

Transition from Part C to Part B, Section 619 Services: Review of Existing Documentation for Children

*updated August 12, 2020*

This document can be used as a checklist during transition planning to gather key Part C information for consideration during the Part B evaluation and eligibility determination process. Families and Part C programs have a wealth of information to share during a transition planning conference, and it is vital to gather all available information to establish eligibility and [develop a high-quality IEP](https://ectacenter.org/knowledgepath/ifspoutcomes-iepgoals/ifspoutcomes-iepgoals.asp). Be innovative in seeking information and obtaining documentation.

Individual states’ regulations can provide detail on the elements required for each eligibility category. Add rows or otherwise edit this document as needed.

|  |  |
| --- | --- |
| The ECTA Center is a program of the FPG Child Development Institute of the University of North Carolina at Chapel Hill, funded through cooperative agreement number H326P170001 from the Office of Special Education Programs, U.S. Department of Education. Opinions expressed herein do not necessarily represent the Department of Education's position or policy.  Project Officer: Julia Martin Eile | Logo: IDEAs that Work: Office of Special Education Programs U.S. Department of Education |

# Review Part C Documentation and Data

| **Source of Information** | **Information Provided** | **Date** | **Notes** (tool, administrator) |
| --- | --- | --- | --- |
| **Existing Reports** | | | |
| Medical Information |  |  |  |
| Diagnosed Condition |  |  |  |
| Other |  |  |  |
| **Individualized Family Service Plan (IFSP)** contains a child’s present levels of development based on information from a child’s evaluation and assessments. | | | |
| Documentation of IFSP Services Provided |  |  |  |
| Physical Development (vision, hearing, and health) |  |  |  |
| Cognitive Development |  |  |  |
| Communication Development |  |  |  |
| Social-Emotional Development |  |  |  |
| Adaptive Development |  |  |  |
| **Child Outcomes:** Individual child status on each of the [three outcomes](https://ectacenter.org/eco/pages/childoutcomes.asp) at a given point in time used to describe a child’s current functioning compared to age-expected functioning for his or her chronological age (Part C exit rating). | | | |
| Outcome 1. Social Relationships |  |  |  |
| Outcome 2. Knowledge and Skills |  |  |  |
| Outcome 3. Action to Meet Needs |  |  |  |
| **Observations and Other Information** | | | |
|  |  |  |  |

# Determine Eligibility and Services for Part B, Section 619

| **Area of Information** | **Date** | **Notes** | **Possible Source/Tool** |
| --- | --- | --- | --- |
| **Existing Reports** | | | |
| Health (diagnosed conditions) |  |  | Physician statement |
| Vision |  |  | Physician statement |
| Hearing |  |  | Physician statement |
| Social-Emotional Status |  |  | Family interview, early learning guidelines |
| Cognitive |  |  |  |
| Academic Readiness Skills |  |  |  |
| Communication |  |  |  |
| Motor Abilities |  |  |  |
| **Observations** | | | |
|  |  |  |  |
| **Additional Requirements** | | | |
|  |  |  |  |