

## Transition Process in the Birth to 3 Program - Guide for Staff

Transition is “the process of supporting children exiting the Birth to 3 Program to receive timely transition planning to preschool and other appropriate community services by their third birthday.” Transition can occur anytime children and families are enrolled in the Birth to 3 Program and can look different for every child.

### Key Concepts to follow when discussing transition process:

- Parents/caregivers need a voice during transition planning; support and provide advocacy skills
- Transition takes time; it is never too early to start and one discussion is not enough
- Relationships guide and influence the process
- Transition support must be individualized; resources need to be personalized and differ from community to community and from family to family
- A successful transition prepares the child to flourish and succeed in their next environment

### Transition Checklist for Staff

Birth to 3 Program staff should use this checklist as a guide for the required transition responsibilities and related activities.

Transition planning may begin as early as 27 months of age with the agreement of all involved team members, and the transition planning conference must be held no later than 90 days before the child’s third birthday. For detailed information on the timeline please refer to: <https://docs.google.com/document/d/1RJOTIyHd-5rzqYKB8Xor-RX-IW4Ei0zgkRTluEXNB8hE/edit>

### At initial IFSP and/or anytime during the Birth to 3 Program:

- Opt Out Policy (P-02222) should be provided and explained to family
  - Parents/caregivers have 10 days from the initial IFSP date to opt out of the LEA Notification. If parent/caregiver chooses to opt out, complete the form F-00169
- Discuss and emphasize that Early Intervention services end at 3 years of age
- Explain the transition - turning 3 process to parent (share the following materials \_\_\_\_\_)

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### At 2 years, 3 months:

- Notify parent/caregiver that a Transition Planning Conference (TPC) needs to be scheduled; share materials if needed for family to become familiar with process
- Notify family that a Local Education Agency (LEA) Notification will be made to the LEA/child's school district
  - Limited information will be sent - child's name and date of birth, guardian/parent's name and contact information.
- Send a LEA Notification in the PPS System

### After 2 years, 3 months before 2 years, 6 months:

- Complete the transition planning meeting (this meeting can occur at the initial IFSP meeting if the child is at the 2 years 3 mo. age) with the family along with Service Coordinator and Primary Service Provider and/or EI Team

### During the transition planning meeting discuss:

- Child's potentially eligibility for school services
- Family questions, concerns, priorities and resources
- Discuss options about community services and resources; possible program options at age 3
- Notify family that a transition planning conference (TPC) will occur no later than 90 days prior to the child's third birthday
  - \*Families can choose to decline a TPC; however, we encourage families to attend the TPC
- Inform the family that the LEA will be invited; family's can also invite persons of their choice to the TPC
- Inform the family that a referral will be made to the LEA no later than 90 days before the child's third birthday
- Identify individual transition steps, persons responsible and projected meeting dates to prepare for successful transition at age three
- Document the discussions that occurred in the transition planning meeting (above)
- Coordinate the transition conference location, date and time with parents and LEA

## Transition out of Birth to 3 - Frequently Asked Questions

### After 2 years, 6 months - before 2 years, 9 months:

- Send written meeting invitation to parent and LEA before the TPC  
Convene the transition planning conference
- Send the LEA referral for the child in Program Participation System (PPS)
  - \* Do **NOT** send the referral on or after the child's 3rd birthday
  - \* If the IFSP occurs after 2 yrs 9 mo. you can send the LEA referral; best practice is to send 10 days after the IFSP occurred
- Complete the Transition Planning Conference (TPC) section in PPS
- Include copies of evaluation and assessment reports and the most recent IFSP and send to LEA

### By the 3rd Birthday - at exit:

- Convene the final IFSP Review, initial IEP as appropriate
- Provide a copy of the final IFSP and other paperwork to parent/caregiver
- Check in with parent/caregiver; provide referrals for community-based services, as appropriate.
- Complete any required reports and requirements specific to agency  
Close Birth to 3 file

**NOTE:** \*If a child is determined to potentially not be eligible for LEA service, follow checklist omitting the items that include LEA.

### Opt Out of LEA Guidance

See Wisconsin Opt Out Policy Birth to 3 Program for information on the policy ([www.dhs.wisconsin.gov/publications/p02222.pdf](http://www.dhs.wisconsin.gov/publications/p02222.pdf)). Families can reverse their opt out decision before the child turns 2 years, 9 months. If the family chooses to reverse the decision, complete the bottom section of form F-00169 and follow the checklist above.