

ILP Referral and Transition Process

Referral Received
(from parent, physician, hospital, OCS, other community member, **child find**. etc.)

Developmental Screening.
Parent Permission to conduct screening is required.

Eligibility Evaluation.
ILP staff complete evaluation. Refer for additional evaluation OT, PT, ST as needed. Procedural safeguards explained. Consent for evaluation signed by parents. Share a copy with referral source with signed consent by parent.

Screening indicates no further evaluation is necessary. Screener reviews results with parent and referral source. Completes a brief report and recommendations. A rescreen maybe recommended.

Screening indicates formal evaluation is necessary. Screener reviews results with parent, completes brief summary and schedules further evaluation.

Family and ILP provider(s) **discuss** evaluation results and recommendations.

Eligibility includes having a diagnosed condition, 50% delay in development, or clinical opinion of substantial likelihood of having a significant delay. Children with mild delays and at risk factors may be enrolled as resources permit.

If eligible, **IFSP** is developed (within 45 days of referral) based on family and child needs and priorities and desired functional outcomes within daily routines. Initial outcome ratings assigned within 3 months of enrollment (6 months if an infant). IFSP reviewed at least every 6 months and renewed annually.

Transition Steps:

Step 1: Begin transition planning at age two years. Start written IFSP transition plan.

Step 2: Make formal referrals to school district and Head Start at 27 months or soon as possible. Include recent assessments and IFSP.

Step 3: Arrange and conduct the Transition Conference to include representatives from district, Head Start if applicable (9 months before third birthday or at least by 3 months before third birthday).

Step 4: Continue activities outlined on transition plan.

Step 5: Attend ESER meeting with school district.

Step 6: IEP in place by child's third birthday. ILP exit outcomes shared with school district. If a child turns three during the summer months, the IEP will be developed by the end of April.