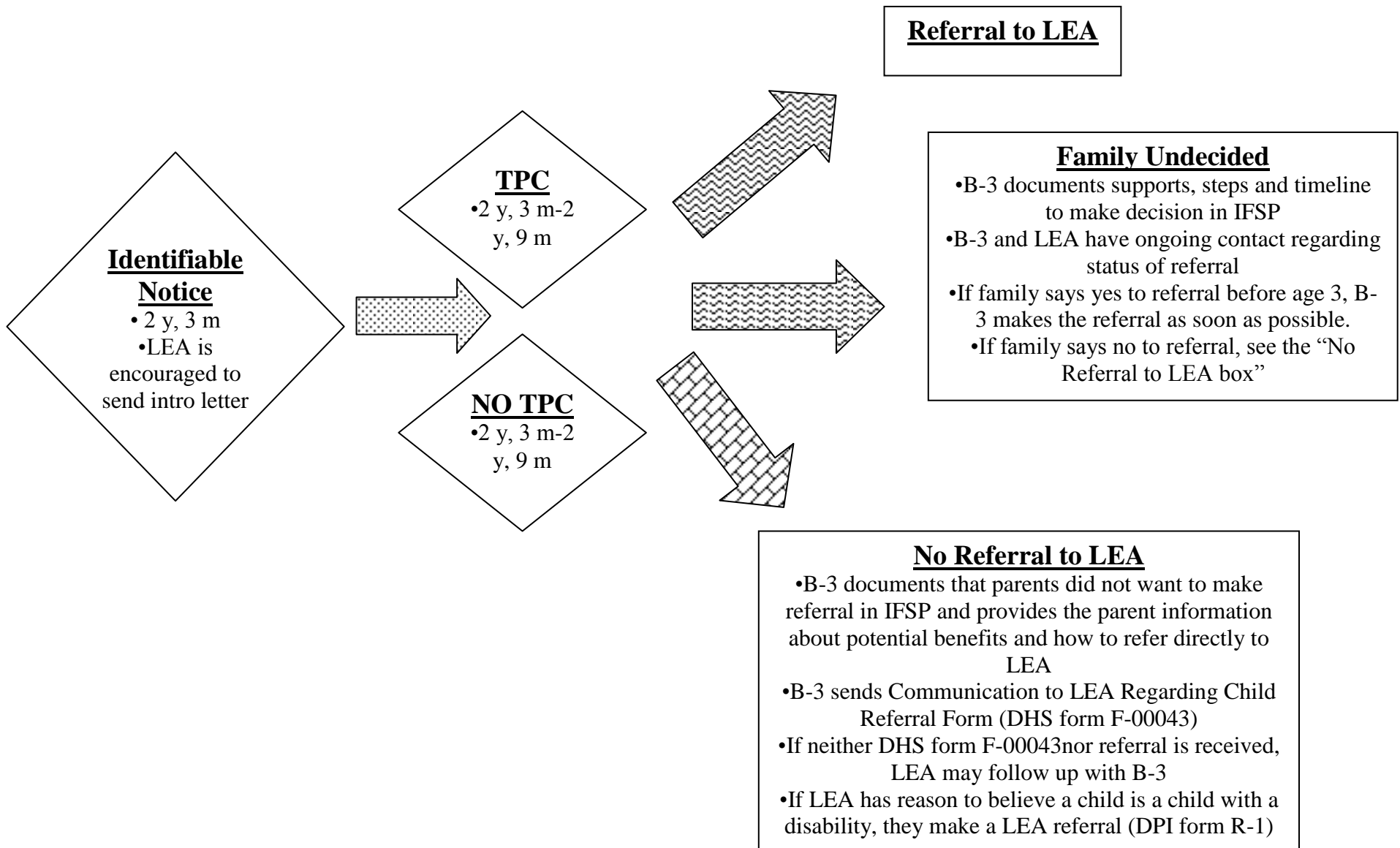


IDEA Part C to Part B Transition: Key Elements



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The transition process is set up as a series of steps to ensure that children who participated in Birth to 3 services and will participate in special education services experience a smooth and effective transition. When a child who has participated in a Birth to 3 Program reaches the age of 2 years 3 months, the Birth to 3 Program will create an electronic LEA Notification using the Program Participation System (PPS) and generate an email alert to the LEA. When the LEA receives the email notification alert, the LEA will access PPS and review the notification. The notification will include the child's name and date of birth, and the parent's name and contact information. When an LEA receives the LEA Notification on a child, it is recommended the LEA send the Sample LEA Notification Letter to the parent to introduce the family to the LEA and the transition process. The Sample LEA Notification Letter should be personalized and sent on district letterhead and is available on the Department of Public Instruction's Indicator 12 webpage at <http://dpi.wi.gov/sped/spp-tran-presch.html>.

After LEA Notification, there are two additional steps to the transition process: the transition planning conference (TPC) and the referral to the LEA. The Birth to 3 Program must have parent permission to schedule a TPC. If the parent agrees to a TPC, Birth to 3 will schedule a meeting attended by the Birth to 3 Program, the family, and the LEA to discuss the special education services that the child may be eligible for at age 3. The TPC must occur when the child is between the ages of two years, 3 months (27 months) and 2 years, 9 months (33 months). IDEA and state law requires the LEA to participate in the TPC. If the LEA is not invited to a TPC, it is safe to assume that the parents did not give permission for the Birth to 3 Program to schedule a TPC. Regardless of whether or not a TPC is scheduled, the parent may decide to give Birth to 3 consent to make a referral to the LEA, may decide that they need more time to make a decision about whether to make a referral to the LEA, or they may decide not to give consent to Birth to 3 to make a referral to the LEA.

The parent may consent to have the Birth to 3 Program make a referral to the LEA. In that case, the Birth to 3 Program will send a referral to the LEA through PPS which prompts an email alert to the LEA. When the LEA receives the email referral alert, the LEA will access PPS and review the referral. The 15-day evaluation timeline begins when the referral is sent through PPS. The LEA should run the referral report in PPS no less than 90 days prior to the child's third birthday (2 years, 9 months or 33 months) and may want to consider periodically running the referral report in PPS to ensure they know of all referred children.

The parent may be unable to decide whether or not to make a referral to determine eligibility for special education services. In this case, the Birth to 3 Program will use the IFSP to document supports, steps, and a timeline for the family to come to a decision. The Birth to 3 Program and LEA should engage in ongoing communication about the status of the referral. The LEA may call the Birth to 3 Program and inquire at any time; however the Birth to 3 Program may not be able to comment on the status if the parent has refused to allow them to share information. Birth to 3 will encourage the parent to make a decision no later than 90 days prior to the child's third birthday (2 years, 9 months or 33 months) to assure continuity of services for the child. If the family agrees to the referral before the child's 3rd birthday, Birth to 3 will make the referral as soon as possible. If the referral is made less than 80 days prior to the child's third birthday, the Birth to 3 Program will record in PPS that the parent did not provide timely consent for referral to the LEA. Even though the referral may come less than 80 days prior to the child's 3rd birthday, the LEA must make a good faith effort to expedite the process and have an IEP implemented by the 3rd birthday for all eligible children. It is possible that a child referred to the LEA less than 80 days prior to their 3rd birthday will not have an IEP implemented by the child's 3rd birthday. If this is the case, the LEA should check to make sure that Birth to 3 recorded in PPS that the parent did not provide timely consent for referral to the LEA and, if so, should enter reason code "parent did not provide timely consent for referral to LEA" as the reason that eligibility or IEP was implemented late. If Birth to 3 did not enter in PPS that the parent did not provide timely consent for referral to the LEA, then the LEA should communicate with Birth to 3 and make sure that it is not a data entry error.

If the family decides that they are not going to consent to allowing Birth to 3 to make the referral to the LEA for special education services, Birth to 3 documents the parents decision in the IFSP and provides information about the potential benefits of LEA services and how to refer directly to the LEA in the future. The Birth to 3 Program sends the Communication to LEA Regarding Child Referral Form (DHS form F-00043) to the LEA. The LEA should retain the Department of Health Services (DHS) form for documentation purposes. If the LEA does not receive the DHS form, the LEA may call the Birth to 3 Program and inquire at any time; however it is important to know that the Birth to 3 Program may not be able to comment on the status if the parent has refused to allow them to share information. If the third birthday has passed and the LEA has not received a referral for the child and staff has reason to believe that the child is a child with a disability, they may initiate a LEA referral using DPI model form R-1.