

**Transition Agreement Between the Delaware County Family and Children First Council
and the
Local Education Agencies (LEA)**

The purpose of this agreement is to ensure continued support and provision of appropriate services to children and families as they transition out of Help Me Grow/Part C/Early Intervention services. This agreement will be reviewed, monitored, and updated at least annually by the Family and Children First Council (FCFC).

The Family and Children First Council (FCFC) includes representatives from Delaware County Jobs and Family Services (DCJFS), Delaware County Board of Developmental Disabilities (DCBDD), Delaware-Morrow Mental Health and Recovery Services Board, Local Education Agencies (LEA), Head Start, Help Me Grow (HMG), Delaware General Health District, City of Delaware, Delaware County Board of Commissioners, Ohio Department of Youth Services, Central Ohio Mental Health, families and other social services agencies. The FCFC coordinator shall ensure dissemination of this agreement to Head Start, DCBDD, and the superintendent of each LEA.

All children with Individualized Family Service Plans (IFSP) with HMG are eligible for transition services. The HMG Service Coordinator will address the transition process at all service plan meetings as a continuous process.

At least quarterly (February, May, August, November) the HMG Project Director will prepare a report containing the names, addresses, phone numbers and birthdates of children with developmental delays or disabilities who have an IFSP whose parents have given permission and will be turning three within one year.

Description of the transition process follows.

Preparation for the transition planning conference shall be initiated by the HMG Service Coordinator at least 180 days prior to the child's third birthday, at a regularly scheduled IFSP review. The HMG Service Coordinator will inform families that they have the right to decide who will be invited to the transition planning conference and which records, if any, will be released to another agency or program. The discussion will include, but is not limited to reviewing 1) the child's progress, 2) whether or not there are concerns about the child's development, 3) service delivery options for which the child may be eligible at three including but not limited to preschool special education services, Head Start, child care, and other programs, and 4) the input of individuals who have or may have information that will enhance the transition process for the child and family.

Prior to the transition planning conference, the HMG Service Coordinator will get permission to release information to the Local Education Agency (LEA). The family and the HMG Service Coordinator and LEA will choose a date, time, and location for a transition planning conference to occur at least 90 calendar days but not more than nine months prior to the child's third birthday or upon enrollment to early intervention if the child was referred to HMG 46-90 days before his/her third birthday. The HMG Service Coordinator will send written notification of the

transition planning conference to LEA and all other invited persons indicating date, time, and location of meeting ten days prior to assure attendance.

The HMG Service Coordinator will send information to the identified LEA personnel prior to the transition planning conference. Families shall be encouraged to share:

- Copy of LEA release
- A current copy of the IFSP which includes a summary of the child's present level of development and services being provided.
- All assessments and/or progress reports. Any new reports will be forwarded to LEA as soon as they are available. If not contained in the child's records, will include where pertinent information can be obtained.
- Health information
- Medical History
- Copy of birth certificate

The HMG Service Coordinator will work with the district if additional information is needed for the district to suspect a disability.

The HMG Service Coordinator will document on the IFSP the above activities that have been completed in preparation for the transition planning conference.

If a child is suspected of having a disability and is referred to HMG 46-90 days before his/her third birthday the LEA is still required to have an IEP in place by the third birthday if he/she is eligible for preschool special education services. As timely evaluations are essential for both HMG and the LEA, both entities will work together to conduct an evaluation for eligibility.

If a child suspected of having a disability comes to the attention of HMG 45 days or fewer before his/her third birthday, the child will be referred directly to the LEA. This child is not required to have an IEP by his/her third birthday; however, all other applicable timelines must be met, such as but not limited to the 60-day timeline for eligibility evaluation.

Transition Planning Conference to occur at least 90 calendar days but not more than nine months prior to the child's third birthday. If parents, service providers, service coordinators or others suspect the child has a disability that might confer Part B eligibility, the local education agency (LEA) will participate in the transition planning conference if invited by the parents. At the transition planning conference, the LEA will:

- Attend the transition planning conference when invited;
- Inform the family of due process and procedural safeguards (as required by IDEA);
- Review current HMG/Part C (Early Intervention) records;

The HMG Service Coordinator will participate in the transition planning conference, take notes, discuss community services which the child/family may need and/or for which they may be eligible, and continue to update the transition plan (outcome) with the family which is incorporated into the IFSP. The HMG Service Coordinator will copy the minutes from the transition planning conference and distribute to all in attendance.

If there is not a suspected disability,

- LEA will document that the information regarding the child was reviewed and there is not a suspected disability by providing the family with a Prior Written Notice (PR-01),
- LEA will inform the families about other early childhood program options (i.e. Head Start, child care, private preschool).
- The HMG Service Coordinator will continue to assist the family in linking with appropriate services and update the transition plan in the IFSP.

For a child with a suspected disability:

- The LEA will inform families of due process and procedural safeguards.
- A Referral for Evaluation form (PR-04) will be completed.
- The LEA will inform the family of components of an evaluation, options for preschool special education services if eligible, timeline for evaluation, and answer any other questions the family may have regarding the transition process.
- Obtain Parent Consent for Evaluation form (PR-05) or discuss when the consent document will be signed;
- After obtaining consent on the Permission for Evaluation form (PR-05), the LEA will coordinate evaluation activities.
- The evaluation team must consider multiple sources of information including data completed by HMG/Part C (Early Intervention) providers when determining eligibility and/or program planning.
- From the time of consent, the LEA will complete the evaluation to determine eligibility for preschool special education within 60 days and prior to the child's 3rd birthday.
- If the child has been determined to be eligible for preschool special education services, the Individualized Education Program (IEP) is the responsibility of the LEA.
- The LEA needs to discuss with the family if they would like the Service Coordinator to be invited to EDM and or IEP, if parents deem appropriate, the LEA will invite the Service Coordinator.
- An IEP will be developed and implemented by the child's third birthday.
- For a child whose birthday is in the summer, implementation of the IEP may be initiated at the beginning of the upcoming school year. The LEA must consider the IFSP information when discussing the provision of extended school year (ESY) services.

The signing of this agreement is your acknowledgement that this process is in place, and you agree to commit agency personnel resources to insure that the agreement is fulfilled.

This agreement shall be in effect from January 1, 2010 to December 31, 2010.

Steve Mazzi, Superintendent, Big Walnut Local School District

John Schiller, Superintendent, Buckeye Local Schools

Dorothy Holden, Superintendent, Centerburg Local School District

Gene Harris, Superintendent, Columbus City Schools

Mary Anne Ashworth, Superintendent, Delaware City Schools

Robert Morgan, Superintendent, Delaware County Board of Developmental Disabilities

David Axner, Superintendent, Dublin City Schools

Bart Anderson, Superintendent, Educational Service Center of Central Ohio

Tim Hilborn, Superintendent, Highland Local School District

Rick Smith, Superintendent, North Union Local Schools

Wade Lucas, Superintendent, Olentangy Local School District

Daniel Good, Superintendent, Westerville City Schools

Family and Children First Council Chair

Family and Children First Council Coordinator