



## **Columbus City Schools**

# **Step-by-Step Manual & Compliance Checklist Transition from Part C to Part B**

Policy: In accordance with Ohio law, each school district is responsible for activities that support seamless transition for children receiving Early Intervention services under part C of the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004, December 2004 (IDEA). Activities include participation in the transition planning conference according to stated timelines, review assessment information to determine whether a disability is suspected, plan and conduct an evaluation to determine eligibility and develop an IEP by the 3<sup>rd</sup>. birthday. The following practices and procedures provide detail regarding steps involved in the implementation of this policy.

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### **Step-by-Step practices / procedures:**

#### **Step 1 – Receive quarterly LEA Report Notification (6–12 months before 3rd birthday)**

**Who:** EISC & CCS EI Coordinator

- EISC includes child on Quarterly LEA Report.
  - CCS EI Coordinator logs child on locally created spreadsheet to track EI children and create a timeline for requested TPC meetings and identify any children who may exit EI services without a TPC.
  - Once TPC is finalized, add to TPC calendar.
  - Obtain required forms from EI: (EI-06, EI-07).
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## **Step 2 – Transition Planning Conference (TPC) (6 months–46 days before 3rd birthday)**

**Who:** EISC, Parents, CCS EI Coordinator

- EISC invites CCS to TPC (EI-13).
  - CCS EI Coordinator attends TPC
  - HMG reviews IFSP
  - If disability is suspected, procedural safeguards / PR-01 are provided, and parental consent for ETR is obtained within 30 days of the referral.
  - If additional information is needed, team will confer with all stakeholders to gather information for informed decision making.
  - If disability is not suspected, PR-01 is completed, and procedural safeguards are provided
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## **Step 3 – If a disability is Suspected: Referral & Consent (120–90 days before 3rd birthday)**

**Who:** CCS EI Coordinator & School Psychologist

- CCS EI Coordinator adds the child to Preschool Intervention Assistance Team (PIAT) calendar.
  - Immediately after TPC, EI Coordinator emails parents:
    - PIAT appointment date/time
    - Link to Parent Concern Form
    - Link to enrollment
  - Complete PR-04 (Referral)
  - Obtain PR-05 (Consent) within 30 days
  - Schedule PIAT evaluation 3–4 months before 3rd birthday
  - Monitor scheduling calendar daily
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#### **Step 4 – Evaluation (Within 60 days of PR-05 Consent)**

**Who:** School Psychologist & PIAT Team

- Conduct evaluation utilizing multiple measures (Brigance, observations, medical interview, hearing/vision)
  - Collect parent and provider reports.
  - Upload all results to child's file.
  - Complete Evaluation Team Report (ETR).
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#### **Step 5 – Eligibility Determination (ETR Meeting)**

**Who:** Evaluation Team, Parents

- Review evaluation data with parents.
  - Determine eligibility for special education.
  - Provide Procedural Safeguards and PR-01.
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#### **Step 6 – IEP Development (Within 30 days of ETR)**

**Who:** IEP Team (Parent, Gen Ed teacher, Intervention Specialist, District Representative, Related Services, Part C staff if invited)

- Develop initial IEP.
  - Parents may request Part C Service Coordinator attend (invite via PR-02).
  - Consider Extended School Year (ESY) based on regression/recoupment, emerging skills, or critical development windows.
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#### **Step 7 – Implementation (By 3rd Birthday)**

**Who:** Coordinator & Assigned Teacher

- Ensure IEP is implemented on or before 3rd birthday.
  - If ETR is  $\geq 2$  weeks before birthday  $\rightarrow$  classroom teacher writes IEP.
  - If ETR is  $< 2$  weeks before birthday  $\rightarrow$  Coordinator completes combo IEP/ETR immediately.
  - If child is a no-show and cannot be rescheduled in time  $\rightarrow$  issue PR-01 to close referral.
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## **Step 8 – Compliance Monitoring (Ongoing)**

**Who:** EI Coordinator, SNP Coordinators, Supervisor, and EMIS Team

- Track all students on spreadsheet and PIAT calendar.
  - Monitor Indicator 12 data.
  - If noncompliance occurs, submit Corrective Action Plan (CAP) within one year.
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### **Compliance Checklist**

#### **Notification & TPC**

- Child listed on Quarterly LEA Report (Feb, May, Aug, Nov)
- Parent consents signed (EI-06, EI-07)
- CCS Coordinator invited to TPC (EI-13)
- Child added to PIAT calendar
- Parent email sent (PIAT date, Concern Form, enrollment link)

#### **Referral & Evaluation**

- PR-04 Referral completed
- PR-05 Consent obtained within 30 days
- PIAT scheduled 3–4 months before 3rd birthday
- Evaluations conducted, uploaded to file
- ETR completed within 60 days of consent

#### **Eligibility & IEP**

- Eligibility determination completed, documented in ETR
- PR-01 issued as required
- Initial IEP meeting scheduled within 30 days of ETR
- PR-02 sent to parents (and Part C staff if requested)
- ESY considered and documented

#### **Implementation & Compliance**

- IEP implemented by 3rd birthday (teacher or Coordinator writes IEP as needed)
- No-shows documented; PR-01 issued if closure required

- Determine whether the cause for non-compliance falls under one of the approved EMIS non-compliance codes, indicate on spreadsheet and ensure that the correct code is entered into the child's record.
- Spreadsheet updated daily