**Purpose:** This checklist is meant to help providers clearly explain the transition process to families in our program. Providers tend to have the closest relationship with families. They are aware of the child’s current development and any special family circumstances affecting transition. With this in mind, the Primary Provider is the most meaningful person to introduce this process. The following information should be used within a personal conversation based on the needs of each family and should not be read word for word to the family during a home visit. If parents have additional questions about the transition process they can call/email the Transition Coordinator.

- **Federal Regulations Regarding Transition Timelines**
  IDEA requires that Part B (ASD) assesses all children between 45 to 90 days before their 3rd birthday if they are currently being served by Part C (KOTM EI). To meet this regulation, transition meetings are held 90 to 120 days prior to their 3rd birthday.

- **What is a Transition Meeting?**
  The transition meeting is the first official meeting with Part B (ASD). The parents are informed of policies and procedures for Part B, and the child will begin the transition process out of EI and into the school system. The transition meeting is held at KOTM when the child is 31+ months to share information with the ASD so that services can smoothly transition as the child turns 3 years old. Those who need to be present include: parents, a representative of the ASD, and a representative of KOTM (typically the Transition Coordinator). Other participants may include the child, representatives of PIP or EHS, or other friends/relatives. Parents can choose to decline the Transition Meeting and still be referred to Part B (ASD) but it is best practice to complete a Transition Meeting for all children.

- **Areas of Concern Discussed at Transition Meetings**
  The main areas looked at are: Speech/Language, Fine/Gross Motor, Behavior, Cognitive, Social-Emotional, and Sensory. Health/Medical concerns are considered to determine if special accommodations need to be made either for the testing or with the services provided.

  The ASD will ONLY test in the areas of concern that parents report during the Transition Meeting. Occasionally parents will only report speech as their concern, when their child should receive an overall evaluation but the ASD and the Transition Coordinator don’t realize there are more concerns. This is where PP’s can be most helpful. Please take this time to share which areas you are concerned about for this child specifically with the parent so they understand which areas should probably be tested.

- **Assessment with the ASD**
  After the Transition Meeting, the ASD Assessment Center will call the family to schedule the assessment depending on the child’s birth date (usually 1-1.5 months before the child’s 3rd birthday). Parents should not bring other children on the day of the assessment.

- **Differences in Reporting Delays to Parents**
  Part B (ASD) uses an educational approach, reporting test scores in percentiles. Some parents have expressed concerns that test scores were alarming because Part C (KOTM) uses “mild, moderate, or severe” and an age range to present delays to families at IFSPs. Below are the eligibility requirements for Part B (ASD) services, the child’s scores have to fall within one of these categories:
1. 1st percentile in one or more areas (with the exception of gross or fine motor only)
2. 2nd percentile or lower in two or more areas
3. 7th percentile or lower in three or more areas

Part C’s eligibility requirements are not as tough as Part B’s. Part C (KOTM) requires that a child shows a moderate delay or lower in at least one area of development to qualify. The child can remain in the program until he/she is not showing even a mild delay. Here’s a breakdown of our percentiles:

1. **Severe**: 1st to 2nd percentile
2. **Moderate**: 3rd to 7th percentile
3. **Mild**: 8th to 16th percentile
4. **Not Significant**: 16th percentile and above

☐ **Eligibility**
Parents sign Consent to Evaluate on the day of assessment and that gives the ASD 45 schools days to determine eligibility. The ASD completes a comprehensive evaluation in areas of concern and tries to determine eligibility that day. Sometimes a child will require more testing and eligibility will not be determined until further testing has been completed.

If the child does not qualify for services with the ASD then Service Coordinators, Providers, and the Transition Coordinator should work together to help the family find additional resources so they can transition smoothly out of our program. Many parents have expressed concern that services ended abruptly and they didn’t know where to go from there.

☐ **Determining Services**
Specific services that the child will receive are NOT reported at the time of the assessment; parents must wait until the IEP Meeting. Possible services are preschool classrooms, Talking Time classes, or therapy by appointment only (SLP, PT, OT). Frequency of services depends on the child’s needs, goals, and assessment scores and will be determined at the IEP Meeting.

☐ **IEP Meeting**
Once the child is found eligible the paperwork will be sent to the assigned neighborhood school and the most applicable teacher/therapist will call to schedule the IEP Meeting. The ASD has 30 calendar days to complete the IEP Meeting from the date that eligibility was determined. Typical IEP team members include parents, a regular education teacher, a special education teacher, an LEA (school administrator), and any other individuals that parents want to include. Sometimes it can be a smaller group of people but both parties have to agree in writing.

☐ **UPC Transition Workshops**
The Utah Parent Center (UPC) holds a few Transition Workshops each year at KOTM. These are helpful for parents who have extra questions or concerns about the transition process. The workshop dates and times are included in our newsletters. Anyone can attend regardless of the child’s age. Maria Wiscombe is our assigned Parent Consultant and she can be reached at 801-318-1959 or maria@utahparentcenter.org.

☐ **Questions/Concerns about the ASD Assessment Center**
- Call JoAnna Meacham at ASD 1-801-763-7952
- Families may also call/email the Transition Coordinator at KOTM if needed: Ingrid Taylor ext. 162