

TRANSITION INTERAGENCY AGREEMENT PROCEDURE CHECKLIST
Infant Toddler and Preschool

The early intervention program has procedures for a transition agreement that includes the following:

- Infant toddler and preschool Early Intervention program has a Local Transition Interagency Agreement.
- Transition Interagency Agreement has been updated within the past 12 months.
- The updated agreement includes:
 - Participant attendance for the transition meetings,
 - Location of the meeting and follow up correspondence,
 - Transfer of information and timelines for the transfer of information, including the early childhood outcome data,
 - Transition point-person from each agency,
 - Evaluation procedure agreements,
 - Procedures for children who are referred to early intervention within 90 days of their third birthday,
 - Timely notification from the infant toddler EI program,
 - Person/s responsible for completing evaluations to ensure unnecessary re-evaluation of children,
 - Timely development of an IFSP or IEP for the toddler, and
 - Assurance of compliance with requirements of Part C and Part B of IDEA.
- Ensuring staff are trained on new or updated procedures. *
- Effective date of the procedure.

*This item does not necessarily need to be found in every procedure; however, there must be at least one statement that indicates how training is provided on new or updated procedures.

REFERENCES

Infant Toddler

IDEA 34 CFR §303.209

PA Act 212-1990 § 104

Title 55 PA Code §4226.77

EI ANNOUNCEMENTS: 12 #07; 13 #01

Preschool

PA Act 212-1990 § 104

Announcement: EI 13-#01