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1.0 PURPOSE AND SCOPE

- 1.1.1. The purpose of this procedure is to provide instructions to ensure a smooth exit and transition of families and children served through an Individualized Family Service Plan (IFSP) under the Individuals with Disabilities Education Act (IDEA) Part C to an Individualized Education Program (IEP) under Part B, Section 619 early childhood preschool programs, or to other community early childhood programs. 34 C.F.R. §§ 303.


2.0 REFERENCES

2.1 Associated Documents

- 2.1.1. Connecticut Birth to Three Parent's Rights Brochure
- 2.1.2. Connecticut Birth to Three website: www.birth23.org
- 2.1.3. Document Control and Records Procedure
- 2.1.4. Form 1-6, Prior Written Consent
- 2.1.5. Form 3-1, Individualized Family Service Plan (IFSP)
- 2.1.6. Form 3-2, Authorization for Programs to Obtain Information
- 2.1.7. Form 3-3, Authorization for Programs to Release Information
- 2.1.8. Form 3-8, Approval to Include Local School District
- 2.1.9. Form 5-1, Notice of Birth to Three Records Retention and Destruction
- 2.1.10. Form 5-3, Referral for Registration for Developmental Monitoring
- 2.1.11. Form 5-5, Consent to Receive Early Intervention Service (EIS) Over Age 3
- 2.1.12. Individualized Family Service Plan (IFSP) Procedure
- 2.1.13. Procedural Safeguards Procedure
- 2.1.14. Transfer Between Programs Procedure

2.2 Source Information

- 2.2.1. Connecticut Birth to Three Exiting and Transitioning from Birth to Three. Effective July 1, 1996. Revised June 3, 2022

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3.0 INSTRUCTIONS

3.1 Overview of Exiting and Transitioning from Connecticut Birth to Three System

3.1.1. **KNOW** families with children who are determined to be eligible for Birth to Three can remain enrolled until any of the following occur:

- No longer has any outcomes.
- Their child reaches age 3.
- Are eligible for preschool services under Section 619 of the IDEA.

3.1.2. **RECOGNIZE** with all families who are enrolled in EI will require transition planning, most children will exit at age three, which will include a referral to the LEA with parental consent.

3.1.3. **KNOW** Local Education Agency (LEAs or school districts) are responsible for offering early childhood special education and related services to children eligible for Individuals with Disabilities Education Act (IDEA), Part B services no later than the child's third birthday.


1. **UNDERSTAND:**

- a. If a school district is providing services that child would not qualify for EIS Over 3 - they have a one time opt into Part C but once they move into Part B they are no longer eligible for Part C - however, under three they are still eligible for Part C regardless of being provided supports through the LEA.
- b. Families will exit before reaching age 3 without an LEA referral but referrals to other local programs.

3.1.4. **RE-DIRECT** referrals made to 211 Child Development (CD) for children who are within 45 calendar days of their third birthday to responsible local school district for:

- Child find activities.
- Evaluation and services for preschool special education.


1. **DO NOT** consider this a Birth to Three referral.

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3.2 Informing Families about Transition

3.2.1. Service Coordinator(s) **PERFORM** the following:

1. **ENSURE** families are knowledgeable about transition process through access to Birth to Three website, www.Birth23.org .
2. **ENSURE** family completes Form 3-8, Approval to Include My Local School District in Transition Planning, prior to the child's age of 2 years 6 months.
3. **ENSURE** families know they can approve **OR** decline having the Local Education Authority (LEA) involved in transition planning and conference.
4. **ENSURE** families are aware when their child reaches 2 years 6 months, directory information is automatically released from the data system to the following agencies regardless of their decision on Form 3-8, Approval to Include My Local School District in Transition Planning:
 - State Education Agency (SEA) where the child resides
 - Local Education Authority (LEA) where child resides.
 - NEXUS LEA (responsible school district).
 - a. **KNOW** directory information includes:
 - Child's name
 - Child's date of birth
 - Parent(s) name(s)
 - Address
 - Telephone number
 - Name and contact information for family's service coordinator
 - Town of residence
 - If child resides with a parent or foster family
 - Language spoken by the family
 - Parent approval status of Form 3-8, Approval to Include Local School District

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3.2.1 (continued)

5. **NOTIFY** and **WORK** with school district as early as possible within the school calendar year.

a. **ALLOW** ample time for:

- (1) Scheduling transition conference and planning and placement meeting(s).
- (2) PPT to determine child's eligibility for EIS over age 3 and extended school year services (ESY).

b. **INFORM** parents about required documentation before their child can enter school, including, but not limited to:

- Birth certificate.
- Proof the family resides within school district.
- Completed health form.

3.2.2. Service Coordinator(s) **OFFER** to hold a transition meeting with family to discuss discontinuation of Birth to Three services (depending on the circumstances of the child's exit).

1. **REVIEW** IFSP and transition plan during transition meeting.


a. **INCLUDE** the following in transition plan:

- (1) Preparation activities for transition and reasonable timeframe for completion.
- (2) Community resources outside of the Birth to Three System.

b. **DISCUSS** the Help Me Grow program with parents, used to track development up to the age of 5.

c. **ASSIST** parents in enrolling their child in Help Me Grow, if requested, by:

- Contacting the 211 CD with the family.
- Providing families with CDI website:
<https://cdi.211ct.org/program/help-me-grow>.

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3.3 Early Intervention Supports and Services for Children Over Three (EIS Over 3)

3.3.1. **IF** family is receiving Early Intervention Services (EIS) **AND** child meets the following criteria:


1. Reaches age three on or after May 1 of each year **AND** before the first day of the school year for the Lead Education Agency (LEA) responsible for implementing the Individualized Education Plan (IEP) after child's third birthday.
2. Determined eligible prior to age 3 for Connecticut Birth to Three and receiving early intervention services.
3. Eligible for preschool services under Individuals with Disabilities Education Act (IDEA), Part B.

THEN PROVIDE family the choices to proceed with opting into the IEP or opting into their IFSP without any undue pressure from IDEA Part C or B, as families need to select which program meets their needs most:

- Families can continue IDEA Part C Birth to Three EIS beyond child's third birthday until participation in child's preschool special education program begins.
- For example: The start of the school year or implementation date on IEP for late referrals. Refer to Late Referral FAQ Document for an outline of late referrals and what Part C's responsibility is.

3.3.2. **PROVIDE** families with the following **NO** later than the transition conference or as soon as possible if the timeline before the transition conference has passed. **REFER TO** Late Referral FAQ.

- Connecticut Birth to Three Parent's Rights Brochure.
- Form 5-5, Consent to Receive Early Intervention Service (EIS) Over Age 3.

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3.3.3. **WHEN** a child has been determined to be eligible for Part B **AND** IEP has been developed, **THEN KNOW** the family will be able to choose how they would like to proceed.

1. **UNDERSTAND** families are **NO** longer eligible for Part C if they are over the age of 3 and exit.

2. **REVIEW** the following with the families:

- Connecticut Birth to Three Parent's Rights Brochure.
- Form 5-5, Consent to Receive Early Intervention Service (EIS) Over Age 3
- Information about the Extended School Year (ESY).


3. **IF** the child is **NOT** eligible for ESY,

THEN UNDERSTAND services from the school will **NOT** start until the implementation date on child's IEP.

- For example: If parent does not elect to continue in Birth to Three, they will not receive supports from Birth to Three or services from their school over the summer.

4. **IF** families with children qualify for EIS Over 3 (regardless of the choice made)

THEN ENSURE parent reviews and signs Form 5-5, Consent to Receive Early Intervention Service (EIS) Over Age 3, before the child reaches age 3.

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3.4 Early Intervention Supports and Services for Children Over Three (EIS Over 3) and Late Referrals

3.4.1. **KNOW** LEAs are required to offer Free and Appropriate Public Education (FAPE) at age 3 or for late referrals to the LEA they must develop the IEP for eligible children within a 45-school day timeline.

1. **IF** in the rare circumstances, the following criteria are met, regardless of whether the referral to IDEA, Part C was late:

- Eligibility determination by the LEA is delayed.
- Child is "pending determination" when turning age 3.

THEN ALLOW family to continue in IDEA, Part C until IDEA, Part B determination is completed.


- a. **ENSURE** family is actively engaged in the eligibility determination process with LEA.
- b. **ENSURE** families **NOT** actively engaged exit IDEA, Part C.

2. **IF** both of the following criteria are met:

- Child is **NOT** eligible for IDEA, Part B.
- Child's parent filed for due process, mediation, or a complaint because of being found **NOT** eligible for IDEA, Part B,

THEN in working with SDE, **CONTACT** LEA to determine eligibility for the child to stay in IDEA, Part C until either start of school year **OR** when a decision is made regarding due process, mediation, or a complaint, whichever comes first.

- a. **ENSURE** parent provides written documentation of the assigned case number.
- b. **INCLUDE** person's name assigned by the Department of Education.

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3.4.2. **WHEN** a child meets the following criteria:

- Qualify for Early Intervention Services (EIS) Over 3 based on their birth date.
- Referred to IDEA Part C between 97 and 46 days before their third birthday.
- Determined eligible for IDEA Part C.

THEN CONSIDER child eligible for IDEA Part B on an interim basis until the Local Education Agency (LEA) completes its eligibility determination per a Memorandum of Understanding between the Lead Agency and the State Department of Education.

1. **PROVIDE** family with Form 5-5, Consent to Receive Early Intervention Service (EIS) Over Age 3.

2. **IF** the child is **NOT** eligible for IDEA, Part B,

THEN KNOW LEA provides family with Form 1-6, Prior Written Notice, informing the family is not eligible for IDEA, Part B.

a. **ENSURE** family exits IDEA, Part C the day after receiving Form 1-6, Prior Written Notice.

3. **IF** families of children **NOT** eligible for IDEA, Part B exercise their right to a hearing or mediation regarding eligibility status,


THEN CONTINUE IDEA, Part C services during pendency of proceedings for determination of results.

a. **REFER TO** Procedural Safeguards for additional information.

3.5 Exit Reasons and Dates

3.5.1. Within ten business days of a child's exit from a program **ENTER** a child's exit information into the Birth to Three data system.


1. **REFER TO** Attachment 1, Exit Reasons and Related Data Element, for more information.

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3.6 For Children Exiting at or After Age 3

3.6.1. **PERFORM** the following to share information with school districts before age 2 and a half:

1. **ASSIST** families in developing a partnership with the public school special education program while their child is receiving Birth to Three supports and services.
 - a. **PROVIDE** families with option to either:
 - Contact their school district directly.
 - Permit their service coordinator to release information to their district.
 - b. **ENCOURAGE** families to provide early notice to assist districts with budgeting and planning, as appropriate.
2. Service Coordinator(s) **OBTAIN** parent consent on both of the following forms prior to releasing information early to school districts:
 - Form 3-3, Authorization to Release Information
 - Form 3-8, Approval to Include Local School District
 - a. **SEND** signed form(s) to the school district with documents identified on the form by title and date.
3. **OBTAIN** parent written consent on Form 3-3, Authorization for Programs to Release Information, to release information contained in early intervention record.
 - a. **REFER TO** Document Control and Records Procedure.
 - b. **INCLUDE** information received by Birth to Three program using Form 3-2, Authorization to Obtain Information, in child's early intervention record from:
 - Birth to Three
 - Outside providers
4. **ENSURE** school district's preschool team is aware child's developmental status.
 - a. **PROVIDE** future written updates of child's progress or Individualized Family Service Plan (IFSP) to the school district.
 - b. **UNDERSTAND** it is the school's discretion to contact family or act upon receipt of information when received.

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3.6.1 (continued)


NOTE

It is important that the child's address of where they currently live is correct in the data system. For example. not where the family would like to go or if the family is moving not where they are moving to, its their LEA where the child is currently living).

5. **ENTER** information into Birth to Three data system when Form 3-3, Authorization for Programs to Release Information, is signed to ensure the child's information is listed correctly in data reports sent to:
 - State Education Agency (SEA)
 - Local Education Agency (LEA)


3.6.2. **PERFORM** the following for eligibility notification after a child is age 2 and a half:

1. **CONSIDER** children enrolled or continuing to receive supports in Birth to Three after age 2 and a half to be potentially eligible for early childhood special education.

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3.6.2 (continued)

2. **UNDERSTAND** the data is available to LEAs in the following four separate reports:
 - a. Children with signed Form 3-8, Approval to Include Local School District
 - Children enrolled in Birth to Three whose parents agreed to include the school district in the child's transition planning conference. This is an Official Referral and referral process starts immediately.
 - b. Children with signed Form 3-3, Release of Information to LEA
 - Children enrolled in Birth to Three whose parents had signed a release of information form but had not referred the child to the LEA for evaluation as of the date of export from the Birth to Three system. This is **NOT** a referral. However, the LEA has Child Find responsibility for students on this list.
 - c. Children Over Age 2 and a half with No Form 3-3, Release of Information to LEA or Form 3-8, Approval to Include LEA:
 - Children enrolled in Birth to Three who are over the age of 2 and a half whose parents had not yet referred or signed a release of information as of the date of export from the Birth to Three system. This list also includes data for children whose parents had revoked a referral for an evaluation. The LEA has immediate Child Find responsibility for students on this list.
 - d. Children Under Age 2 and a half with No Form 3-3, Release of Information to LEA or Form 3-8, Approval to Include LEA
 - Children under the age of 2 and a half whose parents had not yet referred nor signed a release of information as of the date of export from the Birth to Three system. This is not a referral. The LEA does not have Child Find responsibility for students on this list.

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3.7 Including Local School Districts in Transition Planning

NOTE

This step is required even if information has been shared with a local school district through a release of documents (using Form 3-3, Authorization for Programs to Release Information) or by the notification process explained above.

3.7.1. **ENSURE** to review any parents completed and signed Form 3-8, Approval to Include My Local School District in Transition Planning, to include Lead Education Agency (LEA) in transition planning by the time the child is within 9 months of their third birthday and prior to the age of 2 years 6 months.

1. **SEND** any completed and signed by parents Form 3-8, Approval to Include My Local School District, electronically to LEA indicating parent requests school district to begin determination process for their child's eligibility for early childhood education at age 3 years.

a. **PERMIT** a Birth to Three surrogate or foster parent to sign Form 3-8, Approval to Include My Local School District, if necessary.

(1) **REFER TO** Children in Department of Children and Families (DCF) Procedure for more information.

b. **UNDERSTAND** the State Department of Education (SDE) will assign a surrogate for the child, if necessary.

c. **PERMIT** surrogate parent appointed by SDE with statutory authority to:


- Receive all records related to the child.
- Request records from Birth to Three program in addition to records already sent to LEA or school district.

2. **ENSURE** parent signs a release Form 3-3, Authorization for Programs to Release Information, for all requested documents.

3.7.2. **ENTER** the date Form 3-8, Approval to Include Local School District, is sent to the school district, into Birth to Three data system.

3.7.3. Within a week of the form being signed **SEND** a copy of the following to school district:

- Signed copy of Form 3-8, Approval to Include My Local School District
- Additional attachments

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- 3.7.4. **INFORM** family the school district will contact the parents upon receipt of Form 3-8, Approval to Include My Local School District.
1. **ENSURE** the following to assist the school district in completing the eligibility determination and eligible child's Individual Education Plan (IEP) by the child's third birthday:
 - Form 3-8, Approval to Include My Local School District, is received by school district in a timely manner.
 - Transition conference is held on time (more than 90 days before age 3).
 2. **KNOW** school districts may request scheduling a planning and placement team prior to the end of the school year for children with summer birthdays.


NOTE

This step informs the school district that they can close the record they began for this child.

- 3.7.5. **PERFORM** the following when revoking approval to include local school district in transition planning:
1. **IF** after completing Form 3-8, Approval to Include My Local School District, a parent:
 - Chooses **NOT** to include the school district in transition planning.
 - Exits Birth to Three.
 - Moves to another school district.

THEN ENSURE Form 3-8, Approval to Include My Local School District, is updated as follows:

 - a. Indicates approval has been revoked.
 - b. Signed and dated by the parents.
 - c. Sent back to the same school district initial Form 3-8, Approval to Include My Local School District, was sent to.
 - d. Updated information is entered in Birth to Three data system.

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3.7.6 (continued)

2. **IF** family has moved to a new town in Connecticut,

THEN ENSURE a new Form 3-8, Approval to Include My Local School District is completed and sent to new school district.

 - a. As soon as possible but within 10 business days, **UPDATE** the following information in the Birth to Three data base to ensure the child's correct name will display on correct LEA data report:
 - New address
 - Responsible LEA
3. **UNDERSTAND** revoking approval without moving or exiting will:
 - a. **NOT** remove a child's name from electronic reports to the school district.
 - b. Show district Form 3-8, Approval to Include My Local School District, now reads as No instead of Yes.


3.8 Transition Conferences with Lead Education Agencies (LEAs)

3.8.1. **IF** either of the following criteria are met by a parent:

- Signed Form 3-8, Approval to Include My Local School District.
- Contacted school district directly and wants information from child's record shared.


THEN:

1. Service Coordinator(s) **PERFORM** the following:
 - a. **OBTAIN** signed release Form 3-8, Approval to Include My Local School District, from parents.
 - b. **REFER TO** Attachment 2, Invitation to Transition Conference (Sample), or **CREATE** an invitation letter to schedule meetings with school districts.
 - c. **ARRANGE** transition conference with the Lead Education Agency (LEA), as follows:
 - At the discretion of all parties.
 - No fewer than 90 days prior to the child's third birthday.
 - Not more than 9 months before the child's third birthday.

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3.8.1 (continued)

- d. **INCLUDE** the following individuals at the transition conference:
- Parent(s)
 - Service Coordinator
 - LEA Representative
 - Individuals requested by parent, LEA, or Service Coordinator
- e. **PERMIT** LEA representative to participate in meeting by telephone or other HIPPA compliant synchronous audio-visual communication, if necessary.
- f. **ENSURE** that the transition conference:
- Is facilitated by Birth to Three
 - At a time that is mutually convenient for the family and partners
 - Is held on time
 - That the school district is invited with enough notice to facilitate their participation.

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3.8.1 (continued)

2. Connecticut Birth to Three System or Lead Agency **COORDINATE** the transition conference.
 - a. **INITIATE** relationship between family and school.
 - b. **DETERMINE** transition conference process steps.
 - (1) **IF**, after attempting to accommodate both LEA **AND** family's schedules, the LEA cannot participate in the transition conference, **THEN** Service Coordinator **PERFORM** the following:
 - **HOLD** transition conference with or without the participation of LEA per compliance with Individuals with Disabilities Education Act (IDEA) Part C.
 - **DOCUMENT** date of transition conference.
 - **ENTER** date of conference in Birth to Three data system, including documentation of indication if transition conference was delayed due to documented extraordinary family circumstances and presence of LEA at meeting.
 - c. **HOLD** transition conference in child's home with parent permission.
 - d. **IF** upon receipt of Form 3-8, Approval to Include My Local School District, school districts may want to conduct Planning and Placement Team (PPT) meeting during transition conference, **THEN KNOW** PPT is the school district's responsibility and must be a distinct meeting that is separate from transition conference which is Birth to Three System's responsibility, but they may be held consecutively after the transition conference.
 - (1) **ENSURE** there is a clear break between meetings and an announcement is made that the Transition Conference has ended and when the PPT will now begin.
 - (2) **NOTE** some school districts, upon receiving Form 3-8, Approval to Include My Local School District, may prefer to contact family and schedule a meeting time themselves, if school prefers to hold the PPT meeting right after the transition conference.

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3.8.1 (continued)

3. Service Coordinator(s) **DEVELOP** working relationship with receiving LEA.
4. Connecticut Birth to Three System, along with LEA **ENSURE** flexibility to support the family during the process.
5. **DOCUMENT** in the child's early intervention record date and time when contact was initiated with school district to schedule transition conference.


3.8.2. **IF** a family chooses to contact the school district directly **AND** does **NOT** want information from child's record or Birth to Three program shared with the district,

THEN Service Coordinator(s) **PERFORM** the following:

1. **DO NOT** invite the school district to the transition conference.
2. **HOLD** transition conference without district.
3. **KNOW** the School District may hold a PPT meeting as a separate meeting immediately following the transition conference provided that the district adheres to all procedural requirements of IDEA, Part B.

3.8.3. **RECORD** the following in a contact note or in transition plan:

- Decision
 - Activities
 - Potential dates for PPT
1. Only **RECORD** in transition plan if:
 - a. Individualized Family Service Plan (IFSP), was reviewed as part of the meeting.
 - b. Prior written notice was provided.

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3.8.4. **KNOW** school district assists family experiencing insecure housing to register their child per McKinney-Vento Act.

1. **REFER TO** Children Who Are Homeless Procedure.

3.9 Eligibility Determination for Special Education and Related Services

3.9.1. **KNOW** school district completes a comprehensive evaluation of child in the developmental area(s) of concern.

1. **UNDERSTAND** to determine eligibility, the school district may use:
 - a. Current information from the Birth to Three program.
 - b. Their own personnel to evaluate and assess the child.
 - c. Both.

3.9.2. Service Coordinator(s) **DOCUMENT** sharing and review of Form 5-3, Referral for Registration for Developmental Monitoring for children **NOT** eligible for Part B Services.

1. This Form 5-3 gives the family the information they need to register for developmental screening which will be used by the LEA.


3.10 Role of Service Coordinator or Provider at Planning and Placement Team (PPT) Meeting

3.10.1. Per IDEA with parent permission, Service Coordinator (s) or staff **RECEIVE** invite to attend and participate in the Planning and Placement Team (PPT) meeting.

1. During the PPT meeting, **UNDERSTAND** there will be discussions around eligibility decision and the development and implementation of IEP, with the participation of the child's parents.
 - a. Per IDEA, **KNOW** the PPT is required to consider the child's IFSP when developing the IEP but it does **NOT** require that the IFSP be mirrored in the IEP.

3.10.2. Service Coordinator(s) and Birth to Three Providers **SUPPORT** parents to act as advocates for their child prior to and during the meeting by:

1. Parents will describe their child's strengths, interests, needs, and challenges.
2. Parents will describe developing potential strategies to support their learning.

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3.10.3. Birth to Three Provider **PERFORM** the following:

1. **PROVIDE** effective strategies or recommendations, if requested.
2. **COACH** parents in responding to questions.
3. With parent consent, **SUPPORT** parents in discussions between parents and LEA when sharing information to assist PPT in decisions.

3.10.4. Birth to Three Provider **DO NOT** make recommendations on the following, unless specifically requested by the Planning and Placement Team (PPT):


- Proposed special education goals.
- Personnel.
- Placement or services.
- Part B services location, type, frequency, or intensity.

3.11 Transition for Children Enrolled in Birth to Three after 33 Months of Age

3.11.1. **WHEN** a child enters Birth to Three System fewer than 97 but at least 46 calendar days before their third birthday,

THEN Connecticut Birth to Three System or Lead Agency **DETERMINE** child's eligibility for Individuals with Disabilities Education Act (IDEA), Part C services.

3.11.2. **DEVELOP** a Individualized Family Service Plan (IFSP), for eligible children addressing transition from Birth to Three System to the local school district, or other appropriate services.

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3.11.3. Service Coordinator(s) **DISCUSS** the following with parents:

- Transition process.
 - Transition timelines.
 - Contacting the Lead Education Agency (LEA).
1. **ENSURE** parents understand the importance of contacting LEA as soon as possible to begin the special education referral process determining their child's eligibility for special education.
 2. **OBTAIN** written parental consent using Form 3-3, Authorization for Programs to Release Information, to contact LEA on behalf of parents.
 - a. **COORDINATE** with school district on child's initial evaluation to avoid duplication of efforts.


3.12 Transition Planning for Families Not Seeking Special Education

3.12.1. **WHEN** families do **NOT** approve of including their school district in transition planning, **THEN CONTINUE** to hold transition planning meeting before exiting.

1. **DOCUMENT** meeting in child's early intervention record on a contact note or service coordination page.
2. **INCLUDE** transition meeting as part of the development or review of child's Individualized Family Service Plan (IFSP), or during a regular visit, if necessary.
3. **DOCUMENT** transition meetings held during IFSP meeting on Form 3-1, IFSP.

3.12.2. **ASSIST** families interested in ASQ with enrollment by providing them with:

- Ages and Stages website: <https://cdi.211ct.org/program/ages-and-stages>
 - Ages and Stages Brochure containing consent form.
 - SPARKLER
1. **ENSURE** families mail completed consent form to 211 Child Development (CD).

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3.12.3. **IF** a child is exiting from Birth to Three supports and services because he or she is functioning within normal age range in all areas of development,

THEN Service Coordinator(s) still **PERFORM** the following:

1. **OBTAIN** parent approval to still have transition conference.
2. **SCHEDULE** transition conference.
3. **OFFER** parent and SPARKLER.
4. **DISCUSS** community resources and options.

3.13 Children Exiting Before Age 3

3.13.1. **PROVIDE** prior written notice to parents of eligible children using Form 1-6, Prior Written Notice, prior to a provider proposing or refusing to change the following regarding early intervention services:


- Identification
- Evaluation
- Placement

3.13.2. Service Coordinator(s) **SCHEDULE** an Individualized Family Service Plan (IFSP) review to:

1. **DISCUSS** updated assessment results.
2. **DETERMINE** need for continued early intervention supports and services.

3.13.3. **PROVIDE** prior written notice to parents using Form 1-6, Prior Written Notice, to notify parents that the child's IFSP is going to be reviewed unless it is a parent-initiated review of the plan.

1. **REFER TO** Procedural Safeguards Procedure for additional information.

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3.13.4. **ENSURE** parents sign IFSP, documenting they are aware of their rights and agree with their child's exiting.

1. **IF** a child exits without an IFSP review because either the:

- Family has requested to have child exited.
- Cannot be located.

THEN Service Coordinator(s) **DOCUMENT** in writing action and reason for action.

a. **SEND** the following to the parents:

- Documentation stating action and reason
- Completed Form 1-6, Prior Written Notice
- Copy of Connecticut Birth to Three Parent's Rights Brochure
- Completed Form 5-1, Notice of Record Retention and Destruction


b. **REFER TO** 3.15, Exiting Children Whose Families Consistently Miss Scheduled Visits.

3.14 **Dispute Resolution Regarding Exit**

3.14.1. **IF** a parent disagrees with decision to exit,

THEN Service Coordinator(s) **INFORM** family of their right to request a review of their evaluation with Birth to Three System by contacting the Birth to Three Family Liaison.

1. **REFER TO** Dispute Resolution: Mediations and Hearings Procedure.

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3.15 Exiting Children Whose Families Consistently Miss Scheduled Visits

3.15.1. **IF** Birth to Three early intervention (EI) Providers arrive at a scheduled visit with a child and family and the following criteria is met:

- The family is **NOT** at home.
- The scheduled visit was **NOT** cancelled ahead of time.

THEN Birth to Three Program **PERFORM** the following:

1. **LEAVE** a note at the home stating the following:

- The provider will contact the family to reschedule.
- Reminder to the family to cancel appointments 24 hours prior to the visit whenever possible.

2. **CONSIDER** the following may have occurred:

- a. Families may forget scheduled visits.
- b. Repeated unplanned cancellations may indicate issue with Individualized Family Service Plan (IFSP) services as specified or particular interventionist.

3.15.2. **IF** a family is **NOT** home for a second consecutive scheduled visit without any advanced cancellation,

THEN Birth to Three Program **PERFORM** the following:

1. **SEND** family prior written notice of IFSP review.


2. **INDICATE** whether or **NOT** Birth to Three services may be suspended until IFSP is reviewed.

3.15.3. Service Coordinator(s) **PERFORM** the following:

1. **DETERMINE** configuration of Early Intervention (EI) services to best meet family's needs.

2. **FACILITATE** conversations with the child and families about their rights to transfer to another program, if requested by family.

- a. **REFER TO** Transfer Between Program Procedure.

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3.15.4. **IF** family states at review meeting that they no longer want to receive Early Intervention services:


THEN PERFORM the following:

1. Service Coordinator(s) **PERFORM** the following for families no longer wanting to receive Early Intervention services:
 - a. **DOCUMENT** family's intent to withdraw their child from Birth to Three System.
 - b. **HOLD** an immediate transition conference with family to discuss other available community resources, at a minimum.
2. Birth to Three Program **PERFORM** necessary steps to exit the child from the Birth to Three system.
 - a. **ENTER** "parent withdrew" as the exit status in the Birth to Three data system.
3. Service Coordinator(s) **INFORM** family to contact the Birth to Three Child Development Infoline at 211 to re-refer their child if necessary.

3.16 Re-entering the Birth to Three System

3.16.1. **ENSURE** family is aware of the following when exiting Birth to Three System:

1. Birth to Three Program may delete exit data up to one month from the original exit date.
2. After one month the family must contact 211 CD and make a new referral.
3. Children over age three are not permitted to re-enter Individuals with Disabilities Education Act (IDEA), Part C.

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3.17 Disposition of Records at Exit

- 3.17.1. **COMPLETE** Form 5-1, Notice of Birth to Three Record Retention and Destruction, with family prior to exit.
- 3.17.2. Birth to Three Program **MAINTAIN** original completed Form 5-1, Notice of Birth to Three Record Retention and Destruction.
1. **INFORM** family of the following:
 - a. Birth to Three will maintain the record for at least six years from the date of exit.
 - b. Process for family to request copies during the six-year period.
 - c. Form 5-1, Notice of Birth to Three Record Retention and Destruction, serves as notification of destruction of records after six years.
 2. **PROVIDE** family with a copy of the completed Form 5-1, Notice of Birth to Three Record Retention and Destruction.
 3. **REFER TO** Document Control and Records Procedure for additional information.


3.18 Children who are Deceased

- 3.18.1. Service Coordinator(s) **PERFORM** the following when a child enrolled in the Birth to Three System dies:
1. **UPDATE** Birth to Three data system indicating the child is deceased ensuring family does **NOT** continue to receive mailings from Birth to Three.
 2. **REPORT** child's death to CTBirth23@ct.gov.
- 3.18.2. Connecticut Birth to Three System or Lead agency **UPDATE** lists to ensure families are **NOT** contacted for family surveys or other reasons.

END of Instructions


4.0 REVISION HISTORY

Location	Description of Change
All	New Human Factored Procedure in New Template.

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Attachment 1, Exit Reasons and Related Data Element

	Exit Reason	Data System Entry	
		Select	Exit Date
Exit Prior to Age 3	Individualized Family Service Plan (ISFP) team agrees the child no longer needs early intervention services.	Completion of Form 3-1, IFSP.	Date of the last visit.
	Family has withdrawn child regardless of still being eligible for Individuals with Disabilities Education Act (IDEA), Part C. <i>Additional information needed</i>	Withdrawn by parent/guardian	Date family informs the program.
	<ul style="list-style-type: none"> Family chose to pursue private services without expressing dissatisfaction with Early Intervention Services (EIS). 	<ul style="list-style-type: none"> Parent chose private services. 	
	<ul style="list-style-type: none"> Family communicated dissatisfaction with EIS as reason for exiting. 	<ul style="list-style-type: none"> Parent dissatisfied. 	
	<ul style="list-style-type: none"> Child is still eligible and IFSP team did not agree with the decision to end EIS. 	<ul style="list-style-type: none"> Parent satisfied with development. 	
	<ul style="list-style-type: none"> Any other reason or reason is not specified 	<ul style="list-style-type: none"> Other. 	
	Family moved out of Connecticut.	Moved from state.	Date following date the family moved.
	Child is deceased.	Deceased.	Date after child's death
Attempts to contact family have been unsuccessful.	Attempts to Contact unsuccessful.	No more than 2 months after last contact.	
Exit Due to Age - Exiting Before Age 3	Lead Education Agency (LEA) determined the child was eligible.	IDEA, Part B eligible.	Day before child's third birthday.
	LEA determined the child was not eligible AND the Birth to Three program has referred the family to another preschool program or service.	Not eligible for Part B, exit to other programs	
	LEA determined the child was not eligible AND the Birth to Three program has NOT formally referred the family to any other preschool program or service.	Not eligible for IDEA, Part B, exit with no referral	
	Child reached age 3 without LEA determining eligibility for any reason including those times when family elected not to include the LEA in transition planning.	IDEA, Part B eligibility not determined.	
Exit Due to Age - Only for those eligible for EIS Over 3	Child is determined to be not eligible for Part B after child's third birthday (late referrals or delayed LEA evaluation).		Date family receives WPN from the LEA.
	Family exits before start of their child's preschool special education program.	IDEA, Part B Eligible, Continued in IDEA, Part C.	Date family informs program.
	Family exits to start their child's preschool special education program.		Date before IDEA, Part B services begin.
	Family provided proof of IDEA, Part B due process paperwork.	IDEA, Part B eligibility not determined.	Date before IDEA, Part B services begin or a decision is made.

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Attachment 2, Invitation to Transition Conference (Sample)

From:
To:
Date:
Re: Invitation to Transition Conference

Dear _____:

As discussed previously, this is to confirm a transition conference is being scheduled for (NAME)_____, (DOB) _____. As noted in Individuals with Disabilities Education Act (IDEA) Part B regulations, a representative of the school district is required to participate. The date, time and location of the conference has been scheduled as follows:

_____ AM/PM _____
(day/date) (time) (location)

In order to meet the requirements of the IDEA as stated below and to ensure a smooth transition, Birth to Three must convene a transition planning conference at least 90 days prior to the child's third birthday. Therefore, the Birth to Three Transition conference must be held no later than _____.

If someone from your school district cannot participate in this meeting, please notify me at the telephone number below as soon as possible in order for me to work with the family to coordinate all of our schedules.

Sincerely,

Service Coordinator

Program: _____

Address: _____

Telephone: _____

Sent: _____

cc: Parent

IDEA, Part C, Section 637 (a)(9)(A) requires that the Birth to Three System "ensure a smooth transition for toddlers receiving early intervention under this part to preschool or other appropriate services". IDEA, Part C, Section 637 (9)(A) (II) further specifies that "in the case of a child who may be eligible for such preschool services, with the approval of the family of the child, convene a conference among the lead agency, the family and the local educational agency at least 90 days (and at the discretion of all such parties, up to nine months) before the child is eligible for preschool services."

IDEA, Part B, Section 612 (a) (9) specifies that "The local educational agency will participate in the transition planning conferences arranged by the designated lead agency.". In accordance with IDEA, a representative of the school district is required to attend the transition planning conference convened by personnel from the child's birth to three program.]