**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.

**Strategy update from last quarter:**

- On March 14th, all Service Coordinators participated in training with representatives from our local LEAs, Head start and Early Childhood Alliance, and a few parents. The training included data points and indicators for both Part C and B. The discussion included how a parent might use the Transition page of the IFSP in preparing for their child’s upcoming transition.

- In early May staff participated in an internal file audit. Each team reviews another teams annual or Initial IFSPs for the past quarter. All were reminded to carefully examine the completion of the Transition page with the dates including the Termination date of existing services. The results of the review were shared with each Service Coordinator.

- The two Service Coordinators who did not complete the Termination of existing services had the error last quarter as well. They reminded us the IFSPs reviewed were before the March staff meeting and they both reported they are now completing that date and talking about the date with the family.

**Explanation of Data:**

Quarterly Data (30/32/93.8 %):

This data shows an improvement from 88% last quarter to 93.8%.

The two records had a Transition Outcome and timelines for exiting First Steps, but were missing a date in the first column indicating Transition Activities within... Termination of existing services

Both of the plans reviewed were written prior to the March Staff Training where examples were shared regarding how to complete the timelines.

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

If we believe the missing date on the Transition Activities within: Termination of existing services was an oversight by the two Service Coordinators then we should see the date listed on all Annual IFSPs written after March 14th. In order to verify the date is on the transition page a member of the management team will:

- Review each IFSP submitted during the first and third weeks of August and September to verify the completion of the dates on the Transition page.

**Evaluation:** If the results of the review indicate the Transition page is completed with strategies and dates on all of the IFSP plans then we can say the training and the peer review were successful.
List barriers to accomplishing strategies and how to address them:

By selecting a specific time each month to review the incoming IFSPs for completion the management team did not see a barrier in conducting the reviews.

Resources needed:
☐ State Clarification  ☐ IIDC  ☐ Training  ☐ Mentoring  ☐ Other: _________________________________

Explain:

Stakeholder Collaboration:
- We reviewed this indicator at the May 1st Data Committee Meeting. The committee felt we should monitor for one more quarter to verify our hypothesis.
- The management team met June 2nd and identified specific days they would be the reviewer of the IFSPs