

Early Intervention to Early Childhood Transition Tracking Form Procedures

Section I

- Completed by the CFC Service Coordinator no later than 90 days prior to the child's third birthday. If the child is referred less than 45 days from their 3rd birthday, the service coordinator, with parental consent, will complete this form and send it to both the appropriate LEA as well as the EI Data Manager.
- List identifying information asked.
- Service Coordinator signs Section I.
- Service Coordinator (or person completing form) prints name and phone number.
- Service Coordinator makes a copy and gives to the CFC Program Manager.
- At the referral to LEA/School District OR at Transition meeting, CFC gives Tracking form to LEA/School District representative.
- The form cannot be shared unless the parent has consented.

Section II

- Completed by LEA/School District.
- Upon the child's start into Early Childhood Special Education, other program, or parental refusal, school personnel completes the form and returns to the CFC Program Manager within 20 calendar days after child's third birthday. This information must also be entered into the ISBE Student Information System (SIS) if the child enrolls in the district.
- If eligibility was not determined within the 20 calendar days, but is determined at a later date, the LEA/School District Representative must complete and send a new or revised form to the CFC.
- LEAs/School Districts must ensure that they are not responsible for a delay in special education eligibility being determined.
- Person who completes form prints name, title and phone number.
- LEA/School District enters the date the form was received. If CFC did not initiate the form, the LEA/School District should complete a new form and indicate date the LEA/School District initiated the form.

Other Important Reminders:

- **Screenings:** Screenings are not required and cannot delay the process of Transition.
- **Transition Planning Conference:** Enter the actual date the Transition Planning Conference occurs.
- **Special Education Eligibility:** Enter the date that Special Education Eligibility was determined.
- **Parent Declined:** Complete if child is eligible but parent declines special services and indicate reason parent declined services, listing specific services that were declined.
- **No Show by Family:** Check to indicate parent did not show for scheduled meeting and identify attempts made to reschedule on the form.
- **Unable to Contact Family:** Check to indicate if unable to contact family and identify attempts made to contact the family on the form.
- **Transition Delayed:** Indicate Yes or No and if yes, identify reason.
- **IEP Completed Date:** Enter the date the IEP was completed and signed.
- **Services Begin Date:** Enter date the services began. If services did not start on third birthday, state reason.

CFC Activities/DHS Activities

CFC Program Manager will match initial copies to forms received from LEA/School District. If the form is not received from the LEA/School District within 20 calendar days past the child's birthday, a telephone call will be made to the LEA/School District to determine status.

DHS designated entity will keep statistical information regarding each child's 3-5 year placement and provide information as requested to LEA/School District. DHS and ISBE use this data to report to the Federal Office of Special Education Programs (OSEP).

Early Intervention to Early Childhood Tracking Form

Section I: To be completed by the CFC for each consenting child and forwarded to LEA.			
School District Name: _____		Date EI to EC Tracking Form Sent to LEA: ____ / ____ / ____	
Child's Name: _____		Parent/Guardian Name: _____	Phone #: _____
Address: _____		City: _____	State: _____ Zip Code: _____
Child's DOB: ____ / ____ / ____	Child's EI #: _____	CFC #: _____	Date Referred to CFC: ____ / ____ / ____
Service Coordinator Name: _____		Phone #: _____	Fax #: _____
Date Transition Packet Sent to LEA: ____ / ____ / ____		Date LEA / EI Transition Planning Conference held: ____ / ____ / ____	
Section I Completed By: _____		Title: <u>Service Coordinator</u>	Phone #: _____

Section II: To be completed by the LEA/School District, then returned/forwarded to the CFC.			
Referred by CFC? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Date tracking form received by LEA from CFC: ____ / ____ / ____	If No, Date LEA initiated tracking form: ____ / ____ / ____
Date Special Education eligibility determined: ____ / ____ / ____		<input type="checkbox"/> Parent No Show <input type="checkbox"/> Unable to Contact	If No Show or Unable to Contact, list attempts: _____
IEP Completion Date: ____ / ____ / ____		If IEP Services did not start on child's third birthday, list why: _____	
IEP Services Begin Date: ____ / ____ / ____			
Parent Declined LEA Services: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, List Reason Parent Declined: _____	
If Yes, Date Parent Declined: ____ / ____ / ____			
Transition Delayed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate reason for delay by checking one of the below:			
<input type="checkbox"/> Parent failure/refusal to produce child	<input type="checkbox"/> School district delay	<input type="checkbox"/> EI sends referral after child is 2.9 years of age but child in EI prior to 2.9	
<input type="checkbox"/> EI received child after he/she is 2.9 years of age	<input type="checkbox"/> Child enrolled in district after consent was given in another district but before eligibility determination		
Section II Completed By: _____		Title: _____	Phone #: _____

LEA: Return to local CFC Office within 20 days after the child's third birthday by fax and enter information into SIS if the child enrolls in the district.

Under the provisions of the Illinois Mental Health and Development Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, 20 USC 1232g, and the Health Insurance Portability and Accountability Act of 1996, information collected hereunder may not be redisclosed unless the person who consented to this disclosure specifically consents to such redisclosure or the redisclosure is allowed by law.