

**North Carolina  
CDSA & PSU Catchment Area Transition Plan**

The Catchment Area Transition (CAT) Plan is designed to ensure consistent transition practices and procedures between the Children’s Developmental Services Agency (CDSA) and the Public School Units (PSU) (also known as the Local Education Agency (LEA)) within each CDSA’s catchment area. It is best practice for PSUs within the same catchment area to establish the common practices to support consistency and reliability between the CDSA and all partner PSUs.

**CDSA:** \_\_\_\_\_ **Other Participating Partners:** \_\_\_\_\_

**PSUs:** \_\_\_\_\_

Primary Contacts				
CDSA				
Responsibilities	Name	Position	Email Address	Phone Number

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Primary Contacts				
PSUs				
Responsibilities	Name	PSU & Position	Email Address	Phone Number

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**Who is “Potentially Eligible” for Part B Services?**

In North Carolina (NC), all children enrolled in the Part C program are “potentially eligible” for the Part B program. This means, CDSAs are required to notify applicable PSUs of all toddlers enrolled and receiving services. For Part B, any child deemed “**potentially eligible**” by Part C is a child with a “**suspected disability.**”

- The EISC must hold a Transition Planning Meeting (TPM) between **2 years 3 months and 2 years 5 months** to begin transition planning, share the [\*Early Childhood Transitions in North Carolina: A Parent's Guide to the Infant-Toddler and Preschool Programs\*](#), and inform the parents of their rights and responsibilities related to the Part B notification process.
- The PSU must be notified of all children deemed potentially eligible for Part B and who are enrolled in the Part C program. In NC, this notification must happen at age **2 years 6 months**.
- Upon notification the PSU must contact the parents, provide Part B procedural safeguards and program information, and determine whether a Part B referral will be made. This contact must occur in a timely manner. A written response to the family must be provided **within 30 days** of notification.
- The Part B **90-day timeline** begins when the parent agrees to a referral. While the Consent to Evaluate and Prior Written Notice must be completed as soon as possible, the completion of these documents and/or the scheduling of a meeting do not delay the start of the 90-day timeline if a written referral has been provided by the parent.
- Further, the Part C Transition Planning Conference (TPC) must be held for all children eligible for or enrolled in the Part C program. All Individual Family Service Plan (IFSP) meeting requirements are applicable and with written or oral parental consent, a PSU representative must be invited. The TPC may be held in conjunction with any Part B notification follow-up meetings.
- The TPC must be scheduled at a time that is convenient for the family and should be conducted in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.

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**Reporting the Total Number of “Potentially Eligible” Children Enrolled in Part C**

*The CDSA will report the number of potentially eligible children to the PSUs on a regular basis, as defined below, to ensure each PSU can plan appropriately for needed eligibility evaluations and placement options. Unduplicated child counts should be reported for all children who have reached 2 years, 6 months of age by the reporting date. **Child Find Notification for children determined eligible for the Part C program after the age of 2 years 6 months must be transmitted as soon as possible AND included on the next Notification spreadsheet.** Child find notification does not require parental consent.*

Indicate the plan for the CDSA’s regular transmission of the total number of children enrolled in the Part C program to the PSUs **at age 2 years 6 months**. Note how notification of children determined eligible after the age of 2 years 6 months will be included. List the day(s) of the month data will be transmitted.

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<p><b>Child Find (CF) Notification</b></p> <p><i>CF notification is required for all potentially eligible children who will soon reach the age of three (i.e., 2 years, 6 months). These notifications are reported in Part C SPP/APR Indicator 8(b) and Part B SPP/APR Indicator 12(a). All children determined eligible for or enrolled in Part C will be included in a Child Find directory listing (CF notification) that will be transmitted electronically, with password protection, to the PSU. The required information for CF Notification from the CDSA includes: Date of CF notification, first and last name of the potentially eligible child, parent name, address, phone, date of birth, home language and early intervention service coordinator (EISC) name (see sample spreadsheet).</i></p> <p><i>Each CF Notification must be provided to the PSU where the potentially eligible child resides. This third-party notification does not begin the 90-day timeline for Part B eligibility and placement determination. In NC, all children enrolled or referred and determined eligible for Part C are deemed to be potentially eligible for Part B and parental consent is not required for CF Notification. See North Carolina Transition Planning Timeline in the <b>NC Guiding Practices for Early Childhood Transition</b>.</i></p>	
<p>Indicate the timeline for regular transmission of the child find/transition data from the CDSA to the PSUs. List the day(s) of the month data will be transmitted.</p>	
<p>Indicate the method in which the CDSA and PSU contacts will ensure confidentiality throughout the data transmission and storage process (e.g., the use of password protection).</p>	
<p>Indicate whether lists will be duplicated or unduplicated (i.e., one list will build upon the next).</p>	<p>Duplicated</p> <p>Unduplicated</p>

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**Part B Notification Follow-Up and Referral Planning**

*North Carolina Policies Governing Services for Children with Disabilities ([NC Policies](#)) requires that within 30 days of receipt of a written notification of concerns regarding a child (e.g., Child Find Notification), the PSU shall issue a written response to the child's parent. The response shall include either an explanation of reasons the LEA will not pursue the concerns or a date for a meeting in which the LEA and parent will review existing data and determine whether a referral for consideration of eligibility for special education is necessary. Such a meeting must be held within a reasonable time. [Part B Procedural Safeguards](#) must be provided to the family.*

Describe how the PSUs will follow up with parents to provide program information and safeguards, consider a referral, and issue a written response within 30-days of notification.

If the parents elect to pursue a Part B Referral, describe the **PSUs' process** for alerting the EISC so that the meeting may be scheduled in conjunction with the TPC, to the extent possible.

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**Scheduling the Transition Planning Conference (TPC)**

*An effective method of scheduling TPCs is for the CDSA and PSU to have regularly established dates on which TPCs may be held. An established calendar system helps to assure the adequate allocation of resources and staff time for attendance at all meetings. The EISC is responsible for scheduling the TPC at a time most convenient for the family, providing notice to the PSU in a timely manner to allow for their participation, and for conducting the TPC. **Part C is obligated to invite the PSU to the TPC unless the parent does not provide written or oral consent. It is beneficial to coordinate the Part B notification meeting and TPC when at all possible.** The PSU is responsible for participating in all TPCs with invitation.*

Describe the **agreed upon** TPC scheduling process between the CDSA and each PSU. Consider options for virtual participation, hybrid meetings, etc. if these options meet the family's needs or are more convenient for the family.

Describe how TPCs will be **coordinated** with the Part B referral process when appropriate.

Describe how the CDSA and PSUs will maintain an up-to-date contact list for staff responsible for scheduling and attending the transition conferences.

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<p><b>Invitation to the Transition Planning Conference</b></p> <p><i>With written or oral parental consent, the CDSA must send a Part C Meeting Invitation to the PSU. The invitation should be sent at least ten calendar days prior to the meeting unless the family chooses for the process to occur sooner. It is best practice to develop a collaborative process for scheduling transition conferences to ensure attendance by all required participants. <b>Part C is obligated to invite the PSU to the TPC unless the parent does not consent. The PSU is responsible for participating in all TPCs, upon invitation.</b></i></p>	
<p>Indicate the agreed upon process for transmitting the invitation to the TPC. Note if it will be transmitted electronically by password protected email, fax, via USPS, electronic signature service, etc.</p>	
<p>Indicate how the CDSA will monitor timely issuance of invitations to ensure a PSU representative has the opportunity to participate.</p>	
<p>Indicate how the PSUs will log invitations once received.</p>	
<p>Indicate how the CDSA will inform the PSU if a child exits Part C after the TPC has been held.</p>	
<p>Indicate how the PSU staff will attend TPCs held during the summer months.</p>	
<p>Indicate how the CDSA and PSUs will conduct a self-assessment of this process.</p>	



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**Late Referrals to Part C (eligibility determined less than 90 days prior to the child’s 3rd birthday)**

See the [Federal IDEA Part C & Part B transition requirements for late referrals to IDEA Part C](#) (2018) and the **NC Guiding Practices for Early Childhood Transitioning Practices**. When children are referred to Part C as they are approaching age three, there are different program and reporting requirements for the IDEA Part C and Part B programs depending on the age of the child. Please see the **NC Guiding Practices for Early Childhood Transition** for timelines and roles and responsibilities of the CDSA and the PSU. Coordination between the CDSA and PSU is critical to ensure a smooth transition and service delivery process for Part B eligible children and to ensure compliance with SPP/APR Indicators C8 and B12. It is also critical to ensure that families gain an understanding of the different service delivery systems and their options in a relevant and meaningful way.

For children determined eligible for the Part C program between 90 and 45 days prior to their 3rd birthday, the TPC is not required. If the child is suspected of having a disability under Part B, with parental consent, the CDSA and PSU may choose to jointly conduct evaluations for respective eligibility criteria to meet Part C and Part B timelines. PSUs must conduct evaluations and develop the IEP within 90 days of referral to the Part B program. PSUs are encouraged to make every effort to complete the evaluation, determine eligibility, and develop and implement an IEP by the child’s 3rd birthday or as soon as possible after the 3rd birthday. The PSU must invite the EISC to the IEP meeting at the parent’s request, and provide the invitation, if applicable. Data are reported in Indicators Part B11, B12 (a) and B12 (e).

Describe the agreed upon process for the CDSA providing Child Find Notification to the PSU for children determined eligible for Part C after age 2 years 6 months. Note the following: a) timeline for contacting the PSU upon eligibility determination, b) form of documentation, and c) method or process for transmitting information, e.g., electronically, by email, fax, or phone.	<b>Timeline:</b>	
	<b>Documentation:</b>	
	<b>Method:</b>	
When applicable, indicate the agreed upon standardized practice for conducting eligibility evaluations for both programs and how the CDSA and PSUs will collaborate.		
If a joint meeting is desired, indicate the agreed upon standardized practice for conducting initial IFSP and IEP Team meetings, if the child is determined eligible for both programs.		
When applicable, indicate the agreed upon process for transmitting the invitation to the initial IFSP and IEP Team conferences. Note how it will be securely transmitted electronically or hand-delivered.		

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When applicable, indicate the agreed upon process for transmitting the invitation to the initial IFSP and IEP Team conferences. Note how it will be securely transmitted electronically or hand-delivered.

**Late Referral to Part C (45 days before 3rd birthday)**

See the [Federal IDEA Part C & Part B transition requirements for late referrals to IDEA Part C](#) (2018) and the **NC Guiding Practices for Early Childhood Transition**. The CDSA assists the family in contacting the PSU and facilitates initiating the Part B referral process. If the parent initiates a request for an evaluation, the PSU begins the referral process and provides parents with their procedural safeguards notice. The PSU completes the Part B Referral, reviews existing data, provides prior written notice, and obtains written parental consent if new assessments are needed. The EISC is not invited to the IEP Team meeting since the child was not served by the CDSA.

Describe the agreed upon process for the CDSA contacting the PSU upon receipt of a late referral (45 days or less before the 3rd birthday). Note the following: a) timeline for contacting the PSU upon receipt of late referral, b) form of documentation, and c) method or process for transmitting information, e.g., electronically, by email, fax, or phone.

**Timeline:**

**Documentation:**

**Method:**

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**CDSA:** \_\_\_\_\_ **Plan Year:** \_\_\_\_\_

The CDSA director or designee will initiate the Catchment Area Transition Plan planning conversation each year, to review data and make any revisions as needed. The CDSA director or designee will submit any plan revisions to the EI Section Office. One PSU representative from each catchment area will submit a copy to the NCDPI OEC Early Childhood Section.

Assurances: The signatures below provide assurance that the CDSA and LEA administration accept the terms of this agreement and will fulfill the responsibilities and activities described above.

Signature of CDSA Director and each LEA EC Director (or designee) for the Catchment Area:

LEA	Signature	Date	LEA	Signature	Date
<i>CDSA Rep</i>	<i>CDSA Director or Designee</i>				

Select one:

No updates were needed to this Catchment Area Transition plan from the previous year. Only the signature page has been updated.

Updates to this Catchment Area Transition were required. A full copy of the revised plan and signature page are submitted.