



# Tools and Checklists to Review Individuals with Disabilities Education Act (IDEA) Part C to Part B Transition Policies, Procedures and Signed Agreements

## Checklist for Reviewing Interagency Part C and Transition to Part B Documents

This is a fillable tool for small teams comprising of Local Education Agency (LEA) and Special Education Local Plan Area (SELPA) and Regional Center leaders to conduct a joint review of their local: Child Find Activities, Transition Planning Procedures (Notification, Transition Conferences, Transition Plan), specific procedures for which each Part C or Part B is solely responsible, and procedures for resolving disputes, training surrogate parents and annual review of the signed agreements. For each of these elements, the tool provides space for joint teams to: 1) describe or reference written policies and procedures, specifying implementing agency and document location; 2) If and where the current interagency agreement addresses the identified element(s); 3) jointly identify any issues; and 4) identify actions necessary to address identified discrepancies. This checklist can be accessed at <https://calecse.org/uploads/compliance/Checklist%20for%20Reviewing%20Interagency%20Part%20C%20and%20Transition%20to%20Part%20B%20Documents%2001.pdf>.

## Early Childhood Transition Worksheet

This fillable chart guides teams in reviewing the steps in transition timeline across the following key Infrastructure Components: Interagency Structures, Relationships and Agreements, Policy Alignment and Congruence, Personnel Development and Training Resources, Data Systems and Processes, Monitoring and Evaluation Strategies, and Content and Scope of Services. This worksheet can be accessed at <https://calecse.org/uploads/compliance/Early%20Childhood%20Transition%20Worksheet%20FINAL.pdf>.

## Early Childhood Transition Self-Assessment Form

The Early Childhood Transition Self-Assessment Form is intended to provide a means of formative evaluation for interagency staff and administrators, at the state, regional, and/or local level using the content of the [Process Document](#). As such, formative evaluation is a reflective process that can help interagency staff develop insights about the effective implementation of the service delivery system, along with those aspects that need improvement. This form can be accessed at <https://calecse.org/uploads/compliance/Early%20Childhood%20Transition%20Self-Assessment%20Form.pdf>.

## Transition from Early Intervention Services to Part B Preschool Special Education Checklist (ECTA – Early Childhood Technical Assistance Center)

This checklist includes practices to support the transition of toddlers from early intervention services into preschool or preschool special education services. The checklist rating scale can be used for a self-evaluation to determine whether transition practices are being used prior to, during, and after the transition. The checklist indicators can also be used to develop transition planning protocols to ensure a child's and family's smooth transition from early intervention to preschool. This checklist can be accessed at <https://calecse.org/uploads/compliance/Transition%20from%20Early%20Intervention%20Services%20to%20Part%20B%20Preschool%20Special%20Education%20Checklist%2001.pdf>.



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