

NYC EARLY INTERVENTION PROGRAM

**TRANSITION OUT OF EARLY INTERVENTION
TO COMMITTEE ON PRESCHOOL SPECIAL EDUCATION**

AGE ELIGIBILITY

Amendments have been made to Title II - A of Article 25 of the Public Health Law revising the transition process out of the Early Intervention Program (EIP).

A child may remain in the NYCEIP past his/her third birthday **only if determined eligible for services by the NYC Department of Education Committee on Preschool Special Education (CPSE) by the day before his/her third birthday.**

INFORMATION FOR PARENTS ABOUT TRANSITION

At the IFSP meeting closest to the child's second birthday, the EIOD and/or service coordinator must discuss transition options with the parent and include a written plan in the IFSP. Children who make significant progress in EI may not need continued special services and, therefore, will not be referred to CPSE. In these situations, other early childhood options should be discussed with the parent. 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.

When discussing transition from EI with the parent, the EIOD/service coordinator must convey the following information:

1. Participation in the CPSE process is voluntary. With written parental consent, the service coordinator, as delegated by NYC EIP, is required to notify the CPSE of children potentially eligible for CPSE services.
2. Written parental consent is necessary for the CPSE to evaluate the child.

- a. If the parent does not consent to a CPSE referral and evaluation, EI eligibility will end on the day before the child turns three (3).

**REF "MUST" & ELIG
"MUST" on timeline chart**

- b. If the child is evaluated and the CPSE determines that the child is not eligible for services, the service coordinator and the parent will discuss alternate transition plans and other service options. EI eligibility will end on the day before the child turns three (3).

- c. If the CPSE finds the child eligible, the parent may then elect for the child to:
 - i. immediately transition to services through the CPSE; or

**EARLY REF & 1ST CPSE
on timeline chart**

- ii. continue to receive EI services until the projected CPSE service date, which cannot be later than the mandatory "age out" date.

**LAST EI DATE on
timeline chart**

3. Transition plans are required for all children, regardless of whether transition is to CPSE or to other programs, and must be included in the Individualized Family Service Plan (IFSP).

INTRO/NOTIF
on timeline
chart

REQUIRED ACTIONS

NOTIFICATION

INTRO/NOTIF on the timeline chart

The ongoing service coordinator is responsible for notifying the CPSE of the potential transition of the child using the attached form (**Consent for CPSE Notification**). This should be done 120 calendar days prior to the child's age eligibility for CPSE services.

- For children whose birthdates are between January 1 and June 30, age eligibility is January 2nd of the year in which the child turns 3. Notification should occur September 1st.
- For children whose birthdates are between July 1 and December 31, age eligibility is July 1st of the year in which the child turns 3. Notification should occur March 1st.

If the parent chooses not to notify the CPSE, and decides not to refer the child to CPSE, the child's eligibility for EI ends on the day before the third birthday. The parent should be informed of his/her right to reconsider this decision regarding CPSE services at any time prior to the date the child becomes eligible for kindergarten.

If a child has made significant progress and will not be eligible for CPSE, notification is not necessary.

REFERRAL

Transition Options

- A. The parent has decided to have a referral made to CPSE and that a transition conference is not necessary; or
- B. The parent is unsure whether s/he wants to proceed with a referral and wants more information about the CPSE process. S/he requests an EI transition conference to obtain information; or
- C. The parent does not want his/her child to be referred to CPSE at this time; or
- D. The child has made significant progress and the EIOD thinks a referral to CPSE is not necessary. If the parent disagrees and wants the CPSE to evaluate the child, the parent may decide to make the referral him/herself.

If the parent chooses option A, the service coordinator should obtain written consent to refer the child to CPSE and then send the referral to the CPSE. With the parent's written consent, the service coordinator should send the IFSP and other relevant materials to the CPSE administrator along with the referral to the CPSE.

If the parent chooses option B, the service coordinator must arrange an EI transition conference (which may be held in person or by telephone conference) with the parent, service coordinator, and CPSE administrator. The service coordinator's record of this meeting must include the names of the individuals participating.

CONF. on the timeline chart

If option C or D is chosen, the service coordinator should assist the parent in planning for transition to other early childhood services and programs (such as Head Start, day care, nursery school, etc.) and/or other support services, if desired.

For children receiving EI services: At the IFSP meeting closest to the child's second birthday, even if it is an initial IFSP meeting, transition options must be discussed with the parent. This discussion must be documented in the IFSP. All transition options must be discussed with the parent. Please note that transition options are specific to a child's birthdate (refer to attached timeline chart).

INTRO on the timeline chart

For a child referred to EI when also age eligible for CPSE: At the time of initial referral to NYC EIP, the Totline staff and/or 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:

- a. Discuss transition options and the reasons for a CPSE eligibility determination with the parent (as described above).
- b. Assist the parent in obtaining a multidisciplinary evaluation for Early Intervention. The service coordinator may want to discuss with the parent selecting an evaluation site that is also approved by State Education Department (SED) to conduct preschool evaluations.
- c. With the parent's written consent, simultaneously refer the child to the CPSE.
- d. Inform the parent that, with his/her written consent, evaluations performed under EIP may also be used by the CPSE evaluator to determine eligibility.

The initial IFSP must include a transition plan for the child, which may include referral to CPSE and/or other early childhood services and programs such as Head Start, day care, etc.

PAPERWORK PROCEDURES

All IFSPs (Initial, Annual, Amendments) ending in the calendar year that the child turns three must be written with **the day before the child's third birthday as the end date of the IFSP**, unless at the time of the Annual IFSP the child has already been found

eligible for CPSE and the parents have requested that the child remain in the EIP until the mandatory age-out date.

If a referral is made to CPSE, the service coordinator must attend the CPSE meeting to determine eligibility. If a child is found eligible for CPSE, and the parent chooses to have the child continue to receive EI services, the service coordinator must send the following to the Regional Office:

- a. the **Determination of Eligibility for Preschool Special Education Services (DEP-1)** form (a NYC CPSE form), after inserting the child's NYC EIP identification number in the appropriate place on the form; and
- b. an amendment to the IFSP, when needed, including appropriate service authorization form(s), extending services from the third birthday until the projected CPSE service date, which cannot be later than the mandatory "age out" date.

LAST EI DATE on timeline chart
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The service coordinator must also send the following documents to the Special Projects Unit if the parent requests to continue respite services:

- Page one of the IFSP, IFSP consent page signed by the parent and the EIOD, all service authorizations forms signed by the EIOD
- Respite application and/or service authorization form for respite services signed by the parent.

(Note: Respite services will end the day before the child's third birthday unless the Special Projects Unit receives the above documents to extend services prior to the third birthday.)

If the DEP-1 indicates that a reconvene meeting is necessary to determine placement, the service coordinator must share any updated EI information (such as recent progress reports) with the CPSE before the projected reconvene date. The service coordinator may also attend the reconvene meeting.

If the child is found ineligible for CPSE, the service coordinator must send the DEP-1 form and the EIP Closure Form, if closure will take place within two(2) weeks, to the Regional Office.

NOTE: A child may not stay in EI past his/her third birthday if CPSE eligibility status has not been determined. Thus, referral to the CPSE must be made in a timely fashion.

NYC EARLY INTERVENTION PROGRAM
REFERRAL TO THE CPSE

Date: ____/____/____

Child's Name: _____
Last First

Also Known As: _____ [] Male [] Female

Child's E.I. ID #: _____ Child's DOB: ____/____/____

CPSE Region/District #: _____ Borough: _____

Home Address: _____

Parent Name: _____ Phone #: (____) _____

Language(s) spoken in the home: _____

In accordance with NYS Early Intervention Regulations, the parent(s) of the above named child would like to refer him/her to the Committee on Preschool Special Education. This child is being referred for the following reason(s). (Please also indicate diagnosis if known and/or nature of delay):

[] Check (✓) If this child is in foster care.

Name of Agency: _____

Agency Address: _____

Caseworker's Name: _____

Surrogate parent assigned by EIP: _____

Relationship to Child: _____ Date assigned: _____

I am the mandated representative of EI at the initial IEP meeting. Please contact me at the telephone number/address below with the date and location of the meeting.

Service Coordinator: _____

Phone #: (____) _____ Fax #: (____) _____

SC Agency Name: _____

Address: _____

Note to Service Coordinator: This form is to be sent to the CPSE when the parent has given permission to refer the child to CPSE (please refer to the **EI to CPSE Transition Timelines** chart). The service coordinator must send a copy of this form to the parent, the service provider(s), and the Regional Office, and file the original in the child's case record.

**NYC EARLY INTERVENTION PROGRAM
CPSE TRANSITION PLANNING AND CONSENT FORM**

Date: ____/____/____

Child's Name: _____
Last First

Also Known As: _____ [] Male [] Female

Child's E.I. ID #: _____ Child's DOB: ____/____/____

CPSE Region/District #: _____ Borough: _____

Home Address: _____

Parent Name: _____ Phone #: (____) _____

Language(s) spoken in the home: _____

Service Coord.: _____ Phone #: (____) _____

Service Coordination Agency: _____

I have selected the following option regarding my child's transition from the E.I. Program:

Choose one, and initial:

A. _____ I want my child to be referred to the CPSE, and I do not want a transition conference:

_____ I want copies of my child's EI records to be sent to the CPSE by the service coordinator.

_____ I do not want copies of my child's EI records sent to the CPSE.

B. _____ I am not sure whether I want to refer my child to the CPSE. I would like to have a transition conference to discuss CPSE and other possible alternatives for my child.

I understand that I can withdraw my consent to refer my child to CPSE at any time during this process and I also understand that EI services will then end no later than the day before my child's third birthday.

C. _____ I do not want my child to be referred to the CPSE. I understand that if I do not consent to referral, my child's eligibility for Early Intervention services ends no later than the day before my child's third birthday.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Signature: _____ Date: _____

Note to Service Coordinator: This form does not get sent to the CPSE. The service coordinator must send a copy of this form to the parent, the service provider(s), and the Regional Office, and file the original in the child's case record.

NYC EARLY INTERVENTION PROGRAM
CONSENT FOR CPSE NOTIFICATION

Date: ____/____/____

Child's Name: _____
Last First

Also Known As: _____ [] Male [] Female

Child's E.I. ID #: _____ Child's DOB: ____/____/____

CPSE Region/District #: _____ Borough: _____

Home Address: _____

Parent Name: _____ Phone #: (____) _____

Language(s) spoken in the home: _____

Service Coord.: _____ Phone #: (____) _____

Service Coordination Agency: _____

NOTIFICATION OPTIONS:

- A. [] I want the NYC EIP to notify the Committee on Preschool Special Education (CPSE) about my child, since s/he is potentially eligible to receive services.

Parent/Guardian Signature: _____ Date: _____

Note to Service Coordinator: If the parent consents to notification of potential transition, the service coordinator must send a copy of this form to the CPSE, parent, service provider(s) and the Regional Office, and file the original in the child's case record.

- B. [] I do not want the NYC EIP to notify the CPSE about my child at this time. If, at a later date, I change my mind, I will inform my service coordinator so that s/he can notify the CPSE. I understand that the last date of my child's eligibility for Early Intervention services is the day before his/her third birthday.

Parent/Guardian Signature: _____ Date: _____

Note to Service Coordinator: If the parent does not give consent to notification of potential transition to CPSE, **do not send this form to the CPSE.** The service coordinator must send a copy of this form to the parent, the service provider(s), and the Regional Office, and file the original in the child's case record.

CPSE LETTERHEAD

ISSUED BY CPSE ONLY

DEP-1

Determination of Eligibility for Preschool Special Education Services

Student Name: _____

Student DOB: _____

NYC Identification #:

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Student Address: _____

CPSE Review Date: _____

Region/District #: _____

Not Eligible for CPSE services.

Eligible for CPSE Services. Services will begin as of: _____
Projected reconvene date: _____

Chairperson: _____ Date: _____

Parent: _____ Date: _____

I consent to have my EI service coordinator share any EI service records developed after the Initial Meeting with the Committee on Preschool Special Education.

Parent: _____ Date: _____

Do not write below this line (for EI use only)

NYC EARLY INTERVENTION PROGRAM
STEPS TAKEN TO SUPPORT TRANSITION

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: