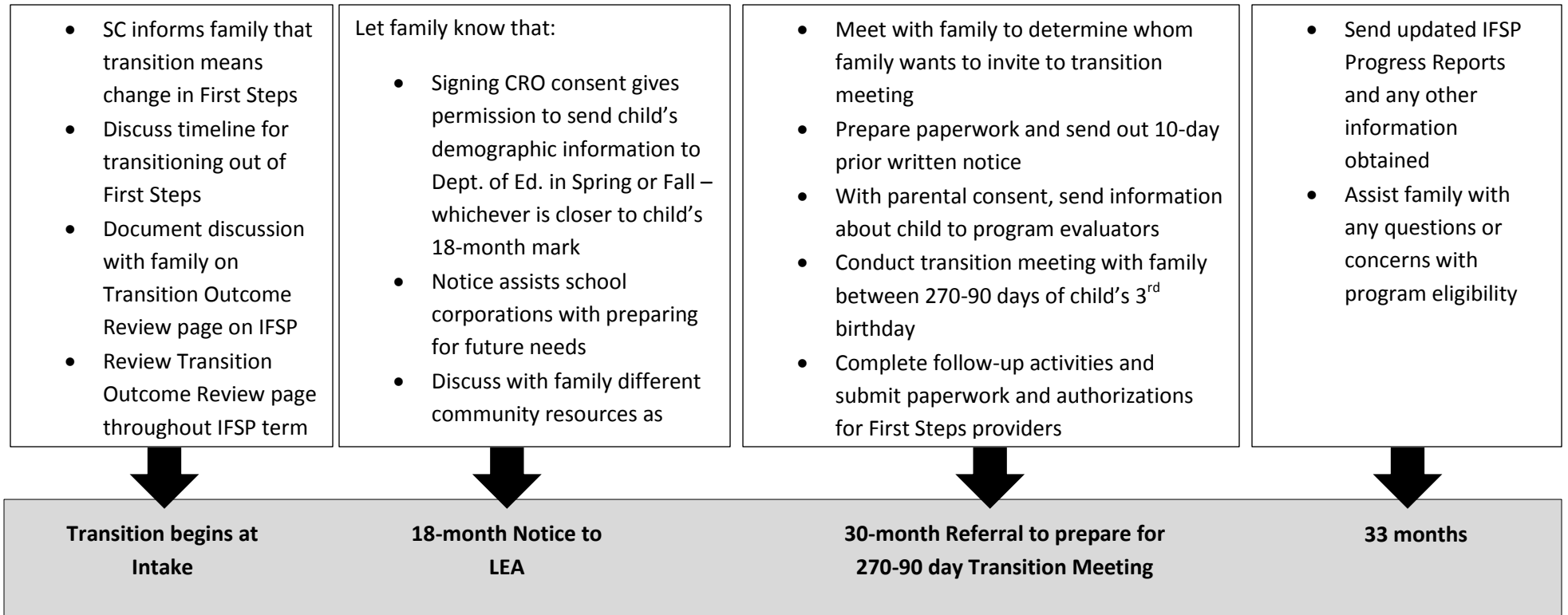


Transition Timeline

Service Coordinator's Responsibilities



Service Coordinator General Responsibilities

- At IFSP meetings, SC must discuss transition with family, review transition outcomes and document the discussions.
- Start discussing services beyond First Steps early; look at ALL community options, not just Part B services.
- Children with summer birthdays will have transition meeting closer to the 270 day mark. Check with local Part B coordinator to learn how summer birthdays are handled.
- All families must have a transition meeting within 270-90 days of child's third birthday.
- At transition meeting, the entire transition packet must be completed.
- Avoid telling families their child will be eligible for programs; do provide information about program eligibility guidelines.
- CCC (Case Conference Committee) is the school system's meeting to determine eligibility for Part B services and to write the IEP (Individual Education Plan). Direct Service Provider may attend with payment through First Steps with the following qualifications:
 - Meeting must be held before child turns 3 and meeting is in lieu of therapy session for that week. No new payment authorization required.