

EARLY INTERVENTION NEWSLETTER

A Bi-monthly information sheet for EI service coordinators

The purpose of this information sheet is to address general topics that may be of interest in the performance of your job as a service coordinator

THE TRANSITION PROCESS – LETS BRING IT ALL TOGETHER

TRANSITIONING? Referral? Notification? Part 1? Part II? OPT out? What Date do I do what? CONFUSING!!!!!!

FIRST OF ALL TO SIMPLIFY MATTERS:

EVERY CHILD LEAVING THE EARLY INTERVENTION PROGRAM MUST HAVE A TRANSITION PLAN!!!!!!

Whether this is to the preschool special education program or other early childhood services/supports obviously depends on the child and the family. As the service coordinator you are responsible for assisting the family and child in developing a transition plan.

FOR CHILDREN WHERE IT HAS BEEN DECIDED THAT a referral to the 3 – 5 system is appropriate, “there are specific requirements in State and federal law for actions that Early Intervention Officials (EIOs) and school district officials must take for toddlers in the EIP and approaching their third birthday, who may be potentially eligible for services . . .”¹

DEFINITIONS:

NOTIFICATION - This is notifying the school district in which the child resides that the child may be potentially eligible for services under Section 4410 of the Education Law. The school district must be notified at least 120 days before the child is first eligible to receive services in the 3 – 5 system. SEE ENCLOSED CHART for Eligibility and Transition Dates.

WHO Does this? - YOU do as the Service Coordinator

HOW is this done? - 1) GET CONSENT FROM FAMILY on the Notification and Requirements and Timeline form – Make sure you have the LATEST version - DECEMBER 2010 should be the date on the bottom. MAKE sure that your information as a service coordinator is NOT sent to the district UNLESS the parent has given consent for that information to be sent.

WHEN is this done? - You send this in either with the batches the County sends in March or September or you send it in on an individual basis. If you send it in that means: 1) Write the date you faxed, mailed etc on the notification form. For older toddlers the Initial Service Coordinators must send in the **notification and the referral** (not just the referral) if the child's third birthday is within 5 months^{2,3}.

WHERE does this form go? – If you keep a copy or fax, it goes in the correspondence section of the file.

OPT OUT - Directly related to the above Notification process! - The parent has the option of deciding whether or not to have notification sent to the district. If they decide not to have the district notified this is “opting out”. The family has 30 days to think about whether or not they want the district notified before the notification is sent in. They also can OPT OUT of OPTING OUT (MEANING . . . they can waive the 30 day thinking period and sign permission to send in the notification immediately)³. This clause is found on the Notification form.

REFERRAL - The referral to the CPSE is a written statement ASKING the school district to evaluate the child to determine if the child needs services.¹ (Understand the difference . . . This is a REQUEST by the parent – it is NOT the Consent authorizing the evaluation from the parent)

WHO does this? – In accordance with the guidance document many people can do this – a parent, doctor, judicial officer, someone from an Early Childhood Direction center etc¹, but for our purposes it will either be you as the service coordinator or the parent.

HOW is this Done? - 1) You give the parent the Parent Referral to the Committee on Preschool Special Education form. If the parent is going to be sending it in – follow up with them that they did it. If you help the parent make sure you have their consent to submit all information that is asked for on the referral. As a Service Coordinator you do not attend

the CPSE meeting UNLESS the parent indicates you are INVITED on the referral form.

WHEN is this done? - 4 months before the child's 3rd Birthday. For older toddlers Initial Service Coordinators must send in the **notification and the referral** (not just the referral) if the child's third birthday is within 5 months.

WHERE does the form go? - If faxed, the Referral form can be saved in the Correspondence section of the child's record.

TRANSITION PLAN – PAGE ONE and TWO. The Transition plan outlines the steps of the transition process for the family.

WHO does this? - The service coordinator does

HOW is this done? – You review the various steps with the parent on the respective pages and have parent sign.

WHEN is this done? - This is started at the IFSP closest to the child's 2nd Birthday.

WHERE does this form go? - The Transition Plan needs to be attached to the IFSP closest to the child's second birthday and all subsequent IFSPs. If page 2 is not appropriate to attach because of the timing regarding those steps, then attach that and page 1 to subsequent IFSP's.³

TRANSITION CONFERENCE – this is a “requirement for the early intervention official to convene, with the approval of the parent, a conference among the service coordinator, the parent, and the chair or designee of the CPSE”³ for the the purposes of ; “to decide whether the child should be referred to preschool special education programs and services . . .review program options available to the child and family; and, develop a transition plan. . . .”⁴

WHO does this? – The Service coordinator discusses with and asks the parent.

HOW is this done? - The parent makes a decision regarding whether they would like a transition conference or not and indicates that on the Transition Plan (page 1). If the parent wants a meeting, the EIOD convenes the meeting, but the OSC sends the letter of invitation or fax letter to the CPSE chair. (Fax Form issued 8/10). Remember a transition conference may also be combined with the initial CPSE meeting or the

³ Email from EI supervisor of 11/22/10 referencing state all county conference call of 11/18/10

⁴ Regulations 69-4.11 (10) [xiii]

IFSP review meeting that occurs closest to the child's 2nd birthday⁴. If a parent chooses not to participate in a transition conference, the OSC needs to notify the parent in writing of the steps that must be taken to have the child evaluated by the CPSE; and that the child's eligibility for the EIP will end on the child's third birthday, unless the child is evaluated and found eligible for services under Section 4410 of the Education Law before the child's third birthday.⁴ Currently the above is reflected on your Transition plan (Page 1) **AND** All of the above is accomplished when you review the yellow Transition Booklet with the parent (Common Questions Parents Ask - #5)

WHEN is this done? – The transition conference must be offered in enough time to allow the conference to be held 90 days prior to the first eligible date to receive services or the child's third birthday (which ever is first). (SEE attached chart Eligibility and Transition dates) For children with birthdays January through June this would be 10/1. For children with birthdays July through December, it is 4/1.²

Recommendation for a Speech and Language Evaluation - Don't forget about this. This is needed to make sure the Early Intervention core or supplemental speech evaluation of a child who is 2 years 6 months or older can be used to determine eligibility in the Preschool Special Education Program (PSEP), and comply with Medicaid requirements. Medicaid requires that a written recommendation by a Speech Pathologist for a Speech and Language evaluation precede the evaluation.⁵ Send a blank recommendation form to the evaluation team chosen or the supplemental evaluator so that the speech and language evaluator can complete it prior to the evaluation.

WHO does this? Most often it will be the Initial service coordinator upon receipt of the EI referral for the older toddlers. The evaluation team then completes it and sends it back with the core evaluation report.

HOW is it done? The speech evaluator completes and signs and returns it to the service coordinator along with the evaluation report. If the parent has chosen a 3-5 evaluation team that is different than the EI evaluation team, and the team requests a copy of any evaluations, the OSC will send the completed **Recommendation for a Speech and Language Evaluation** with the requested evaluation(s).

⁵ Monroe County Guidance Document - Speech language Evaluation for toddlers 2 years 6 months and older (Jul 2010)

CHARTS ARE FROM THE NYS Guidance document - The Transition of Children from the New York State Department of Health Early Intervention Program to the State Education Department Preschool Special Education Program or Other Early Childhood Services. You may or may not find them helpful.

Summary of Parent Consents

Parent Consent Requirement	Date Requested	Date Received
Written consent to notify the school district in which the child resides of the child's potential eligibility for services under Section 4410 of the Education Law (notification must be completed at least 120 days prior to the date the child is first eligible for such services). 10 NYCRR 69-4.20(b)		
Written consent for the Early Intervention Official to arrange for a transition conference (the transition conference must be convened at least 90 days prior to the date the child is first eligible for services under Section 4410 of Education Law or the child's third birthday, whichever is first). 10 NYCRR 69-4.20(b)(3)		
Written consent to refer the child to the Committee on Preschool Special Education, in the school district where the child resides.		
Written consent for evaluation of the child by the CPSE. Part 200.5(b)(1)(i)		
Written consent to allow the service coordinator to forward evaluation and other EIP records for review by the CPSE, to assist in completion of the child's evaluation by the CPSE. 10 NYCRR 69-4.20(b)(2) ³		
Written consent to incorporate the transition plan into the IFSP. 10 NYCRR 69-4.20(a)(2)(iii)		
Written consent for the IEP. Part 200.16(g)(7)(Part 200.5(b)(1)(ii)		
If the child will continue in the EIP, written consent to continue the services in the IFSP until the child is no longer age eligible, or until the date at which the parent elects to transition the child, if earlier. 10 NYCRR 69-4.11(a)(8)		
Written consent to notify the school district that the child will remain in the EIP until the child ages out. 10 NYCRR 69-4.20(d)		
Written consent to transmit EIP records to providers of preschool special education programs and services, at the time the child transitions to these services. 10 NYCRR Section 69-4.17(c)(5) ⁴		

³ Parents have the right to sign either a general release or selective release, which specifies by name or category those individuals to whom information may be disclosed.

⁴ Parents have the right to choose which records and reports, if any, are transmitted to the CPSE.

Eligibility and Transition Dates

Month In Calendar Year Child Turns 3 Years <i>Eligibility for 4410 Must Be Established Before The Date In This Month When The Child Turns 3</i>	Date Child First Eligible For 4410 Services	Notice To CPSE At Least 120 Days Before Child Is First Eligible For 4410 Services	Transition Conference Convened At Least 90 Days Before The Child Is First Eligible for 4410 Services	*Last Month Recommended For Referral To CPSE To Ensure Eligibility Determination Before Age Three (Approximately 90 Days Before Child Turns Three)	Last Date For A Child Found Eligible for 4410 Services to Receive EIP Services
				<i>Note: Referrals must be made in time to ensure eligibility determination before age 3</i>	
January	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	October - Preceding Year	August 31 st - Year Turning 3
February	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	November - Preceding Year	August 31 st - Year Turning 3
March	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	December - Preceding Year	August 31 st - Year Turning 3
April	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	January - Year Turning 3	August 31 st - Year Turning 3
May	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	February - Year Turning 3	August 31 st - Year Turning 3
June	January 2 nd - Year Turning 3	September 2 nd - Preceding Calendar Year	October 1 st - Month in Preceding Calendar Year	March - Year Turning 3	August 31 st - Year Turning 3
July	July 1 st -	March 1 st -	April 1 st -	April - Year Turning	August

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	Year Turning 3	Year Turning 3	Year Turning 3	3	31 st - Year Turning 3
August	July 1 st - Year Turning 3	March 1 st - Year Turning 3	April 1 st - Year Turning 3	May - Year Turning 3	August 31 st - Year Turning 3
September	July 1 st - Year Turning 3	March 1 st - Year Turning 3	April 1 st - Year Turning 3	June - Year Turning 3	January 1 st - Year After Turning 3
October	July 1 st - Year Turning 3	March 1 st - Year Turning 3	April 1 st - Year Turning 3	July - Year Turning 3	January 1 st - Year After Turning 3
November	July 1 st - Year Turning 3	March 1 st - Year Turning 3	April 1 st - Year Turning 3	August - Year Turning 3	January 1 st - Year After Turning 3
December	July 1 st - Year Turning 3	March 1 st - Year Turning 3	April 1 st - Year Turning 3	September - Year Turning 3	January 1 st - Year After Turning 3

* Date mentioned by law, with the exception of the last month for referral. Although by law, the CPSE must act within 30 school days of referral, 90 days is recommended to ensure adequate processing time. Some localities may require transition process steps for example, referral to be placed at an earlier time, to insure timely determination of eligibility by the CPSE.

This web site: <http://eservices.nysed.gov/ei/index.html> allows you to plug in the birthdate of any child and will give you all the relevant dates for actions that need to be done for transition.

MATCH THE SERVICE COORDINATOR

CATHOLIC FAMILY CENTER

MATCH the name on the left with the statement on the right. The first two people that get it correct win a prize!!!

Tanisha Gamble	Is eternally 27
Elisa Hale	Loves to camp/sleep in tents
Catie Henderson	Her favorite drink is scotch
Rachel Hildreth	Is an accomplished baker
Amy Lane	Has a tattooed wedding ring
Gina Montanarella	Has never had a pet
Jeanne Sloan	Has traveled to 3 continents
Heidi Smith	Has a fondness for rodents

CONGRATULATIONS!!!!

To Amy Lane - Expecting a baby girl May 2nd
Rachel Hildreth – Expecting a baby girl May 24th
Lynn Steenworth – Expecting a baby ? (wants to be surprised) June 4th
Lindsay Fitter – Who had her baby boy “JAKE” on 1/11/11 – VERY COOL B-DAY!

THE CHANGE CORNER – a quick list of recent changes:

- **!!!!!!!!!!!!!!NYE!S!!!!!!!!!!!!**
- **TRANSITION NOTIFICATION** sheet has been changed (as of December) to provide option for parent to sign giving permission to send notification immediately vs. waiting the 30 day opt out period.
- **NEW TRANSITION CHECKLIST** (as of November) This checklist reflects the latest changes in the transition process – referral, notification, etc., and emphasizes that **ALL CHILDREN NEED A TRANSITION PLAN** whether or not they are going on to the 3-5 system.
- **TRANSITION PLAN SHEETS** (updated in June)
- **IFSP CHANGE POLICY FOR SERVICE COORDINATORS AND PROVIDERS** – primary change is that start date of services cannot be before the date of signature of the EIOD (jan 2011)
- **SERVICE COORDINATOR FUNCTIONS IN THE TRANSITION PROCESS** - reflects that updated information regarding the child needs to be sent to the CPSE chair, this is inclusive of the core evaluation report if completed after a child is two, or any report done by a psychologist (jan 2011)
- **GUIDANCE FOR PARENTS-DEVELOPMENTAL PEDIATRIC EVALUATIONS** –reflects that any medical tests that are ordered are not provided through the Early Intervention program. (jan 2011)

Editor's Note: Any comments, feedback, suggested topics strongly welcomed. You can reach me at CMizerny@monroecounty.gov or phone # 753-5265.