

Considerations in Collaboration: Transition from Part C to Part B Spring/Summer VDOE/Infant & Toddler Connection Workshops

Transmission of Names of Children Potentially Eligible for Part B (Child Find activity):

- Will a list be sent at one time, or individual names as the child reaches the age of eligibility?
- When will the names be sent?
- Who will transmit the names?
- Who will the names be sent to, including contact information?
- How will the names be sent (fax, US Mail, etc.)?
- How/where will the transmission of names be documented?
- Does Part B need additional information (numbers of children, etc.) for planning purposes?

Referral of Children from Part C to Part B

- Who will send the referrals to Part B?
- To whom will the referrals be sent?
- When will the referrals be sent?
- What information will be included in the referrals?
- How will the Part B system inform the Part C system of receipt of the referral/start of the 65-day timeline?
- What will be documented, by whom and where?

Transition Planning Conference

- Who will be responsible for initiating scheduling of the Transition Planning Conference?
- Who will coordinate the scheduling of the TPC with the Family?
- What criteria will be used to determine when, within the required timelines, the TPC will be held?
- Who will attend the Transition Planning Conferences?
- Where will the TPC be held?
- Who will facilitate the TPC?
- Who will document the TPC, including the development of the transition plan, and where will this be documented - for Part C and for Part B?

Transition Process

- How will the team keep each other informed (including the family) of the process (child find, eligibility determination, date of IEP, start date for Part B, etc.)?
- How will the team decide whether/when to use Part C Indicator (Outcome) exit data for Part B entry measure and vice versa? How will the data be shared?
- How will disagreements and disputes be handled?
- How often and how will the process for transition from Part C to Part B be evaluated?
- Are there any differences in the process for late referrals (e.g. parents delay referral, child referred late to Part C)?

Interagency Agreement

- Who is responsible for review and revision of the interagency agreement?
- When will this be reviewed (and revised if needed)?