

REQUIRED TRANSITION ACTIVITIES TARGETED RESOURCE- Revised

This targeted resource was developed to provide a summary of Early Intervention Program (EIP) transition responsibilities, and guidance on documentation of transition activities in NYEIS in order to assist Service Coordinators and Municipalities with improvement of compliance for Federal Indicator 8 - reporting transition data.

Federal Transition Indicators are considered compliance indicators and include:

- Indicator 8a: IFSP with transition steps and services documented at least 90 days and, at the discretion of all parties, not more than 9 months prior to the child's third birthday
- Indicator 8b: Written notification to the Committee on Preschool Education (CPSE) of the child's potential eligibility at least 90 days prior to the child's third birthday unless the parent opts out of the written notification
- Indicator 8c: Transition conference offered to the parent and arranged with parental consent at least 90 days and, at the discretion of all parties, not more than 9 months prior to the child's third birthday

SERVICE COORDINATOR RESPONSIBILITIES

To be in compliance with Federal Indicator 8a: Facilitating the development of a transition plan with the steps and services supporting the potential transition for all children exiting the EIP.

- It is important for service coordinators and other professionals to comply with the required timelines for the completion of transition activities.
- Transition plans are developed for all children, whether they are transitioning to CPSE, other early childhood services and supports in their community, or when they will not receive support or services from any source.
- The topic of transition should be introduced to families at their first meeting with their Initial Service Coordinator and consistently documented in the child's IFSP.
- The service coordinator must complete the Transition cluster on the child's IFSP home page in NYEIS (instructions are included at the end of this document as well as described in the Department's July 2014 training webinar on timely transition).
- It is recommended that formal transition planning begin at the IFSP meeting closest to the child's 2nd birthday, or as soon as the need for transition is identified, to ensure that all required timelines are met.
- If referral of a child is made to the EIP between 45 and 90 days prior to the child's third birthday, a transition plan is not required but the initial IFSP must include appropriate transition content, and the date that transition is discussed should be documented in the IFSP in NYEIS.
- If child is referred to the EIP fewer than 45 days prior to the child's third birthday, the development of the initial IFSP is not required.

To be in compliance with Federal indicator 8b: Providing written notification to the CPSE when a child is potentially eligible, if the parent does not opt out of the notification.

- Written notification is made by the service coordinator at least 90 days prior to the child's third birthday to the local school district where the child resides.
- If notification is made to the CPSE at 120 days, based on previous guidance, this activity's timeline will be in compliance with the revised OSEP standard.
- The parent has 30 calendar days from the date the notification process is explained, to opt out, either orally or in writing. Parents can opt out at any time within the 30 days.
- If the parent does not opt out within the 30 days, it is the service coordinator's responsibility to send written notification to the CPSE.
- Notification is not the same as making a referral to CPSE (see requirements for making a referral below).
- Written notification to the CPSE is required, unless the parent opts out. Consent of the parent to send the written notification is not required.
- Notification must be sent for any child participating in the EIP who is thought to be potentially eligible for CPSE services unless the parent opts out.
- If referral of a child is made to the EIP between 90 days and 45 days prior to the child's third birthday, notification to the CPSE is required as soon as possible, once the child is determined eligible, unless the parent opts out.
- If the child is referred to the EIP fewer than 45 days before the child's third birthday, transition notification is not required.
- If a child has been evaluated for preschool special education and has not been found eligible, then this information should be recorded as the closure reason for the child in NYEIS or KIDS.
- Documenting in NYEIS:
 - Information about the notification should be entered into the CPSE transition page for children with records in NYEIS.
 - If the parent opts out of notification but then changes her/his mind, notification should be sent, but the information in the "did the parent opt out" field should not be updated in NYEIS. The original "yes –opted out" response should remain, but the service coordinator should update the remaining fields on the transition plan with the appropriate information if the family did continue with transition to CPSE. A note should be made in the comment section of the transition page to indicate that the family originally opted out, but changed their mind.

To be in compliance with Federal Indicator 8c: Convening a transition conference with parental consent.

- A transition conference is required, and must be held for any child participating in the EIP who is thought to be potentially eligible for CPSE services, unless the parent declines.
- The service coordinator must arrange for and convene the transition conference at least 90 days, and, at the discretion of all parties, not more than 9 months, prior to the child's third birthday, unless the parent declines.
- The transition conference may be combined with the IFSP meeting closest to the child's second birthday. The service coordinator must invite the parent, CPSE chairperson/designee, and the EIO or designee (EIO/D).
- The CPSE chair must be formally invited and documentation of this invitation must be maintained. The transition conference may occur without the CPSE chairperson as long documentation of the invitation is maintained.
- If a referral of a child is made to the EIP between 90 days and 45 days prior to the child's third birthday, a transition conference is not required, but should be offered and arranged as soon as possible, unless the parent declines.
- If referral of a child to the EIP is made fewer than 45 days before the child's third birthday, a transition conference is not required.

If a child has been evaluated for preschool special education and has not been found eligible, then this information should be documented on the CPSE Transition page in the Eligibility for CPSE Services cluster and also recorded as the closure reason for the child in NYEIS or KIDS.

- Documenting in NYEIS:
 - Information about the transition conference should be entered in the CPSE transition page.
 - If the parent declines the transition conference and then changes his/her mind, the transition conference should be held, but the declination information should not be changed in NYEIS. The original declination response should remain, but in the service coordinator should update the remaining fields in the transition plan with the appropriate information, if the child did continue with transition to CPSE. A note should be made in the comment section of the transition page to indicate that the family originally declined the transition conference, but changed their mind.

Assisting the parent with timely referral to the CPSE or other early childhood programs and services.

- If the child is potentially eligible for services under section 4410 of the Education Law, the parent must timely refer, or provide consent for the service coordinator to refer the child to the CPSE of the local district in which the child resides for an evaluation to determine the child's eligibility for such services.

- The service coordinator shall explain to the parent that if the parent declines a transition conference, the parent may refer the child to the CPSE for determination of eligibility for services under section 4410 of the Education Law. The service coordinator shall provide information on how the parent may make such referral.
- The timeline of 90 days before the third birthday is recommended as the "last day" for referral.

Obtaining parental consent and transferring evaluation, assessments, IFSPs, and other records to the CPSE and/or other programs with parental agreement.

- The service coordinator must inform parents that evaluation reports and other EI records will be reviewed by the CPSE to inform the evaluation process, should they consent to send these documents.
- The service coordinator must assist parents in determining which EI records will be sent to the CPSE.

The service coordinator must complete the CPSE transition and/or other transition services page in child's integrated case in NYEIS (instructions are included at the end of this document as well as described in the Department's July 2014 training webinar on timely transition).

MUNICIPALITY RESPONSIBILITIES

- As local administrators of the EIP, municipalities may monitor service coordinators and providers for regulatory compliance. This authority to monitor providers is included in Public Health Law (PHL), Article 25, Title 2-A, §2552.
- PHL gives municipalities the authority to monitor providers and through that process, municipalities have the ability to monitor provider's claiming information. Service coordinators must receive sufficient oversight from the municipality as the local administrator, to ensure that each service coordinator has the necessary guidance to carry out the service coordination activities listed in EIP regulations. EIO/Ds should also ensure that they have ample time to carry out their regulatory and professional responsibilities while providing quality services to the child and family.
- The municipality should review reports from service coordinators regarding timely transition plans, notification and transition conference activities. Reports can be generated from session notes, spreadsheets, questionnaires, or other standardized fillable county documents.
- The EIO may attend the transition conference, although this is not a requirement.
- The municipality must designate a municipal representative for the CPSE meeting.
- This individual will represent the municipality as the payment source for CPSE services. The service coordinator should not serve in this role at the CPSE meeting as this would be a conflict of interest.
- If the child is referred within 90 days of his/her birthday, the EIO may recommend that the child be referred directly to the CPSE. However, the EIO must accept the EIP referral if it is requested by the parent. The referral to the CPSE will need to occur simultaneously with the referral and evaluation process for the EIP.
- If the referral of a child to the EIP is between 90 days and 45 days before the child's

third birthday, the Early Intervention Official (EIO) may recommend that the child be referred directly to the CPSE. However, the EIO must accept the EIP referral if it is requested by the parent.

- If referral of a child to the EIP is fewer than 45 days before the child's third birthday, the EIO is not required to provide a multidisciplinary evaluation or convene an IFSP meeting, and, with parental consent, must refer the child directly to the CPSE of the local school district in which the child resides.
- The municipality is not obligated to accept EI referrals for children who will turn 3 within 45 days or less of the date they are referred. The EIO may instead recommend that a referral is immediately made to the CPSE.

ENTERING TRANSITION DATA INTO NYEIS

It is imperative to complete the "Transition Services" cluster on the child's IFSP page in NYEIS as the responses are reported for Indicator 8a, Transition Plan. The "Transition Services" section of the IFSP in NYEIS must be completed for all children at each IFSP meeting.

The screenshot displays the NYEIS IFSP interface. The 'Transition Services' section includes fields for 'Transition to CPSE Discussed?', 'Transition to Other Early Childhood and Support Services Discussed?', and 'Date transition discussed with parents?'. A red oval highlights the 'Date transition discussed with parents?' field. Below this, there are sections for 'Transfer' and 'Late Services'. The 'Service Authorizations List' table is also visible.

Service Authorization Reference	Service Type/Method	Start Date	Status	Reason
308737	Service Coordination	1/8/2014	Closed	Original
308740	Speech Language - Basic	1/8/2014	Closed	Original
308739	Non-physician Supplemental Eval - PT	1/8/2014	Closed	Original
308738	Non-physician Supplemental Eval - OT	1/8/2014	Closed	Original

The Transition Services cluster captures details regarding required transition steps and services for the child and family. Detail must be captured as a result of the IFSP meeting in which transition (either to CPSE or to other programs and services) is discussed with the family. When a new IFSP meeting is held, the date of the transition plan discussion should be entered into the fields of the IFSP in NYEIS. Each IFSP should reflect the date on which transition was discussed as a part of that IFSP meeting. The dates on previous IFSPs should not be changed or updated. The current date should be entered into the new IFSP for that child. For Indicator 8a, all IFSPs in NYEIS will be reviewed in order to determine the IFSP with the date that complies with the rules to calculate compliance with this indicator.

Enter information on any issues under "IFSP Comments" including all circumstances that explain reasons for delay in timely completion of any transition activity. Comments will not be taken into consideration during the calculation of the indicator but should be used for documentation purposes.

Transition should be discussed at all IFSP reviews/meetings and documented in the transition

section of the IFSP in NYEIS. Additionally, all discussions regarding transition should also be documented in the service coordinator's log notes.

One or both of the first two questions must be "yes" and a timely date entered for the third question circled in red in order to reflect compliance.

Examples for the other fields:

1. Procedures to prepare child for changes in service delivery, to help child adjust and function in new setting:

- Have child visit program site to meet staff, use bathroom, sink, sit at tables, etc.
- Current providers can introduce new routines, tasks, that may be used by new program

2. Steps to prepare personnel for the child's transition:

- Share information with new program/provider, via phone, in writing, etc. with parental consent:
 - developmental and health history
 - strengths, needs, likes, dislikes, and typical behavior
 - preferred strategies, i.e., what works (and what doesn't)
 - Provide training to program staff on feeding techniques, food likes, special preparation needed, effective behavior management

3. Other activities that the IFSP team deems necessary to support transition.

- Review for children in foster care the possible need for appointment of a surrogate parent by the CPSE. Ensure needed information is provided to the CPSE on this topic. CPSE may have EIP surrogate parent continue or may appoint a different surrogate parent for purposes under the CPSE.
- Exploring AT resources with parents for ATDs to address future needs when EI ends.

The US Department of Education requires that transition steps and services be documented in the IFSP at least 90 days and, at the discretion of all parties, not more than 9 months prior to the child's third birthday. The date transition was discussed with parents should be updated during each IFSP meeting in the transition section of the IFSP in NYEIS. Transition information including procedures to prepare the child for changes in service delivery; services/activities necessary to support the child's transition to CPSE; and, other activities that the IFSP team determined necessary to support transition should be updated at each IFSP review/meeting.

The child's transition plan information must be also captured using the transitions link on the child's integrated case homepage to indicate if the child will transition to CPSE or to other services.

To create Transition pages in NYEIS, navigate to the child's "integrated case".

In the navigation bar, click "Transitions".

It is the service coordinator's responsibility to document transition in NYEIS.

All transition pages in NYEIS must be completed as required. These pages should be continually updated with new information as needed. A 'paper' copy of the IFSP Transition Plan, and other information which may be helpful to the team, can be uploaded into NYEIS, as an addendum, as it may provide additional information to the team which may not be captured as part of the data in NYEIS.

If the child has an IFSP, transition information should be entered in NYEIS, whether or not services have been provided.

NYEIS Training (Training use only - no real live data)

Home | Inbox | My Calendar | My Cases | Search | About | Log Out

New Task | New Activity

NYEIS Integrated Case - 308480

Integrated Case Home: NYEIS Integrated Case - 308480

Options

Close Case

Details

Case Reference: 308480
 Child's Name: Ralph Kranda
 Status: Draft
 Child's Latest Referral Date: 1/7/2014
 Due Date of Initial IFSP: 2/21/2014

Service Coordination Service Authorizations

Case Reference	Start Date	End Date	Status
308481	1/7/2014	2/21/2014	Closed

Evaluation Service Authorizations

Case Reference	Start Date	End Date	Status
314119	1/12/2014	1/13/2014	Closed
314120	1/13/2014	1/14/2014	Closed

IFSPs

Important: The "Clone" IFSP feature will create a Draft IFSP for the next IFSP period. Do not use it to create a new IFSP for the current IFSP period. Contact the NYEIS Help Desk for assistance.

The "New" button will display on the "Transitions" page allowing the user to create a new transition. Click "New."

NYEIS Training (Training use only - no real live data)

Home | Inbox | My Calendar | My Cases | Search | About | Log Out

New Task | New Activity

NYEIS Integrated Case - 326662

Transitions: NYEIS Integrated Case - 326662

New

Action	Transition Date	Transition Type
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Select the “Transition to CPSE” link and the “Create CPSE Transition” page displays

Create CPSE Transition page:

The information in the “Child Details” section will pre-populate. Service Coordinators should rely on this page to calculate the required dates. In the “Potential Eligibility for CPSE Services” section: The answer to this question is used to determine if the child is included in the calculations for notification (8b) and transition conference (8c).

If the answer to the question, “Is the child potentially eligible for CPSE services?” is ‘Yes’, the remaining fields must be completed. This screen can be printed out as a blank for the service coordinator to use at the transition conference, or CPSE meeting. The dates can be entered into NYEIS after the meetings take place.

To determine if a child is potentially eligible:

EI service providers working directly with the child, have a sense as to whether or not the child will likely require continued services through the CPSE through discussion with IFSP team including child’s parents and the service coordinator, and completion of their normal progress reports/summaries/updates.

If the answer to the question, “Did parent opt-out . . .” is ‘yes’, the service coordinator must document this in the child record. If the answer is ‘no’, notification must be sent and the service coordinator must document this in the child record.

It is not enough to answer ‘yes’ a notification was sent. A ‘yes’ response means a date must be entered. This should be the date the notification was actually sent.

Notification and Referral are not the same. They must occur, and be documented in NYEIS, as two distinct activities, even if they occur on the same day.

If the family initially opts out of notification or declines the transition conference, the service coordinator should indicate in NYEIS that the family opted out and/or declined. If the family changes their mind and decides to pursue transition, then the service coordinator should notify the CPSE and /or convene the transition conference, but not change the original opt out or transition conference specific fields in NYEIS. The remaining fields on the transition page should be updated with appropriate information if the child continues with transition to CPSE. A note should also be made in the comment section of the transition page indicating the family originally opted out or declined the transition conference, but changed their mind later on

If the answer to the question, “Is the child potentially eligible for CPSE services?” is ‘No’, then none of the remaining fields in that section should contain any data. If the answer to the question is ‘no’, the service coordinator must ‘create other transition’ and enter information on that page.

If a parent ‘refuses early intervention’, for example, has an IFSP, but does not wish to continue with services, the service coordinator should mark potential eligibility as “no”; an ‘other transition’ would need to be created, and CPSE transition activities would not be expected (8b and 8c wouldn’t apply).

If the child was determined not to be eligible by the CPSE, this should be documented on the CPSE transition page in the “Eligibility for CPSE Services” cluster.

Create Transition other than CPSE

Click on “Other transition”

The screenshot shows a software interface for selecting a transition type. At the top, it says "Select Transition Type: NYEIS Integrated Case - 308480" with a "Cancel" button. Below this is a section titled "Transition Options" with the instruction "Select the type of transition to be created". There are two options listed: "Transition to CPSE" and "Other Transition", each with a "Cancel" button next to it. On the left side of the interface, there are navigation and recent items sections.

Under the “Transition Details” cluster, it is imperative that the service coordinator complete all fields

It is recommended that the child's integrated case in NYEIS be kept open until three months after the child leaves the EIP. The child's case should be closed by entering the date the child left EI in the closure date field and selecting the most accurate closure reason.

From the child's integrated case home page, there is an option to "close case". Clicking on that option brings you to this screen in NYEIS

The first closure reason highlighted in NYEIS is "Age out, Eligibility for 3-5 unknown". The child's closure date should be entered and saved. This will leave the selection as "Age out, Eligibility for 3-5 unknown" although this was not the child's true closure reason. Closure reasons should be carefully reviewed and the appropriate closure reason selected prior to saving the closure. Please note that there are options available to indicate the child has Version 2 April 16, 2015

transitioned to the 3-5 system or if the child has aged out and is not eligible for 4410 services. The appropriate reason should be selected rather than using the default of “Age out, Eligibility for 3-5 unknown”. This closure reason counts against both the State and local programs when calculating timely transition.

If the child is determined to not be eligible by the CPSE, this should be documented on the CPSE Transition page in the Eligibility for CPSE Services cluster. Since the child is determined to not be eligible by the CPSE, this reason can also be used as the integrated case closure reason

Resources:

- 1) http://www.health.ny.gov/community/infants_children/early_intervention/system/training/municipal_webinars.htm
- 2) <http://cma.com/wp-content/uploads/2014/08/TransfersandTransitionsInformationandFrequentlyAskedQuestions.pdf>
- 3) NYEIS User Manual, Unit 6, IFSP & Service Authorizations ; Unit 7, Transfers and Transitions
- 4) For more detailed information on entering transition information in NYEIS please view the webinar titled “Timely Transition Steps and Services: Required Activities and Data Quality”. It may be viewed at the following link:
<https://meetny.webex.com/meetny/lsr.php?RCID=7f22d0f6acfb4a29b01272b888c95807>