

SOUTH CAROLINA BABYNET TRANSITION & EXITING DATA REPORTING TOOLKIT



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The **South Carolina BabyNet Transition & Exiting Reporting Toolkit** is designed to summarize and provide additional information concerning transition and exiting data reporting. This document explains the importance of data collection/documentation; reviews transition and exiting policy; encourages review of transition and exiting procedures; defines transition and exiting reasons; and best practices related to transition and exiting.

BabyNet collects data authorized under Section 618 and Indicator 8 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA) in BRIDGES on the Transition/Exit screen.

IDEA Part C Exiting Data Collection/Documentation

The BabyNet program supports reporting high-quality Part C exiting data, which is authorized under Section 618 of the *Individuals with Disabilities Education Act (IDEA)*. The *IDC IDEA Data Center* indicates that high-quality Part C exiting data are important for several reasons, some are because:

- States are required to report accurate and complete Part C exiting data to the Secretary of Education.
- Accurate and complete data is needed for OSEP's Annual Report to Congress on the implementation of *IDEA*.
- Accurate BabyNet exiting data provide insight on referral and exiting patterns.
- Accurate information on children exiting BabyNet informs the provision of services in both Part C and Part B/preschool programs.
- Accurate data helps provide BabyNet an understanding of child progress that may have resulted from early intervention services.
- Serve as a data check for child outcomes (i.e., informing the percentage of children who no longer need services or are exiting to Part B).
- May inform how well state or local transition policies are being implemented (i.e., reviewing the age at which children exit can inform implementation of transition policies).

Transitions occur for children and families across their lifespan. A transition is defined as a change or movement from one place, plan or interactional situation to another. The transition process is required for all children in Part C who were referred and found eligible for service between birth and 33 months of age. Good transitions are timely and well planned processes that occur as a result of effective communication, collaboration and coordination of activities among both individuals and agencies. Transition activities should involve clear documentation in a child's record that indicates the actions that occurred during that time.

What is transition?

- o A change or movement from one place, plan or interactional situation to another.
- o Occurs for children and families across their lifespan.
- o A required process for all children in Part C who were referred and eligible for service between birth and 33 months of age.

Review of BabyNet Transition Policy

The federal law, the Individual with Disabilities Education Act (IDEA), includes important **legal requirements** that must be addressed during a child's transition. The IDEA specifies three components related to transition that must occur and BabyNet has further detailed definitions of these components:

1. **Transition planning** is documentation in the BabyNet record of the following for each child served by BabyNet:
 - (a) Steps (activities) to be completed and person(s) responsible;
 - (b) Services required or desired to implement the plan; and
 - (c) Plans to identify and obtain needed services.
 - (d) The plan is documented in the IFSP, with additional service notes as needed.
2. **Transition notification** is transmission of directory information for children receiving Part C services by the BabyNet State Office for children "potentially eligible for Part B services".
 - (a) Reports. Notification is sent to the SCDE and appropriate LEA-- 24 Month, Over 24 Month, 30 Month Report, Over 30 Month Report, Over 33 Months Report, and Over 34.5 Month Report.
 - (b) Transition Referral. Notification that is sent to LEAs by the Service Coordinators after age 24 months (2 years) and no later than age 30 months (2.5 years), may also include additional information with parental consent.
3. **Transition conference** refers to either:
 - (a) a meeting convened by BabyNet for children "potentially eligible" for preschool services under Part B, with the approval of the family, with BabyNet, the family, the LEA not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the child's third birthday to discuss any services the child may receive under Part B of the Act; or
 - (b) a meeting convened by BabyNet for children not "potentially eligible" for preschool services under Part B, with the approval of the family, with BabyNet, the family, and providers of other appropriate services to discuss any services that the child may receive.

Additionally, BabyNet has developed clear procedures related to transition (see Transition Policy & Procedures) in order to provide greater detail for these federal components within our state. All data related to exit or transition is placed in the child's record with a large portion of that data stored in the child's electronic record within BRIDGES on the Exit/Transition screen.

BabyNet Exit Reasons

The BabyNet program is required to report data related to exiting in its annual 618 Exiting Report (Table 3) and its state Annual Performance Report (Indicator 8).

Exiting = 618 Reporting ~ Table 3

This report collects information on the following and is organized to provide the counts for the number of infants and toddlers with disabilities (IDEA) in the following sections:

- Reason for Exit by Race/Ethnicity
- Percent Exiting by Race/Ethnicity
- Reason for Exit by Gender
- Percent Exiting by Gender

****This report is ran by 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.*

There are BabyNet exit reasons that refer to 1) exiting children who are found NOT ELIGIBLE for services without an established Individualized Service Plan and 2) for exiting children who are found ELIGIBLE for services with an Individualized Service Plan (IFSP) in place.

Exiting Children with NO Established IFSP

South Carolina Specific Exit Reasons (SPOE USE ONLY)	Definitions
No IFSP- Ineligible at Intake for Part C	Children are evaluated and found ineligible for services with a failed screening/Battelle Developmental Inventory, Second Edition (BDI-2).
No IFSP- Referred over 34.5 months at Intake	Child referred to Part C at or over 34.5 months of age with parental consent, a referral will be made to the LEA & state DOE. NO further activity is required on these referrals.
No IFSP- Screening Passed at Intake	Child referred to Part C but determined ineligible for services due to no delays found on Battelle Developmental Inventory, Second Edition (BDI-2) during Intake Process. Should not be used if a child has an established IFSP.
Administrative-BNSO Use Only	For children who are exited due to adoption. File will be closed and then reopened under a new.

Exiting Children with and IFSP

South Carolina collects exit data that focuses on three mutually exclusive exit reasons for eligible children with an Individualized Service Plan (IFSP) at the time of exit/transition out of BabyNet. *These three reasons are Program Completion, Exit at Age Three, and Not Receiving Services.*

Program Completion- Child is Under 3

Program Completion reasons include one category, for children who are no longer eligible for Part C before their third birthday.

1. CHOOSE A child is no longer eligible for Part C prior to reaching age three...

IF No longer eligible for Part C prior to reaching age three

Include all children who have exited Part C *before age three* because they are no longer eligible for BabyNet services under *IDEA*, Part C.

***Category formally referred to as "Completion of IFSP/ no longer requires services"*

"Program Completion- Child is Under 3" Exit Reason Examples

- Child was enrolled in Part C at one year of age and received services until two years of age. At age two, the IFSP team determined that all identified goals were reached, the IFSP was completed, and no new goals were indicated.
- Child was enrolled in Part C at 6 months of age and received services until 1½ years of age. At the annual IFSP review, a re-evaluation per state policy is performed. The re-evaluation indicates that the child is within age-appropriate functioning; IFSP team reconvenes, determines child is no longer eligible and the child exits from Part C services.

Child is 3- Exit at Age Three

Exit at Age Three includes four categories for children exiting at age three with varying degrees of eligibility for Part B services.

1. CHOOSE Child is 3. Part B Eligible...

IF Part B eligible, exiting Part C

Include all children determined to be eligible for Part B services and who exited (or will soon exit) Part C. This includes children who receive Part B services in conjunction with Head Start.

2. CHOOSE Child is 3. Not eligible for Part B- Exit to other programs...

IF A child has been determined not eligible for Part B and is exiting with referrals to other programs. Include all children *who reached age three, were evaluated and determined not eligible for Part B*, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

3. CHOOSE Child is 3. Not eligible for Part B- Exit with no referrals...

IF A child has been determined not eligible for Part B and is exiting with NO referrals to other programs. Include all children *who reached age three, were evaluated and determined not eligible for Part B*, but were not referred to other programs.

4. CHOOSE Child is 3. Eligibility for Part B not determined...

IF A child reaches age three and Part B eligibility has not been determined

This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported or children for whom parents did not consent to transition planning.

Reminders related to Exit At Age Three Reason

- It is not necessary for state agency staff to have documentation that the child actually entered Part B services or has an Individualized Education Plan (IEP) by age three; rather, this category requires that the state agency staff have documentation that the child was determined eligible for Part B.
- Follow the BabyNet established procedures for capturing referrals to other services at all levels of service delivery.
- Improve awareness of “other” services to which children may be referred to within your local area.
- When determining the correct Part C exiting category for each child approaching age three, consider the BabyNet policy related to timelines for: (1) Develop an IFSP with transition steps; (2) Notify the SEA and LEA where the toddler resides; and (3) Conduct the transition conference. These steps must be conducted at least 90 days, or not more than nine months, prior to the toddler’s third birthday at the discretion of all parties” (Part C SPP/APR Indicator 8).

Exit Reason- Not Receiving Services

Not Receiving Services includes four categories relating to children at exit who have left services for circumstances other than reasons related to their eligibility for services in Part B.

1. CHOOSE Deceased...

IF A child dies before his/her third birthday, including a child who dies at the age of exit

Include children who die while in any phase (i.e. Referral, Evaluation, Eligibility, IFSP) in BabyNet program.

2. CHOOSE Moved out of state...

IF A child moves out of state

Include all children who moved out of state *before their third birthday*. Do not report a child who moved within state (i.e., from one program to another) if services are known to be continuing.

3. CHOOSE Parent Withdrawal...

IF A parent (or guardian) of child who is under age three declines all services

Include all *children under the age of three* whose parents declined all services (including service coordination services) after an IFSP was in place, or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.

4. CHOOSE Attempts to contact unsuccessful...

IF Attempts to reach the parent and/or child were unsuccessful

Include all children, under the age of three, who had an active IFSP, and for whom Part C personnel have been unable to provide early intervention services either due to lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts. Refer to BabyNet policy and procedures related to attempts to contact.

Include in this category any child who was no longer receiving services under Part C before reaching age three and who has not been reported in categories 1-3.

Reminders related to Not Receiving Services Reason

- The deceased reason applies to active children in any phase of BabyNet system who then died.
- This moved out of state reason applies to active children in any phase of BabyNet system who then moved.
- Follow BabyNet established definitions of “repeated, documented attempts” in procedural documents, provide training, and create steps to enforce the policy.

Examples of Parental Withdrawal

- Child is determined eligible for Part C services. At the initial IFSP meeting, the family declines all services and indicates their decision, verbally or in writing, on the IFSP document. The IFSP is not implemented, and the child is withdrawn before services begin but after eligibility was determined. This example fits category 3.
- Child is determined eligible for Part C services, and an IFSP is written and signed by the IFSP team, including the family. After the IFSP is in place, during the interim months when IFSP services are being implemented, the family declines all services, and provides written or verbal indication of their desire. Child exits from Part C and is recorded in category 3.
- Child is determined eligible for Part C services, and an IFSP is written and signed by the IFSP team and implemented. During a subsequent IFSP meeting, the family declines all services. Child exits from Part C and is recorded in category 3.
- After an IFSP is in place, a family withdraws their child because they feel they have the skills needed for their child’s continued development or withdraws because they are not satisfied with services received. Child exits from Part C and is recorded in category 3.

Transition Best Practices

Service Provider Tips for Transition

- Ensure families are aware of importance of transition planning and the need to actively participate
- Ensure family needs related to transition are assessed & addressed
- Ensure that families meaningfully participate as partners with staff in transition planning
- Identify primary contact persons within each program/agency
- Ensure that transition activities & timelines are identified for community & program transition
- Ensure child & family transition meetings are conducted

Encourage families to:

- Help select goals that staff can use to prepare their child for transition
- Work on goals to prepare their child and family for upcoming changes
- Help identify their child's educational needs in a new program
- Help identify their child's needs for special services in a new program
- Help identify and evaluate the range of options that are available for preschool programs and services including:
 - (a) school-based programs,
 - (b) community-based programs
 - (c) child care or day care programs