

## Infant Toddler to CAIU Transition Process

### Prior to Transition Meeting

- Infant and Toddler Service Coordinator (I/T SC) schedules transition meeting 5 to 6 months prior to child's 3rd birthday.
- If there is a "late referral" (less than 4 months prior to the child's 3rd birthday), a meeting will be scheduled ASAP. When a "late referral" occurs, the ER/IEP process may not be completed by the child's 3rd birthday. This process can take up to 90 days once the permission to evaluate (PTE) form is received by the CAIU.
- Documents are shared between I/T SC and CAIU Transition Coordinator to review prior to transition call.

### At Transition Meeting

- The transition meeting is held via conference call with CAIU, I/T SC and family/guardian unless otherwise specified.
- Calls are scheduled for 15 minutes.
- Review current IFSP services and family concerns. Discuss the CAIU evaluation/IEP process and review CAIU preschool early intervention calendar.
- Please note that eligibility and services will be discussed once an evaluation report and IEP are completed by the CAIU.
- Any questions between the time of transition call and CAIU evaluation should be directed to child's I/T SC who will contact CAIU Transition Coordinator as needed.

### After Transition Meeting

- Within 90 days of the child's 3rd birthday (with the exception of "late referrals") families will be contacted by the CAIU.
- English speaking families will be contacted via Blackboard Connect System (voice message, email and/or text message) to contact the CAIU to schedule evaluation or via a direct phone call.
- Non-English speaking families will be contacted directly by the CAIU scheduling secretary using an interpreter/language line.
- Children needing a speech evaluation will be contacted directly by the CAIU Speech Department.

### CAIU Evaluation and IEP

- Evaluation packet of Information will be mailed to family once scheduled (confirmation letter, permission to evaluate, Procedural Safeguards and parent questionnaire).
- Evaluation is completed to determine the child's individual needs/eligibility.
- Once eligibility is determined, an Individualized Education Plan (IEP Meeting) is scheduled prior to the child's 3rd birthday.
- If "late referral", then IEP meeting is scheduled within 30 days of evaluation report being issued to family.
- Resources: CAIU YouTube Page and [www.caiu.org](http://www.caiu.org) to review calendar and Parent Handbook.
- Please remember that the CAIU is not a "preschool". Services are based on a child's individualized educational needs and can take place in a variety of settings including the home, community preschools, virtually, or a CAIU location.



