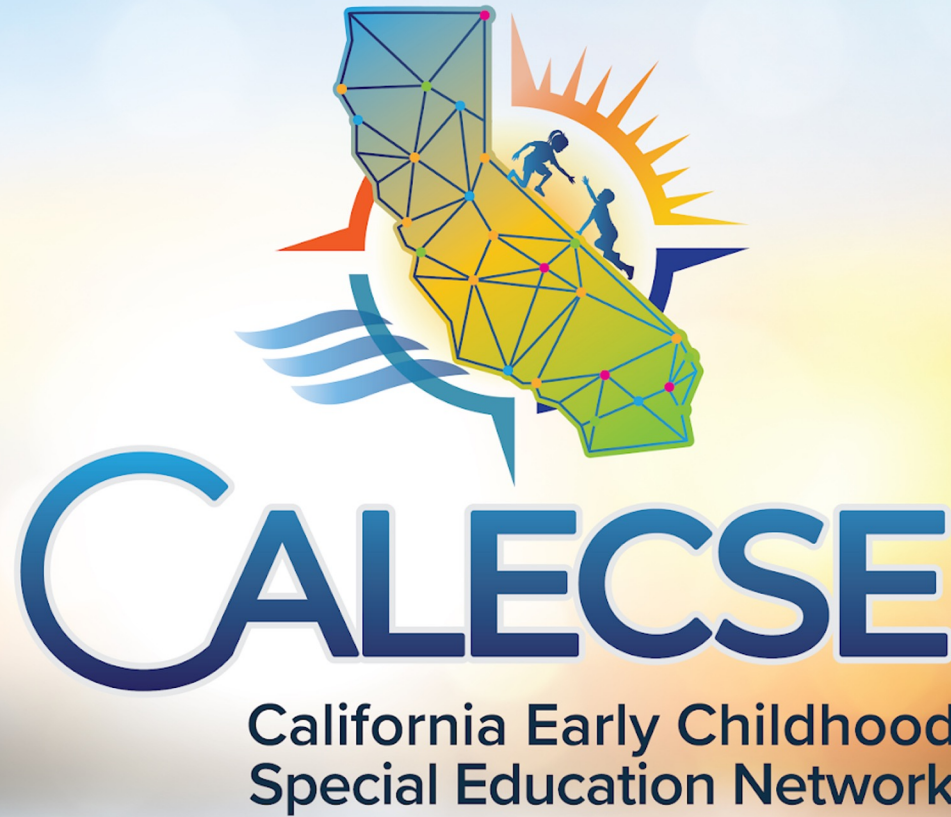




Exploring Successes and Challenges in ENROLLMENT from Part C to Part B

April 24, 2023



CaIECSE

California Early Childhood Special Education Network

Funded by the CDE



Implementation Leadership

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CalECSE

California Early Childhood Special Education Network

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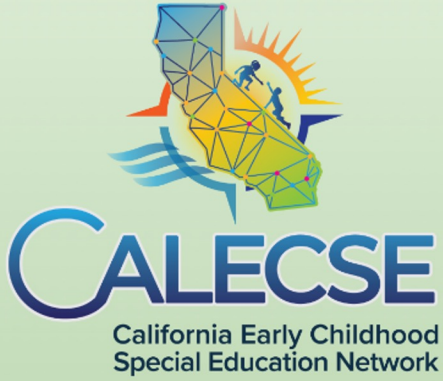
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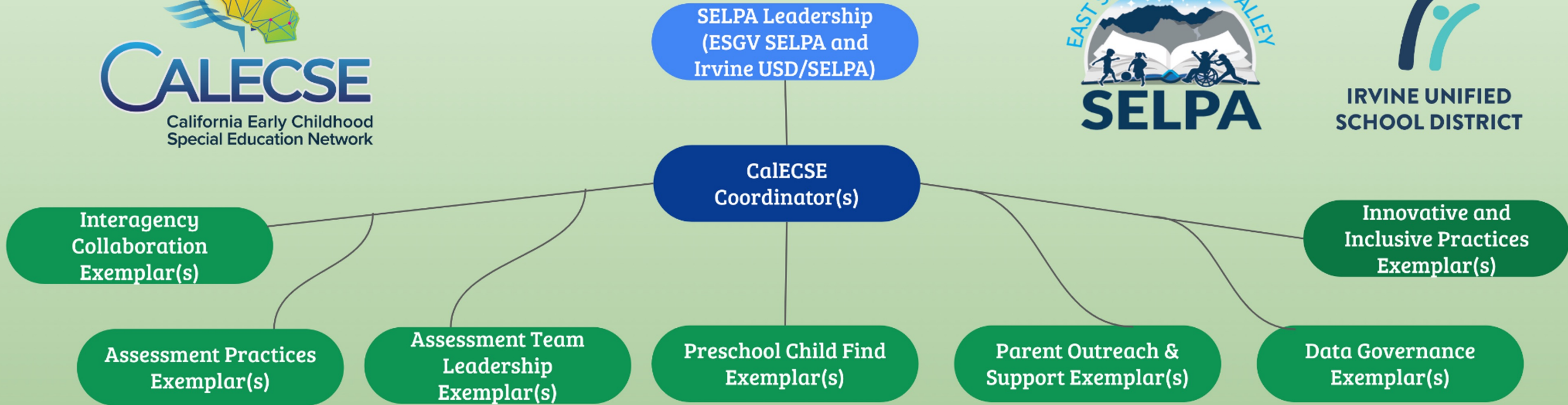
CalECSE is a new technical assistance project funded under the California Department of Education (CDE) that will support Local Educational Agencies (LEAs), Special Education Local Plan Area (SELPA)s, County Offices of Special Education (COEs), and other Agency Partners in the areas of IDEA Part C to B Transitions, Preschool Assessment Practices, and Preschool Child Find by providing technical assistance, professional learning, and demonstration of tangible practices *that have been proven successful*.

The CalECSE Network will *leverage collaboration amongst agencies, disseminate resources, highlight existing exemplar practices, and provide direct technical assistance* to improve the capacity, knowledge, collaboration, and implementation of evidence-based practices across agencies throughout California.

The CalECSE Network is committed to *improving outcomes* for children and their families by *eliminating and addressing barriers* to successful transition for California's youngest children with disabilities.



CalECSE Network



Geographic Technical Assistance Facilitators/Leads



CalECSE Network

Interagency Collaboration

**Lucia Garay, Interagency Collaboration
Exemplar Lead - LEA, CalECSE Network**

**Heather DiFede, Interagency Collaboration
Exemplar Lead - LEA, CalECSE Network**

**Sarah Franco, Interagency Collaboration
Exemplar Lead - Regional Center Agency,
CalECSE Network**





Exploring Successes and Challenges in ENROLLMENT from IDEA Part C to Part B

Successes

The Interagency agreement is a culmination of a collaborative process that assists all agencies to achieve successful outcomes for children and families.



Challenges

State Performance Plan /Annual Performance Report INDICATOR 12

- Development of a Transition Plan
- Timely Transitions with notification to the LEA
- Transition Conference

Session 1: Jan.30, 2023

- ✓ Timely REFERRALS
- ✓ Summer REFERRALS
- ✓ Variety in Part-C providers (RC, LEA/COE)
- ✓ Tracking referral timelines collaboratively
- ✓ Agreement on when consent is required
- ✓ Interagency collaborative processes



Session 2: Apr.24, 2023

- ✓ ENROLLMENT in Part B
for evaluation
for services
- ✓ Data system Enrollment: CALPADS
CDDS / Regional Centers
- ✓ Collaboration regarding enrollment
LEA required electronic enrollment
Support for families to enroll
Summer and late transitions

Requirements for Interagency Agreements

CCR Title 17. Public Health, Division 2. Health and Welfare Agency, Department of Developmental Services Regulations Chapter 2. Early Intervention Services, Subchapter 4. Service Coordination, Article 2. Interagency Agreements

(a)

Regional centers and LEAs shall develop and maintain local interagency agreements.

(b)

Local interagency agreements shall include, but not be limited to, the following:

(1)

The responsibilities of each LEA and regional center for meeting the terms of the agreement;

(2)

Procedures for coordination of child find activities with local public agencies and regional centers to identify infants and toddlers who may be eligible for early intervention services;

(3)

Specific procedures for coordination of referrals for evaluation and assessment;

(4)

Procedures for the assignment of a service coordinator;

(5)

Interagency procedures for identifying the responsibilities of the regional center and LEA for completing the evaluation and assessment and determining eligibility within the time requirements contained in Section 52086 of these regulations, when an infant or toddler may receive services from both the regional center and LEA;

(6)

Procedures for the timely exchange of information between regional Centers and LEAs;

(7)

Mechanisms for ensuring the availability of contacts at regional centers and LEAs at all times during the year;

(8)

Procedures for interagency IFSP development when infants and toddlers may be eligible for early intervention services from the regional center and the LEA or other state or local programs or services;

(9)

Procedures to ensure the provision of services during periods of school vacations when services are required on the IFSP;

(10)

Transition planning procedures which begin at least six months prior to a toddler's third birthday pursuant to Section 52112 of these regulations;

(11)

Procedures for resolving disputes between regional centers and LEAs;

(12)

Procedures for the training and assignment of surrogate parents; and Title 17, California State Regulations Page 29 of 41

(13)

Procedures for accepting transfers of infants or toddlers with existing IFSPs.

(c)

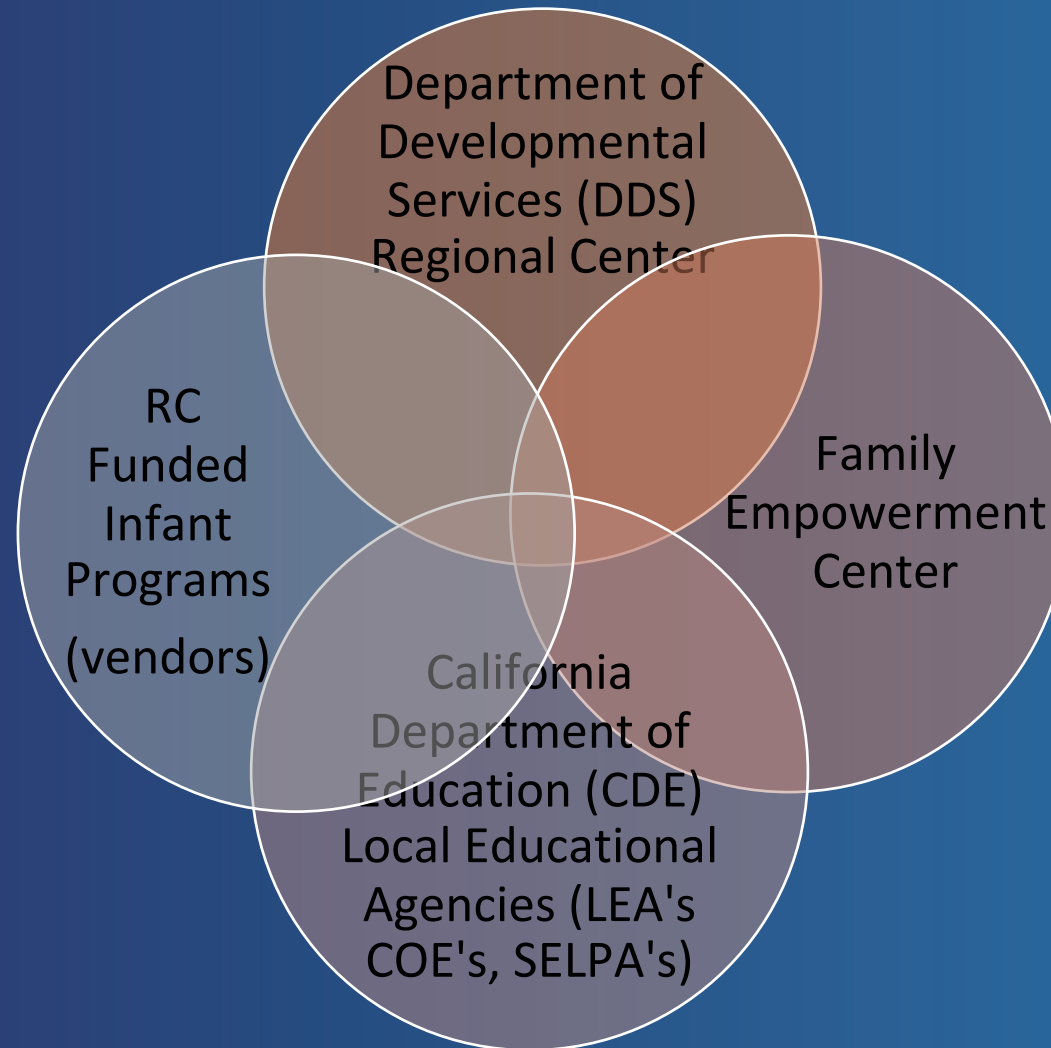
Local interagency agreements shall be dated and signed by representatives of the regional center and LEA.

(d)

Interagency agreements shall be reviewed by both parties annually, revised as necessary, dated, and signed by both parties.



Successful Part-C to B Interagency Collaborations & Agreements



Successful Part C to B Interagency Collaborations & Agreements

- Collaborative development
- Include agreed-upon processes for each transition step
- Include all education partner agencies in all discussions
- Focus on function over form or format of the agreement
- Remain family-centric
- Have processes to develop consensus on each item/element
- Consider limitations and challenge status-quo
- Have an allocated time commitment to discuss, collaborate, & develop
- Commitment to annual review/revision and cyclic staff training on the agreement



Timelines and Transitions

REFERRAL TIMELINES

REQUIRED - Referral/Notification- Lead agency to LEA no fewer than 90 days before the 3rd birthday

Must include Child's name & DOB, and Parent contact info.

Parental consent not required

Transition Planning Conference – Lead agency & LEA with family no fewer than 90 days, but not more than 9 months before the 3rd birthday

Transition Plan - no fewer than 90 days before the 3rd birthday

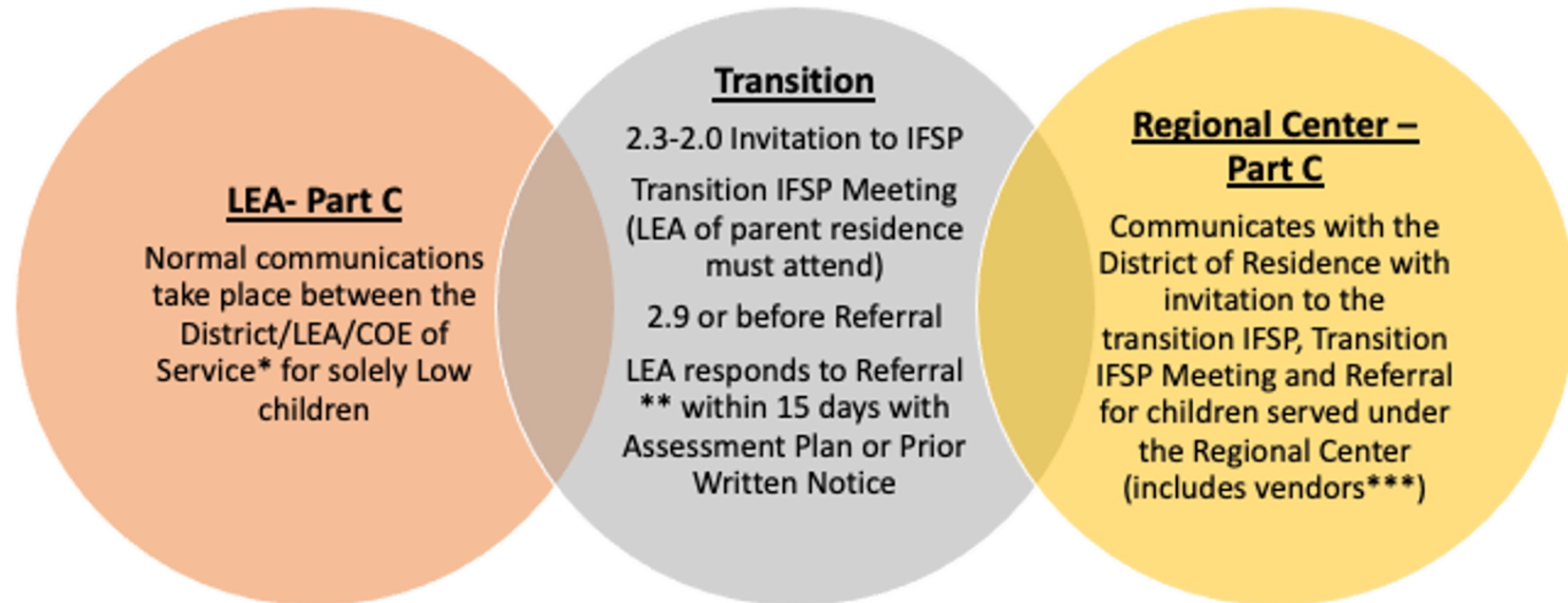
Parent consent is required for any information shared, beyond required notification PII from Part C to B

Determination of Part-B eligibility by age 3

If eligible, IEP and services in place by 3rd birthday

IDEA's Regulations at Section 303.209 is titled "Transition to preschool and other programs" and has the following italicized lead-ins to its paragraphs: paragraph (b) Notification to the SEA and appropriate LEA; paragraph (c) Conference to discuss services; paragraph (d) Transition plan; paragraph (e) Transition conference and meeting to develop transition plan; paragraph (f) Applicability of transition requirements.

Transition Rules and Enrollment/ Registration



*For dually served children, the interagency agreement should specify if the LEA or the RC notifies the part B LEA

** Response to referral may not be delayed for lack of time, proof of residency, school breaks, or other reasons

***RC vendors may include other organizations, including LEA's or COE's with these arrangements in place

LEA Enrollment and Registration During the Transition Process



For a Child referred to an LEA, the LEA MAY require specific information from families to open an electronic file and document the transition and evaluation processes

- The Early Start lead agency and the LEA SHOULD establish a protocol that includes sharing this information with parents at the Transition Planning Conference, as part of the information the LEA shares with families
- If possible, the Early Start Service Coordinator supports parents in completing the required paperwork and maintaining timelines

Data Points Required During the Transition Process



Tension develops and is maintained when interagency communication does not include **INTENTIONAL** and **STRUCTURED CONVERSATIONS** to truly understand each other's reporting and accountability systems and needs.

Developing a **SHARED UNDERSTANDING** between Part C and receiving the Part B LEA, focused on developing **PROCEDURES THAT MUTUALLY BENEFIT BOTH AGENCIES' REPORTING NEEDS**, is a worthy time investment.

Regional Center Data Collection/CDDS Reporting

Transition/Closing Part C
Lanterman Services at Age 3

Regional Center Data Reporting



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- ✓ **Regional Centers transmit electronic data via the CDDS Early Start Report (ERS) system to CDDS**
- ✓ **CDDS utilizes data on the report to measure if transition timelines were met**
- ✓ **Regional Centers are expected to meet 100% compliance on required/collected transition data points.**
- ✓ **Each Regional Center selects its own local data management system to manage client records (IFSP/IPP, services, etc.). One of the most common ones is SANDIS**

Required Transition Data:

- Parent agreement to transition conference with LEA (yes/no)
- IFSP contains transition steps and services (yes/no)
- Referral date to LEA as potentially eligible
- Date of Transition Planning Conference
- SELPA/LEA attendance at Transition Planning Conference (yes/no)
- SELPA/LEA name
- If not referred to Part B, non-referral code (declined, unable to contact, etc.)
- Final disposition at age 3 (unable to contact, transfer to another RC, Part B eligible, no referral, out of state, exit prior to age 3, withdrawal, administrative close, etc.)



LEA Data Collection/ CDE Reporting

Part C / Transition
Transition/Part B

LEA Data Reporting

- ✓ LEAs transmit data to CDE through CALPADS
- ✓ CDE utilizes data submitted data to measure if transition timelines were met
- ✓ LEAs are expected to meet 100% compliance on required/collected transition data points.
- ✓ Each SELPA selects its own local special education data management system. One of the most common ones is SEIS

Required Transition Data:

- Demographic information
- Referral date to LEA
- Date of Parent Consent to Evaluation
- Date of Meeting
- Outcome of Initial Part B evaluation (eligible, not eligible, declined)
- Eligibility category
- Placement information
- Detailed information on services offered, if eligible



Successful Interagency Collaborations

Successful Interagency Communications

The LEA's simplifies how families contact them:

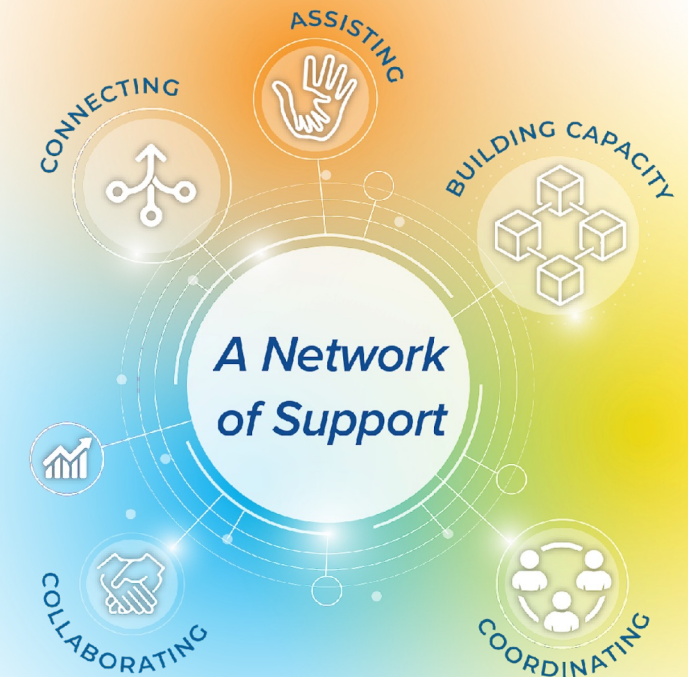
- Single/generic email or phone number where all LEA "intake/transition team" staff check for messages
- Avoid person-specific emails and phone numbers, in case of staff turn-over during the transition process

The Regional Center meets with each district:

- To learn their processes so Service Coordinators can share them with parents to support families through the transition process

The Regional Center and the Districts/SELPA's:

- Hold regularly scheduled quarterly meetings, maintaining open communications between practitioners from both agency-types, coordinating transitions for families
- Have an established protocol on who to call when issues need to be resolved
- Hold joint trainings to review and discuss operational transition process agreements, whenever possible
- Have a plan to support families in completing electronic school registration, if/as applicable



Successful Interagency Communications



Additional items to openly discuss
across agencies:

Late referrals:

Train all LEA/R.C. staff to NEVER tell parents to return to the LEA after the child's 3rd birthday, in order to avoid transition timelines

Dedicate time to discussing how late referrals will be handled and how families will be collaboratively supported by both agencies

LEA's need to specify enrollment requirements, if required to follow-up on a referral so R.C./Service Coordinators can support families gather and present the information to the LEA in timely manner staff

Outline and specify co-enrollment:

Service Coordinators/LEA transition intake team have an understanding on who will assist families identify and connect with Head Start or CSPP for enrollment

Summer birthdays:

Locally determine if LEA's will have reduced staff or alternate schedules to handle registration/enrollment, and keep families informed

Resources and Checklists:

[Requirements for Interagency Agreements](#)

[Make Plans to Review Your Interagency Agreement](#)

[Transition Rules for Late Referrals](#)

[Required Part C to Part B Transition Timelines](#)

[Referrals During Summer and School Breaks](#)

[Early Start Coordinator's Transition Checklist](#)

[Sample Notification Referral Letter to LEA](#)

[Sample Notification Referral Info Packet to LEA](#)

[Sample Notice of Transition Conference](#)

[Successful Interagency Communications](#)



Online Resources and Checklists

<https://calecse.org/>



✓ Mark your calendars

- August 28, 2023** – Leveraging and Expanding Interagency Collaborations and Communications
- November 6, 2023** – Documenting Informal Agreements on Practice, to Define responsibilities
- January 29, 2024** - Utilizing templates to Memorialize Regional Agreements
- April 29, 2024** - Implementing Interagency Agreements and Best Practices for Cycles of Staff Training on the Agreement, Local Implementation, and Parent Transition Resources/Support



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Contact Us!



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