

TRANSITION PROCEDURE CHECKLIST

Infant Toddler

Transition from Infant Toddler to Preschool Program

The infant toddler Early Intervention (EI) program has procedures in place for transition that includes the following:

- Notifying the preschool EI program that the toddler will reach the age of eligibility for preschool EI services not fewer than 90 days before their third birthday and may be eligible for preschool EI services.
- Notifying the preschool EI program as soon as possible when a toddler has been determined eligible for infant toddler EI services between 45 days and 90 days before the toddler's 3rd birthday.
- Referral to the preschool EI program, with parental consent, for a toddler who is referred to the infant toddler program fewer than 45 days before the toddler's third birthday.
- Conducting the transition meeting that includes, at a minimum, the family, a representative of the infant toddler EI program, and a representative of the preschool EI program shall be scheduled for each toddler.
- Conducting the transition meeting for a child who may be eligible for preschool EI services, with the approval of the family of the toddler, at least 90 days, (and at the discretion of all parties, not more than 9 months) before the child is eligible for preschool EI services.
- Conducting a meeting for a child who may not be eligible for preschool EI services, with the approval of the toddler's family, to discuss other life experiences that will enhance the child's development and/or community services or supports that may be available to the toddler.
- Ensuring transition meetings are scheduled at a mutually convenient location.
- Required participants at the transition meeting.
- Sending letters of invitation for the transition meeting to the preschool EI program or to other community services that include the components of the invitation letters provided by the BEISFS no later than 30 days before the scheduled transition meeting date unless the parties all agree to meet within shorter timelines.
- Reviewing all aspects of the toddler's current EI services at the transition meeting.
- Developing a transition plan for each toddler with the family, using the transition page of the IFSP,
- If the transition meeting occurs six or more months prior to the toddler's third birthday, the transition plan will be updated at least quarterly from the time of the transition meeting.
- Updating transition plans to ensure the documentation of the progress toward implementing transition activities.
- Inviting preschool EI program to any meeting related to updating the transition plan and providing a copy of the updated plan to the preschool EI program.

Other Transitions for Infants and Toddlers

The infant toddler EI program has procedures for the following:

- Process for children who are moving in and out of state

- Process for children who are moving from one EI program in PA to another EI program in PA
- Process for children who are no longer eligible for EI and are transitioning out of the program or to other community services
- Ensuring staff are trained on new or updated procedures. *
- Effective date of the procedure.

References:

Infant Toddler

IDEA 34 CFR §303.209; §303.344

Title 55 PA Code §4226.77

EI Announcement: EI 13-#01