

14b5. EHS Transition Checklist to Head Start/ECEAP "Orange File"

- Created 7/18
- Reviewed 7/21

File Transition Plan Steps and Timeline

- I. To help ensure children and families will have a smooth transition into the HS/ECEAP 3-5 program or appropriate placement from EHS 0-3, the following steps will be taken with their files.
- II. The completed EHS 0-3 Family Transition Conference Form DISA 3b3 and the EHS 0-3 Family Transition Survey Form DISA 3b4, will be placed in an orange folder when closing out or returning a site file from EHS 0-3 to the program coordinator(s).
- III. Place the below items in the orange folder in anticipation that the child will be transitioning to the 3-5 HS/ECEAP program. The Program Coordinator(s) will place the orange folder in the HS/ECEAP 3-5 file when the child is accepted into the HS/ECEAP 3-5 program.
- IV. Items to be placed in the orange folder:
 - Current Photograph of Child and Family
 - EHS 0-3 Family Transition Conference (DISA 3b3)
 - EHS 0-3 EHS Transition Survey (DISA 3b4)
 - Legal Documents
 - Certificate of Exemption
 - Most Recent Well Child Exam Record (Including Growth Chart attached to it.)
 - Most Recent Dental Exam Record (Including Dental Treatment Record if appropriate.)
 - Specialist assessment and/or Records
 - Individual Care Plans
 - Family/Child Support Plan and Updates
 - TS Gold Development and Learning Report (print prior to child withdraw/ages out/drops) and most recent PAT Milestones
 - Mental Health/Social-Emotional Observation/Assessment/Sensory Symptoms Checklists
 - Family Partnership Agreement
 - IEP
 - Most Recent ASQ-3 and ASQ-SE2
- V. The staff in the HS/ECEAP 3-5 program will review the orange folder's contents to support the child and family transitioning into the HS/ECEAP 3-5 program. This includes facilitation of an existing care plan and transition meeting of program staff.