



Early Childhood, Special Education, and Title Services

120 SE 10th Avenue, Topeka, Kansas 66612-1182 ★ Toll Free 800-203-9462 ★ www.ksde.org

Early Childhood Services: Phone 785-296-6602 ★ FAX 785-296-6715

Special Education Services: Phone 785-291-3097 ★ FAX 785-296-6715

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Date: May 6, 2013

To: Special Education Directors/Early Childhood Coordinators/Early Childhood Transition Coordinators

From: Tiffany Smith

Re: Accessing New Kansas IDEA Early Childhood Transition Referral System for State Performance Plan (SPP) Indicator 12

States must *have in place policies and procedures to ensure a smooth transition for toddlers receiving early intervention services under Part C to preschool or other appropriate services, or exiting the program for infants and toddlers with disabilities.* (Part C regulation §303.209(a)(1)(i) and (ii)). To meet this regulation, the Office of Special Education Programs requires transition referral data reported from KDHE Part C Infant-Toddler Programs and KSDE Part B 619 be mutually agreed and approved by both agencies. In addition, the recent promulgation of regulations for IDEA Part C includes a requirement that the SEA be *notified of all referrals to the appropriate district* (§303.209(b)). To improve the accuracy of data reported by both KDHE and KSDE, a new reporting method outlined in this memo is being established to meet these regulatory requirements and assist the state in the goal of promoting collaborative, timely, and effective transition practices for children transitioning from Part C to Part B early childhood special education services.

A real-time web-based application for the collection of early childhood transition referral data has been created and will be referred to as the “Transition Referral System.” The Transition Referral System will contain specific referral dates for children transitioning from Part C *tiny-k* programs to LEA’s and/or Special Education Cooperatives. The data provided by the local *tiny-k* programs for this system will include all elements of a required referral (child’s name, parent(s) name(s), address, and contact information). Districts will mark each referral as either accepted (the child resides in their district) or rejected (the child does not reside in their district), and be able to print out or save listings of accepted or rejected referrals.

Tiny-k programs will be instructed to continue their current practice of contacting the district by phone or email for referrals. The electronic reporting element is an addition to assist with monitoring and will also ensure the referral to the appropriate responsible LEA and SEA. The Transition Referral System will allow for confirmation of the accuracy of referral dates reported by both *tiny-k* and local Part B programs and will assist with the verification of required timelines for compliance. Processes established in connection with the reporting will assist local *tiny-k* programs, LEAs and the SEA in resolving any rejected referrals in a timely manner. Please note the new Transition Referral System does NOT eliminate the current data collection by KSDE for Indicator 12. KSDE will also continue the current process to capture other required data elements for the Part B indicator 12 collection.



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Access to the Transition Referral System requires prior approval from KSDE and password authentication for entry. This ensures personally-identifiable data in the system is secure and confidential. To enter data and accept referrals from local *tiny-k* programs, districts must designate staff members who they would like to have access to the system.

Please use the attached excel sheet to identify responsible staff by position title, first and last name, USD number(s), Special Education Coop (if appropriate), phone number, and email address and send to Becky Strohm at bstrohm@ksde.org by June 30, 2013. These individuals will have access to the early childhood Transition Referral System when it becomes operational (on or before August 1, 2013). You will also need to update your list with KSDE as you identify new staff who need to have access to the system and as staff leave or change.

Further information and a User's Manual for the new Transition Referral System will be made available at the leadership conference in July. Also, please keep your superintendent(s) informed of this process so they will be aware of the information being collected by KSDE.

For further clarification or questions, please contact Tiffany Smith at tsmith@ksde.org or 785-296-1944

Thank you for your assistance.