**Outcome:**
IFSP will contain a completed Transition Outcome with dates and next steps.

**So that:**
All families are fully aware of the transition activities for their child within the program as well as preparing for exiting the program.

**Explanation of Data:**
Quarterly Data (21/24 or 88%):

This data is a 12% drop from the past data. All three records had a Transition Outcome and timelines for exiting First Steps, all three were missing a date in the first column indicating Transition Activities within...  
**Termination of existing services**
One of the records was a one month plan to allow the child to continue services till his third birthday. The only date completed was under: **Transition Activities out of First steps...**

**Other:** this line item contained the word EXIT and the projected date was the day before the child’s third birthday. This was the only date on the Transition Outcome as all other areas had been addressed on the previous plan.

All three Service Coordinators are experienced Service Coordinators and sit on various subgroups of the Transition Committee. These Coordinators assist in the planning of the annual LEA/Head Start/Assessment Team/Service Coordinator Retreat. They report monthly at the all staff meetings bringing any issues or concerns for resolution to the staff. Three years ago one worked with the LEAs in our rural counties on a video for the child cares on what the transition process looks like exiting First Steps and how the Transition Plan helps identify the needs and timelines. The sample she used had all the dates completed, including the **Termination of existing services.**

When the results of the file audits were brought to their attention all were slightly embarrassed that they forgot to date the **Termination of existing services.**

**Strategies (Who is responsible/timeline/evaluation):**

If we believe the three Service Coordinators are aware of all the Transition activities and just need reminders then a recurring agenda item for each of the monthly staff meetings, beginning with the April 18th meeting will be **Transition activities and timelines.**
List barriers to accomplishing strategies and how to address them:

None at this time have been identified

Resources needed:

- [ ] State Clarification
- [ ] IIDC
- [ ] X Training
- [ ] Mentoring
- [ ] Other: ____________________________

Explain:

Stakeholder Collaboration:

Met on March 11th with SPOE Oversight Committee
Met on March 14th with LEAs and Head Start

Updated 4/2/2014