**INDICATOR 12: EARLY CHILDHOOD TRANSITION**

Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays.

*The OSEP target for Alabama is 100%.*

**Indicator 12: Checks and Balances**

- Develop a plan for receiving and distributing the Early Intervention Notification to Local Education Agency letters from Early Intervention (EI) to preschool coordinators/case managers.
- Each month, SDE e-mails the LEA the list of children that have been referred by EI to the LEA.
- Compare this list to the Early Intervention Notification to Local Education Agency letters received.
- Check with LEA personnel to find notifications that you don’t have.
- Notify Special Education Services, Alabama State Department of Education if a letter of notification was not received for any of the children that EI reported sent to the LEA. Do not send this list to EI service coordinator/s as this is a breach of confidentiality for the children and their families.
- SDE will request EI to send another letter of notification to the LEA for children that notifications were not received.

**Quick Tips for EI to Preschool Tracking Log Accuracy**

- Review the EI to Preschool tracking log under state reports to ensure all data is entered correctly with all fields completed.
- Review information entered in the EI to Preschool tab on the student folder page of SETS to be sure data is accurate. Only data for children transitioning from EI are entered in the EI to Preschool tab. Data on the tracking log is pulled from this tab.
- Children for whom the LEA received the Early Intervention Notification to Local Education Agency and are being referred for eligibility determination must be accounted for on the EI to Preschool Tracking Log during the reporting period in which the child turns three.
- The following must always be entered in the EI to Preschool Tab (even if a transition meeting is not held).
  - Check the box Transitioned from EI Program
  - Date Letter of Notification from EI Received
  - Eligible for EI services less than 90 Days Y or N
“transition Procedures

- Eligible children for EI services **27 months to 90 days prior to the child’s third birthday**
  - EI sends the *Early Intervention Notification to Local Education Agency*.
  - Best practice: LEA confirms receipt of the notification from EI by e-mail.
  - LEA participates in the transition meeting. Parents must attend.
  - LEA completes the Early Intervention to *Preschool Transition Planning Documentation* form in SETS.
  - LEA must determine eligibility and develop/implement the IEP by the child’s third birthday.

- Eligible children for EI services **45-89 days prior to the child’s third birthday**
  - EI sends the *Early Intervention Notification to Local Education Agency*.
  - The notification contains parent contact information.
  - No transition meeting is required.
  - LEA is required to contact the parent, evaluate, determine eligibility and develop/implement an IEP by the child’s 3rd birthday. (This is not considered a parent referral.)
  - LEA may use evaluations conducted by EI for determining eligibility.
  - These children’s names appear on the Tracking Log.

- Eligible children for EI services **44 or less days prior to the child’s birthday**
  - EI is not required to send the *Early Intervention Notification to Local Education Agency*.
  - EI will provide the parent with LEA contact information.
  - If/when the parent contacts the LEA, regard this as a parent referral and follow Process Chart 1 in Mastering the Maze.
  - Data is not entered in the EI to Preschool tab in SETS.
  - Name does not appear on the EI to Preschool Tracking Log.
  - LEA is not required to completed eligibility and develop/implement an IEP by the child’s 3rd birthday, but must follow timelines indicated in Process Chart 1 of Mastering the Maze.

The EI to Preschool referral process DOES NOT STOP during summer months or during holidays. The LEA must make arrangements with personnel to complete the transition process for any transition notification received during the summer/holidays or for any EI referral in which the child’s 3rd birthday occurs during the summer/holidays.

For eligible children transitioning from EI, the IEP must be developed and implemented by the child’s third birthday (the next day of school if the IEP meeting is later in the day or is followed by a weekend or holiday). If services are not implemented by the child’s third birthday, a justification and the date the IEP will be implemented must be written in the IEP Student Profile.

Monitor timelines and dates of third birthdays so that eligibilities and IEPs are developed and implemented according to mandated timelines. The 60 day timeline to complete evaluations is in effect. Eligibility must be completed within 30 days of completion of the last evaluation. IEPs must be developed within 30 days of eligibility determination. Best practice is to hold the eligibility and IEP as close as possible to the third birthday to ensure developmentally appropriate IEPs and implementation of the IEP by the third birthday.

Enter/monitor correct coding of reasons 1) why children do not have a transition or eligibility meeting and 2) why children have eligibility and IEP meetings after the third birthday. Enter the range of days past the third birthday if eligibility and IEPs are completed after the third birthday.

Children transitioning from EI may not be screened. EI referrals must proceed to the special education referral process.