

Is Our Transition Agreement (MOA) Working?

1. Who shares the responsibility to assure that the MOA is working?

- a. Special Education Staff that are attending the Transition Meeting and conducting the Case Conference
- b. First Steps Services/Intake Coordinators in charge of the Transition Planning and the Transition Meeting.
- c. Head Start personnel involved in Transitions
- d. The Family to participate in the Transition Meeting and Case Conference

2. Who evaluates that the MOA is working?

The Transition Team made up of First Steps, Head Start, Special Education, Families, Child Care, Preschool, Health Care Providers, and other community Leaders.

3. How may the effectiveness of the MOA be evaluated?

- a. Review applicable records annually to ensure:
 - 1) the percentage of children with a smooth transition by their third birthday steadily increases until reaching and maintaining 100%.
 - 2) children entering First Steps at the age of 32 months or older have a transition meeting in conjunction with the IFSP meeting
 - 3) the transition meeting held within the 90-270 day window
 - 4) Special Education and Head Start representatives are at the Transition Meeting
 - 5) Special Education invites Service or Intake Coordinator to the initial IEP meeting.
- b. Review the parent transition surveys for issues and concerns

4. What do we do with the data collected?

The data will be reviewed. The review may show the need for a procedure change, personnel training, additional personnel, etc.

If it is determined that a procedure change is necessary, then the MOA should reflect that change.