

Wood County Unified Services Birth to Three Program

Interagency Transition Agreement

Programs: Wood County Birth to Three Program (B-3)
School Districts / Local Education Agency (LEA)

Purpose: The above programs agree to provide transition services to children and their families through their collaborative efforts. Transition services will be provided so that the movement of the child is timely and as smooth as possible. Family participation is recognized as crucial to a successful transition. Families will be included in all aspects of the transition process.

Notification to LEA: The B-3 Program will notify the LEA in January and July regarding all enrolled children (initials only), birthdates, current services, assistive technology needs and contact person of children who are likely to enter their district.

Individual Family): Service Plan (IFSP): The family and the B-3 coordinator will discuss the transition process and review the steps. The family will determine their desired level of participation in the transition process. Appropriate goals/outcomes and objectives will be included in the child' s IFSP .

Information Sharing: The B-3 coordinator will obtain written consent from the parents to share the Individual Family Service Plan and exchange appropriate verbal information about the child between the agencies.

Transition Meeting: When the child turns approximately 2 years, 8 months of age, the B-3 coordinator will contact the designated LEA representative by telephone to discuss setting up a transition meeting. If the child turns 2 years, 8 months in June - August, this contact will be made in May. B-3 will mail a transition meeting confirmation letter, along with a signed copy of the parent's consent to share information to the LEA representative.

The B-3 coordinator, a LEA representative, the family, and invited team members will meet at least 90 days prior to the child's 3rd birthday to discuss the child's progress, consider options for the future, and differences in services, their eligibility, and paperwork between the B-3 Program and the potential LEA. The B-3 coordinator, with parental permission, will invite other appropriate agencies to participate in above activities.

Referral: Referral information will be gathered at the transition meeting by the LEA representative. LEA referral forms and release of information forms will be completed by the LEA representative with parental approval. The LEA will appoint an IEP Team.

Assessment: The LEA will obtain parental permission to evaluate the child. If a recent evaluation has been conducted by qualified professionals and the assessment instruments and materials utilized by the sending agency staff meet the criteria under s. PI 11.04 (3) (d), the school district IEP Team members may document these results and findings in their individual reports. Additional formal testing may be conducted at the discretion of the IEP Team members. In the event that an IEP Team member accepts the findings from a previous report, he/she will cite specific items from it and indicate how they are consistent with his/her own documented observations of the child and parental input.

IEP Meetings: The LEA will mail a copy of the invitation to attend the IEP Team meeting to the B-3 coordinator. The B-3 coordinator will inform the family of their rights to invite any professional outside of LEA, friend and/or advocate to attend meetings.

The LEA must have an IEP in effect by the child's third birthday. LEAs and county B-3 programs have found it helpful to enter into agreements which include timely referral procedures to ensure that the LEA has sufficient time to complete the IEP process prior to the child's third birthday. For children with summer birthdays, the LEA must begin to implement the IEP during the summer if extended school year services are required. If the child does not require extended school year services, the beginning date of the IEP would be identified as the first day of school in the fall.

Post Placement Communication: The family, B-3 coordinator, and LEA will be able to communicate regarding appropriateness and satisfaction with the child's placement. Parental consent to exchange verbal information between the B-3 Program and LEA is valid until the child reaches 3 years 3 months.

B-3 will mail a confidential satisfaction survey to the family approximately 4- 8 weeks after the child exits the B-3 Program. Countywide survey results will be mailed to the LEA on a quarterly basis.

General: There will be on-going communication between the LEA and B-3 Program staff as needed.

This agreement will be reviewed annually for possible changes/additions.

Birth to Three Program Representative

Date

LEA Representative

Date