

Evaluation of Early Intervention Transition Practices Checklist

- There is a written plan for the transition process.
- There is a written interagency agreement about transition practices between sending and receiving programs when transitioning between agencies.
- Our transition practices provide continuity in services for both children and families.
- Our transition procedures include participation by all members of the transition team.
- Our transition procedures include developing timelines indicating when the specific procedure should be carried out.
- All members of the transition team understand what the major transition events are and when they should occur.
- All members of the transition team understand who is involved and who is responsible for each transition event.
- There is open communication and information sharing between all members of the transition team.
- There are formal methods to document that transition procedures have been implemented and evaluated.
- Sending and receiving program staff currently have the opportunity to share information about transition and exchange program visits as necessary.
- Staff from each program have a good understanding of the expectations and curriculum goals of the other programs.
- Our transition procedures involve assessment of the child's transition needs and transition-related skills that will be helpful in the new classroom.
- Our transition procedures include providing families with information about the school's transition policies and procedures.
- Our transition procedures involve identification of the family's transition needs and family's perception of child needs.

- Families are able to specify their preferred amount and type of involvement in their child's transition.
- Active participation of children and families for transition is a formal goal of my program.
- Our transition procedures include identifying methods the family and elementary staff will use to share information once the child is enrolled in kindergarten
- Sending and receiving programs review the interagency agreement and the transition process / procedures on a yearly basis and revise as needed.
- Overall, the transition process has little or no need for improvement.

Adapted from: Transition planning for young children with special needs: Bridging early services transition project. Associated Colleges of Central Kansas, 105 East Kansas Avenue, McPherson, KS 67460.