

Transition Conference Instructions
Annual Local System Record Review 2009
Monitoring Period: October 1, 2008 – December 31, 2008
(To Be Reported In the Annual Performance Report in February 2010)

General Information

Compliance Measurement: The # of children exiting Part C and potentially eligible for Part B where the transition conference occurred divided by the # of children exiting Part C who are potentially eligible for Part B x 100.

PLEASE NOTE: There are system and non-system reasons for why the transition conference timeline was not met. (See Appendix B).

Selection of Records: The State Part C Office will randomly select the children whose records are to be reviewed by following representative sample criteria (See Appendix A). The number of records selected will be based on the **minimum** required number of records for your local system (See chart below). The list of ITOTS numbers for the children selected by the State Part C Office will be sent to the Local System Manager via fax by January 15th, 2009.

If the local system had this number of children exiting Part C:	Then this number of records were selected:
0 - 20	10
21 - 100	15
Over 100	20

Monitoring Timeframe: Children who transitioned between July 1, 2008 and December 31, 2008. There will be no records selected that were reviewed in the 2008 Annual Local Record Review.

- o Exiting Part C is defined as those children leaving the Part C system to enter their local public school or a new community setting such as daycare, Head start, private therapy, etc.
- o Children **not** included in this review are those children who are deceased, will receive no further service of any kind after leaving early intervention (e.g. at home with family, continuing daycare, etc), are moving out of Virginia, or are moving out of the local system and into another local Part C system in Virginia.

WHAT YOU NEED TO DO

Preparation:

- o Review the transition section of the most recent IFSP for each child selected as well as any contact/progress notes related to transition;
- o Make two copies of the documentation in the child's record that supports your answers on the Record Review form. Keep one copy on file at your location and submit the other copy to the State Part C Office to be used as part of the 2009 Data Verification procedures.

Forms:

- **Transition Excel Spreadsheet:** The record review **must** be completed on the computer using the Excel form provided. The record review form has been set-up in Excel to automatically compute the necessary calculations.
- **Annual Local Record Review Verification Form:** This form is part of our State data verification procedures to ensure that data entered by a local system on the required forms have been reviewed and verified for accuracy prior to submitting the data to the State Part C Office. "Verified for accuracy" means that the record review form has been reviewed to ensure that the Transition Conference questions have been answered for each child, the information provided is correct and in accordance with the instructions. This form **MUST BE SIGNED** by the Local System Manager.

Due Date: March 1st, 2009

- o **Email the Annual Local Record Review Excel Spreadsheet** to your Monitoring Consultant by the due date.
- o **Fax the Annual Local Record Review Verification Form** to your Monitoring Consultant by the due date.
- o **Fax or mail** the documentation that supports your answers on the Record Review form to your Monitoring Consultant by the due date.
- o **PLEASE NOTE:** The Annual Local Record Review is a Part C Contract deliverable and is therefore tracked for timely submission to the State Part C Office as part of Monitoring Indicator #14 (Timely & Accurate data). Both the *Record Review form* & the signed *Verification form* need to be received by 3/1/09 to be considered timely submitted.

Completing the Excel Spreadsheet Record Review for Transition Conference

THE FORM:

- The *Transition* record review form has been set up as an Excel document with columns across the page immediately to the right of the *Transition* questions.
- If you look at the bottom of the page in the right hand corner, you will see an arrow pointing to the right. If you click once on this arrow, it will move the form so the next Column will appear next to the questions. If you continue to click this right arrow button, the form will continue to move to the right, column by column. To move the column back so a particular column appears next to the Transition questions, click on the arrow pointing to the left on the bottom of the page in the left hand corner until you get back to the Column you want.

COMPLETING THE FORM FOR EACH CHILD Only Answer Questions #1, 5, 6 and 7 (if applicable):

- You need to complete one column for each child based on the required number of records to be reviewed for your local system.
- Enter the first child's ITOTS ID number at the top of the first column.
- Now click on the white space in Column 1 next to the first question: "Is this child potentially eligible for Part B services"? You should see a drop down button appear. Click on the drop down button to select either Yes or No.
- Now click on the white space in Column 1 next to question #5: "Did parent approve the 90-day transition planning meeting"? Click on the drop down button to select either Yes or No.
- Now click on the white space in Column 1 next to question #6: Was transition planning meeting held within the timeline"? Click on the drop down button to select either Yes or No.
- If the answer to question #6 is No, proceed to question #7: "If not, why not"? Click on the drop down button to select the appropriate reason. Be sure the reason selected appears on the form correctly.
- Follow this process until you have answered questions #1, 5, 6 and 7 (if applicable) for ALL of the children selected for the Transition Record Review.

Some Important Things To Know and Remember About Answering the Transition Questions:

- If the answer is **NO** to Question #1, "Is this Child Potentially Eligible for Part B Services, then only answer question #1 for that child unless you are required to also complete the Record Review for Transition Steps and Services (follow instructions for Transition Steps and Services).
- If the answer is **NO** to Question #5, then skip Questions #6 & #7.

SUMMARY OF RESULTS:

- Once you have answered transition questions 1, 5, 6 and 7 (if applicable) for **ALL** of the children, you are ready to review the **Summary** information calculating your system's compliance with Transition Conference.
- This **Summary** will automatically be provided in the section below the questions.
- **Do not enter any data in this section.** The computer will calculate this information based on the data you entered for each child.
- **PLEASE NOTE:** The information provided in the **Summary** will only be accurate **AFTER** **all of the children's data is entered** as the calculations are based on the total number of records your local system is required to review. Each child's ITOTS ID **MUST** be entered in order for calculations to be automatically computed & accurate.
- The percentage listed in the **Summary** is your local system's status for Indicator #8c for the July 1st, 2008 through June 30th, 2009 APR/Monitoring cycle and will be reported to the public and used in making your local system's determination in 2010.
- The State Part C Office will verify that the automatic results calculated correctly so please consider the results on the Summary as preliminary results.

Some Important Things To Know and Remember Related to the Transition Planning Conference

- “Potentially eligible for Part B” is defined as either the start of the school year in which the child turns two by September 30th or the child’s 3rd birthday depending on when the parent(s) choose to transition. A child may be potentially eligible for Part B even if their family chooses not to pursue transition to Part B.
- Please keep in mind the following:
 - With the family’s approval, an individual transition planning conference between the family and the LEA is held at least 90 days and up to nine months before the child’s third birthday, **OR** the date on which the child is eligible under Part B of IDEA.
 - Documentation of parent approval for the transition conference is the parent’s signature on the Parent Approval for Transition Planning Conference Form **OR** the parent’s signature in the designated place on the transition page of the revised statewide IFSP form **OR** documentation in the child’s record that the parent was present at the Transition Planning Conference.

APPENDIX A

Representative Sample Record Selection Criteria for Transition

(This will be done by the State Part C Office for Your Local System)

For local systems required to review **10 records**, the following sample record selection criteria was used:

# Of Records	Criteria*
2	Males
2	Females
1	Child from each Race/Ethnicity category that is representative of the “pool” of children used for the record selection

For local systems required to review **15 records**, the following record selection criteria must be met:

# Of Records	Criteria*
3	Males
3	Females
2	Children from each Race/Ethnicity category that is representative of the “pool” of children used for the record selection

For local systems required to review **20 records**, the following record selection criteria must be met:

# Of Records	Criteria*
4	Males
4	Females
2	Children from each Race/Ethnicity category that is representative of the “pool” of children used for the record selection

Once the representative sample criteria were met for the number of records required for your local system, any additional records needed to meet the total number of records required were randomly selected.

APPENDIX B

Reasons Why the Transition Conference Was Not Timely

Family/Non-System Reasons

(Local system is not considered to be out of compliance)

Child/Family Illness: Documentation that either the child or the parent was ill preventing the Transition Conference from occurring.

Family Scheduling Preference: Family chose to postpone or delay the transition process to Part B.

Late Referral to Part C: Documentation that on the date a child was found eligible for Part C, there was less than 90 calendar days until the child's first day of school under Part B.

System Reasons

(Local system is considered to be out of compliance)

Service Coordinator/Part C Representative Scheduling Difficulties: A Part C representative did not schedule the Transition Conference in a timely manner to allow the Conference to occur within the designated timeline.

LEA/Part B Scheduling Difficulties: A LEA/Part B representative did not attend the scheduled Transition Conference.

No Reason Documented:

- Prior to selecting this justification, reviewers are expected to make every effort to drill down and determine the reason, even if that reason has not been documented in the child's record.
- If the reason can be determined through drill down, a contact note should be written documenting the current date, the reason the conference was not held within required timeframes, and how that reason was determined. The justification on the record review form would reflect the justification determined through drill down.
- If, after drill down, there is insufficient information to document the reason for delay, then the efforts made should be documented in a contact note and placed in the child's record indicating the date of the review and that there is no documentation related to why the transition planning conference was not held within required timeframes. In this situation, the justification on the record review form would be "no reason documented."