

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.

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# 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** |
|  |  |  |  |