

Transition Background Information:

All children that transition out of the EIP are required to have a transition plan in place. Please see EIP Guidance: *The Transition of Children from the New York State Department of Health Early Intervention Program to the State Education Department Preschool Special Education Program or Other Early Childhood Services* for additional information on this topic.

The following information will assist you in completing the fields on the CPSE transition pages in NYEIS.

Is the child potentially eligible for CPSE services?

- Document “yes” if the child is thought to be potentially eligible for CPSE services and proceed to enter additional data as detailed below.
- Document “no” if the child is not thought to be potentially eligible for CPSE services. In addition, the child’s transition plan must be documented on the “Create Other Transition” page in NYEIS.

Did the parent opt-out of notification of potential eligibility to the school district (CPSE)?

- Document if the parent chose to opt-out of the notification to the school district.
- Since the parent will have 30 days to consider opting out, the EIO needs to consider how to ensure that the parental objection will meet the 120 day notification timeline.
- Parent consent for notification of the child’s potential eligibility to the school district is no longer required or allowed.
- The parent has 30 calendar days from the date that the process was explained to them to opt-out (object) to the written notification being sent to the committee on preschool special education. If the parent does opt-out of the notification, the notification is not made and the parents’ objection must be documented in the child’s record.
- The parent may opt-out either verbally or in writing to the written notification to the CPSE of the child’s potential transition. If opt-out is given verbally, the date must be recorded in the child’s record.
- The transmission of the written information does not obligate a parent to pursue special education programs and services and does not constitute a referral for special education programs or services.
- The opt-out requirement does not impact the referral process. Parents may still refer their child to the CPSE even if they have opted out of notification to the school district of the child’s potential eligibility.
- If a parent chooses to opt-out, they still must be offered the opportunity to participate in a transition conference.

*See **Appendix L** in the NYEIS User Manual for additional information on opt-out procedures.

Was notification of child’s potential eligibility sent to the school district (CPSE)? If yes, date notification sent.

- Document the date that the notification was sent to the CPSE.
- If the parent did not opt-out, written notification is sent to the CPSE by the EIO/D at least 120 days before the child’s third birthday or first date of eligibility.
- A copy of the notification must be maintained in the child’s record.
- Parental consent is needed to include the ongoing service coordinator’s contact information with the notification.

Was a referral made to the school district? If yes, enter the date of referral.

- Document the date that the referral was made to the CPSE.
- The referral to CPSE must be made in writing and must include the following information: child's name and contact information for the child and the child's parent or person in parental relation, reason for the referral, including, with parental consent, any records upon which the referral is based that may be in the possession of the person submitting the referral, and a written description of the child's participation in EI services. With parental consent, the notification may also include the name and contact information for the child's ongoing service coordinator.
- The parent may directly make the referral to CPSE, but the EIO/D or SC can assist with the referral.
- The date that the referral was made to the CPSE must be documented in the child's record. This documentation may include a copy of the referral that was made if available.
- The referral should take place at least 90 days prior to the child's third birthday.

Did parent consent to transmit information to CPSE (e.g., evaluations, IFSPs, etc.)? If parent consented, enter the date transmitted.

- Document the date that any additional information was sent to the CPSE.
- Documentation of the consent to transmit information to CPSE must be maintained in the child's record.

Did the parent consent or decline an EI transition conference?

- Document the date that the parent consented or declined the EI transition conference.
- A transition conference must be offered to the parent and arranged to occur, with parental consent, prior to 90 days before the child's first date of potential eligibility for CPSE services.
- Service coordinators should fully explain to parents the benefits of the transition conference. Parents do not need to have made a definite decision to refer their child to CPSE in order to participate in a transition conference.
- Documentation that the parent consented to or declined the EI transition conference must be maintained in the child's record.
- If the family declines the transition conference, the municipality should notify the parent in writing of all the information that would otherwise be discussed at the transition conference. Documentation should be maintained in the child's record that this information was provided.
- The EIO/D should explain to the parent that if the parent declines a transition conference, the parent may still refer the child to the CPSE for determination of eligibility for preschool special education programs and services, and should assist the parent with the referral.

Was an EI transition conference held? If yes, enter the date of the EI transition conference.

- Document the date that the EI transition conference was held.
- The Early Intervention Official must convene and **attend** a conference with the parents, service coordinator, and the chairperson of the Committee on Preschool Special Education or designee to review program options and, if appropriate, establish a transition plan.
- The CPSE chairperson or designee is a **required** participant at the transition conference and must be invited. If the CPSE chairperson does not attend the transition conference, the municipality can meet requirements for convening the conference as long as documentation of the invitation is maintained. The documentation of the invitation can be kept in the child record and attached to the child's integrated case in NYEIS.
- Documentation must be maintained in the child's record and include the participants of the conference and the topics discussed.

Was an initial CPSE meeting held? If yes, enter the date of the CPSE meeting.

- Document the date that the initial CPSE meeting was held to determine the child's eligibility for CPSE services.
- Documentation of the date that the initial CPSE meeting was held must be maintained in the child's record.

Was the EI transition conference combined with the CPSE meeting and were all required participants present so that meeting met EI criteria for a transition conference?

- Document if the EI transition conference was combined with the CPSE meeting.
- "Combined" refers to the option of holding the transition conference at the same time as the initial Committee on Preschool Special Education (CPSE) meeting. The "combined" meeting is allowed by Early Intervention Program (EIP) regulation, but is not recommended, because the EIP does not have authority over the scheduling of the CPSE meeting and typically cannot ensure that it will meet the required timeframe for a transition conference.
- The Early Intervention Official (EIO) is responsible to ensure that a transition conference is offered to the parent and arranged to occur, with parental consent, prior to ninety days before the child's first date of potential eligibility for CPSE services. A "combined" meeting must also meet this timeline.
- If the required participants are not in attendance, then this meeting could not service as the transition conference.
- Documentation of the date that the EI transition conference which was combined with the CPSE meeting and the meeting attendees must be maintained in the child's record.

Was the child determined eligible by the CPSE? If yes, planned start date for the CPSE services.

- Based on the CPSE meeting, document the child's eligibility for CPSE services.
- Record the date that CPSE services were projected to begin.
- Documentation that the child was determined eligible by the CPSE must be maintained in the child's record.

If 2nd CPSE meeting occurred while child was still in EI, enter 2nd date (enter any comments if needed).

- If a 2nd CPSE meeting occurred while the child was still in EI, document the date of the meeting and enter any comment as needed.
- Documentation of the date that the second CPSE meeting was held must be maintained in the child's record.

Enter the date that EI services will end for this child.

- Document the date that EI services will end for this child.
- Documentation of the date EI services will end for this child must be maintained in the child's record.
- Note: Once the child's eligibility for CPSE has been documented in NYEIS, the IFSP may be extended by selecting the "extend" link in the mange cluster of the IFSP with parental consent.