

EI Hub Template:

Transition Section in IFSP:

*The IFSP Transition Tab must be complete on every IFSP as per the EI Hub Team. If this information does wind up being pulled over into each draft IFSP you do not need to change the information on it. You can use the template below to add the information to whichever IFSP you must complete this tab.*

**IFSP Transition Tab**

If your answer to Has Transition been discussed with the family? Is yes, and you have included the Date Transition discussed with family in this tab then you can move on to the next sections and copy & paste below.

Synopsis of family discussion (overall transition planning not just CPSE) :

Discussed with the family the transition planning of their child from the EIP. This discussion included different methods of transition including transitioning to a public program, not being formally referred to any program, or transition to Part B/CPSE services. Discussed in what situation we would refer to CPSE vs refer to public programs. The family verbalized understanding of Transition Planning and all questions were addressed.

Transition to CPSE Synopsis of discussion :

This discussion included the reasons behind referring to the CPSE program, the similarities and differences between the EIP and CPSE Program, and the steps involved in referring to the CPSE program. The local CPSE was discussed including the requirements for referral through the child's school district. The role of the Service Coordinator, and the CPSE was discussed as well as the steps and paperwork required for referral/transition. Emphasized that all steps must be completed before the child's 3<sup>rd</sup> birthday and what would happen if the steps were not completed and/or the child was not found eligible. The family verbalized understanding of this process and all questions were addressed.

Transition to other programs Synopsis of discussion :

This discussion included what other programs would be available if the child did not qualify for CPSE services or the family refused CPSE referral/services. Discussed that any referral would have to be made prior to the child's third birthday as services would end the day before their third birthday.

Procedures to prepare child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting:

Steps to help the child adjust to and function in a new setting include prepping the family on what to expect for the new setting, availability of touring the new classroom if needed. Reports from current providers will also be shared with all new providers.