

NYC EARLY INTERVENTION PROGRAM

STEPS TAKEN TO SUPPORT TRANSITION • Page 1

RE: Child's Name: \_\_\_\_\_ EI ID #: \_\_\_\_\_

The child's service coordinator MUST use this form to document the steps taken to support the transition process out of Early Intervention. The form must be maintained in the child's case record.

**INFORMATION FOR PARENTS ABOUT TRANSITION**

The service coordinator must discuss the following with parents:

A child's eligibility for Early Intervention services ends on the day before the child's third birthday *unless the child is determined to be eligible for services under Section 4410 of the Education Law (CPSE through the NYC Department of Education).*

1. Participation in CPSE is voluntary on the part of the parent.
  - a. Written parental consent is necessary for the CPSE to evaluate the child.
  - b. If the parent does not consent to a referral to the CPSE, EI eligibility ends on the day before the child's third birthday.
  - c. If the child is found ineligible for CPSE services, the service coordinator will discuss alternate transition plans with the parent.
  - d. If the child is evaluated and the CPSE finds the child is eligible for services, the parent may elect to:
    - i. immediately transition the child to services under CPSE, or
    - ii. continue in EI until projected CPSE service date.
2. As children who make significant progress in EI will not need a referral to CPSE, other early childhood options should be discussed at this time. Transition plans must be made for all children aging out of EI regardless of whether the child will transition to CPSE or to other services or settings.

Comments:

**NOTIFICATION**

The service coordinator is responsible for notifying the CPSE of potential transition 120 days prior to a child's age eligibility:

- a. If the DOB is between January 1 and June 30, age eligibility is January 2<sup>nd</sup> of the year the child turns 3.
- b. If the DOB is between July 1 and December 31, age eligibility is July 1<sup>st</sup> of the year the child turns 3.

If the parent chooses not to notify CPSE, and decides not to refer the child to CPSE, the child's eligibility ends on the day before the third birthday.

Comments

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**REFERRAL**

Choose one:

- A. The parent has decided to make a referral to CPSE and to forego a transition conference.  
Date referral made by the service coordinator: \_\_\_\_/\_\_\_\_/\_\_\_\_
- B. The parent is unsure whether s/he wants to proceed with a referral and requests a transition conference. Date of transition conference: \_\_\_\_/\_\_\_\_/\_\_\_\_
- C. Parent does not want a referral to be made to CPSE. Date of decision: \_\_\_\_/\_\_\_\_/\_\_\_\_
- D. The child has made significant progress and a referral to CPSE is not necessary.  
Date of decision: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Actions:**

1. If the parent chooses option A, the service coordinator should obtain written consent, and then send the referral and other relevant material to the CPSE.
2. If the parent chooses option B, the service coordinator must arrange an EI transition conference with the parent and the CPSE.
3. If option C or D is checked, the service coordinator should assist the parent in planning for transition to other early childhood services and programs, if desired.

Comments:

**For a child receiving EI services**

At the IFSP meeting closest to the child's second birthday, transition options must be discussed with the parent. This discussion must be documented in the IFSP.

Date of IFSP meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For a child referred to EI when also eligible for CPSE**

At the time of initial referral, the Totline staff and initial service coordinator should encourage the parent to refer the child directly to the CPSE instead of proceeding with the EI eligibility process. If the parent chooses to continue with an EI referral, the initial service coordinator must immediately:

1. Discuss transition options and CPSE eligibility determination with the parent.
2. Assist the parent in obtaining a multidisciplinary evaluation from an EI provider.
3. With the parent's written consent, simultaneously refer the child to CPSE.
4. Inform the parent that with his/her written consent, evaluations performed under EI may also be used by the CPSE evaluator to determine eligibility.

Date of discussion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: