



**Department of
Children & Youth**

Help Me Grow Early Intervention

OHIO EARLY INTERVENTION

Transition Timeline Checklist

Used in Conjunction with Transition: Steps for Success

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Overview

Transition in EI is an ongoing process that includes three required components: development of a transition plan that includes steps and services, notification to the LEA, and TPC (with parent consent). This checklist is a tool to assist programs in tracking transition-related activities, but it is not intended to be an exhaustive list. Please refer to [Transition: Steps for Success](#) for additional guidance.

Document each step of this process in the case notes.

Transition Requirements	Due	Completed
If the child is eligible for EI and is listed on a recent LEA notification, you must:		
Develop an IFSP with at least one transition outcome including steps and services		
TPC is required (with consent)		
If the child is eligible for EI and is NOT listed on a recent LEA notification, you must:		
Provide notification to LEA		
Develop an IFSP with at least one transition outcome including steps and services		
Hold a TPC (with consent)		
If child was referred more than 90 days before their third birthday AND determined eligible less than 90 days before their 3rd birthday, you must:		
Provide notification to LEA		
Develop an IFSP with at least one transition outcome including steps and services		
Hold a TPC (with consent)		
If the child was referred 90 or fewer calendar days BUT more than 45 calendar days before 3rd birthday, you must:		
Determine eligibility		
If eligible , provide notification to LEA		
Coordinate assessment of the child and family		
Develop an IFSP with at least one transition outcome including steps and services		
(TPC is NOT required)		
Activity	Due	Completed
Initial IFSP meeting:		
Introduce family to transition timelines		
Complete timeframe for the development of transition plan listed on section 5 of the IFSP (you may use the link to the date calculator)		
When the child is approximately 2 years of age:		
Explain transition activities and timelines and determine what the family and child need for a smooth transition		
Explain and ensure parent understands procedural safeguards related to transition and parent has a copy of the Parent Rights brochure		



Activity	Due	Completed
Explain that the LEA will receive the child’s name, date of birth, statewide student identifier, and parent contact information and explain the purpose of the LEA notification		
Explain the potential role of the LEA in the transition process and the school district’s eligibility determination process		
Informing the LEA of children potentially eligible for Part B:		
Confirm contact information is correct in EIDS prior to sending quarterly LEA report		
Confirm appropriate school district (child’s residence) is selected in EIDS prior to sending the quarterly LEA report **When a child is determined eligible for EI services 90 days or less before their third birthday, the LEA must receive a notification from the EISC containing the child’s name, date of birth, statewide student identifier, and parent contact information		
Transition Plan Development (9 mos-90 days prior to child’s 3rd birthday):		
Date calculator Enter 9 mos-90 days range here:		
IFSP is developed including a transition plan for every child in EI		
IFSP must have at least one child or family transition outcome to ensure a smooth transition from Part C to Part B preschool services or other appropriate services		
Transition outcome must include steps and services describing who, what, and when		
Document the date the transition outcome was developed in section 5 of the IFSP		
Document development of transition outcome with steps and services in case notes		
Enter both the transition outcomes and steps and services into EIDS		
Prior to Transition Planning Conference (TPC) meeting:		
Explain the purpose of the TPC and parent rights to family, including how Part B is different from Part C		
Ensure family has a copy of Parent Rights brochure		
Explain potential role of LEA in transition and their eligibility determination process		
Ensure parent signs EI-07 regarding consent to schedule TPC and consent to invite the school district representative		
Facilitate discussion with family regarding potential eligibility, transition needs, and all possible programs/services		

Activity	Due	Completed
Obtain written parental consent for the release or exchange of information using form EI-06 to share eligibility, IFSP, and other EI documentation		
Determine a mutually agreed upon time and date for the TPC (9 months - 90 days before the child's third birthday), with parent consent		
Send all TPC participants an IFSP meeting notice EI-13 , with the box checked that indicates the IFSP meeting will include the TPC		
Document in case notes and place EI forms in child record		
During the TPC meeting (9 mos to 90 days prior to 3rd birthday):		
The TPC meeting (with consent) must be held at an IFSP meeting		
If the child may be eligible for Part B services at age 3 and parent consents to invite the school district representative:		
The district representative provides part B information at the TPC meeting		
Document date of TPC on IFSP header and in EIDS		
Document all conversations and transition activities in case notes		
If the child may be eligible for Part B services at age 3, but the parent has chosen not to invite the LEA:		
Ensure informed consent		
Provide family with school district info		
Hold TPC (with consent) with any community service providers identified by the team		
Document TPC (if applicable) on header of IFSP and in EIDS		
Document all conversations and transition activities in case notes		
If the child is determined not to be potentially eligible for Part B services at age 3 and the parent consents to a TPC:		
Include any community service providers identified by the team		
Document TPC on header of IFSP and in EIDS		
Document all conversations and transition activities in case notes		
If the parent does not consent to a Transition Planning Conference:		
Team addresses transition based on the family's needs and priorities		
Document in case notes transition activities to support a smooth transition		