

Transition Activity¹	When?	Who is involved?	Who is responsible?	Objective
Family introduced to transition.	Entry into Part C Family, Infant Toddler Program	Part C Provider, Family	Part C Service Coordinator	Family becomes familiar with transition process and opportunities for services after Part C
Family learns about transition activities, timeline and service options.	Regularly scheduled IFSP meeting or visits with the Service Coordinator	Part C Provider, Family	Part C Service Coordinator	Family begins thinking about transition timeframe and options for services.
Non-identifying information is transmitted from the Part C Program.	Determined by Community Transition Planning Committee	Part C Provider, Part B Program, Head Start and/or other Community Programs, as determined by the family and service coordinator	Part C Provider	Part B Program is aware of number and the types of delays/disabilities of children who may transition. Part B programs receive information in a timely manner to plan for services
Transition planning begins to include activities such as: review of referral information, records, and evaluation info; plan for 90 day meeting; providing family with information on service options; and family receives procedural safeguards	At least six months before the child is eligible to transition	Part C Provider, Family and other potential service providers	Part C Service Coordinator	Transition activities and timeline are established, and transition goals are set. ²
With written parental consent, Part C Program refers child to LEA	At least six months before the child is eligible to transition	Part C Provider, Family	Part C Service Coordinator	Part B receives information to plan for eligibility determination
Family begins visits to potential programs to include Head Start and/or early care and education settings, if appropriate,	Early enough to schedule at least one visit to all potential new settings.	Part C Provider, Part B Program, Family, Head Start, Other Community Programs as determined by the Family & SC and in accordance with Community Transition Planning Procedures	Part C Service Coordinator/Family	Family becomes familiar with new setting(s) and receives information on service all delivery options.
Parents provide written permission for records transfer including evaluation/assessment information and copies of the IFSP from Part C and records are transferred. (Parents may be requested to provide written permission to other programs other than Part C who have relevant records, i.e. medical records).	Transfer of records to occur before the 90-Day Transition Conference	Part C Provider, Family & other programs who are requested to share records	Part C Service Coordinator	Part B programs receives all relevant information in a timely manner to plan for specific services. All information needed for the 90 Day Transition Conference is shared.
90-Day Transition Conference is scheduled and held. Conference activities include a review of the IFSP, review of evaluation information, observational data and other relevant data & a review of service options. Written informed consent for evaluation is obtained from the family.	At least 90 days prior to the anticipated transition.	Part C Provider, Part B Program, Family, Head Start, Other Community Programs, as requested	Part C Service Coordinator	Revise or establish a transition plan to ensure continuity of services. The need for supplemental evaluation information determined and additional evaluation activities are planned/scheduled. Service options are determined and family visits are scheduled.
Evaluation and assessment activities are conducted	Prior to the 15 day meeting	Part B Program, Family	Part B Program Representative, Family	Eligibility determination for services is made by Part B multidisciplinary team
The 15-Day Meeting is scheduled and held and the IFSP is revised or the , IFSP/IEP or IEP is developed or service options are determined for children who are not eligible for Part B services.	No later than 15 days prior to anticipated transition.	Part B Program, Part C Provider, Family, Head Start, Other Community Programs, as needed	Part B Program	Child and family are ready to receive Part B services in accordance with the IEP, IFSP/IEP or IEP.
Post-transition service coordination.	Up to six months after transition, at a maximum of one hour/month for a maximum of three months.	Part B Program, Part C Service Coordinator Family, Head Start, Other Community Programs, as relevant	Part C Service Coordinator, Part B Program	The family receives wrap-around service coordination.