

Monitoring Compliance for Indicator 8

1. **To ensure compliance** with timelines for 08a, 08b and 08c – run the Child Status List report monthly, export to excel and sort by Child_Status_des. This date will give you the 90th day for 08 Indicators. Remove PHI and add a column for status. Send to service coordinators and ask them to complete the status column by entering plan developed, notification sent and/or date transition conference scheduled/held. Review returned spreadsheets and address any concerns or trends noted.
2. **To verify compliance**, by the 10th of each month, run the Children Discharged report in ITOTS for the previous month. Export to excel. Sort by Discharge Referral Destination. Identify all children that are Public School/Part B Eligible or Part B Referral, Eligibility Not Yet Determined.
3. Review Section 7 of the IFSP for each child identified in step 2. To assure compliance, look for the following documentation:

Indicator 08a:

The required transition plan is considered met if the following transition steps/activities and target dates are completed in Section VII of the IFSP

- 1a
- 2a (LEA name and date)
- 2b (unless parent opted out)
- 2c (both parts)
- 5b

The timely requirement is met if the transition plan was developed at least 90 days and no more than 9 months before the child's anticipated date of transition. If the plan is not developed within the timeframe there must be documentation of a family reason to be compliance. To be in compliance the meeting to develop the transition plan must meet the requirements of an IFSP meeting and documented on the IFSP review or in a contact note if at an initial or annual IFSP.

Indicator 08b:

If the parent allowed notification there is documentation of notification being sent to the local school system and the Virginia Department of Education.

The timely requirement is met if the notification was sent to both the LEA and the SEA at least 90 days before the child's anticipated date of transition. If the notification is sent less than 90 days before anticipated date of transition there must be documentation of a family reason to be in compliance.

Indicator 08c:

If the parent approved the transition conference, the timely requirement is met if the conference was held at least 90 days and no more than 9 months before the anticipated date of transition. If the conference is not held within the timeframe there must be documentation of a family reason to be in compliance. To be in compliance the transition conference must meet the requirements of an IFSP meeting and documented on the IFSP review or in a contact note if held at an initial or annual IFSP meeting.

The transition section of The Virginia Part C Early Intervention (EI) Quality Record Review Tool for Local Early Intervention Systems located on the ITC of Virginia website under information for providers/supervision and monitoring can be used to review section 7.

4. Ensure that a record is kept of the dates notification is sent to the local school system and the VDOE in case the date is missing on Section 7. This can be done by adding two columns to the excel spreadsheet uploaded to the VDOE dropbox and saving it as a new spreadsheet. One column is for the date notification is sent to the local school system and the other is for date notification is sent to VDOE.