EHS Transition Plan

*For Early Head Start Educators Only*
*BEFORE you begin...

Refresh your memory on the program policy on the EHS Transition process.

All Program policies and procedures are located on the AEOA website.
*In the Education Events tab, click on the green “Add Event” button.*
*Click on EHS Transition Plan within the drop down menu.
*Enter the date you expect to completed the plan with the family in the scheduled date box.

*Leave the Event Date blank until you have met with the family. Then return to this screen to update.
*Choose “Submitted” as the status.

*Your Supervisor will change the status to “In Review” as the form is being reviewed, and “Completed” once the form is approved.

*Your Supervisor will let you know if you need to make any corrections or updates in order for the form to be considered complete.
*Click on the Case Worker box.

*Either scroll down or begin typing your last name.

*Once you find your name, click on it.
*On the right side of the screen, scroll down to the next section of the form.

*In the people Involved box, type names of all adults that you plan to be apart of the discussion. Update this section after the visit takes place.
*In the Health section, fill out the most updated medical information that we have on file.

*When you meet with the family, you can find out the next Well Child Check Up date that is scheduled, or help the family schedule the next appointment, and update this section.
*Fill out the most updated dental information that we have on file.

*When you meet with the family, you can find out the next dental appointment date that is scheduled, or help the family schedule the appointment, and update this section.
*Fill out the most updated individual health plan information that we have on file.

*When you meet with the family, find out if there are any changes with the child’s health that may impact the IHP.

*If the child is currently on an IHP, contact the Health Manager to review and update the plan.
*In the Developmental Status section, fill out the most updated screening results and progress that we have on file.
*During your meeting with the family, discuss the current Early Childhood Screening Process.

*Fill out the most updated IFSP information that we have on file.

*When you meet with the family, you can find out the next IFSP/IEP meeting date that is scheduled and update this section.
*During your meeting with the family, discuss the evaluation process and change to IEP.

*Remember to invite the ECSE teacher to the child’s 2nd Conference at the end of the year.
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<th><strong>Family Progress</strong></th>
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<th><strong>Family Circumstance/Early Childhood Needs</strong></th>
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<tr>
<th><strong>Family’s Priority Transition Plan:</strong></th>
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<tr>
<td>[ ] EHS Home Base</td>
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<tr>
<td>[ ] HS Center</td>
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<tr>
<td>[ ] Preschool Home Base</td>
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<td>[ ] Community</td>
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<td>Programming:</td>
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*In the Family Progress box, click the date and user stamp that looks like a clock.*

*Enter notes on the progress the family has made throughout the year within their FPA or additional areas of interest.*

*Click spell check and correct any spelling errors.*
*In the Family Circumstances/Early Childhood Needs box, click the date and user stamp that looks like a clock.

*Enter notes on the family’s needs and circumstances that pertain to the child’s early childhood placement at the age of 36 months (or for the following program year/current transferring year). Notes may include if the parents are working full day/part day, or if they have transportation. Update any new information after your meeting.

*Click spell check and correct any spelling errors.
*After meeting with the family, indicate what the parents’ choice is for the placement after EHS.

*No choice is a guarantee of placement. It is to start the conversation of planning and preparing for the upcoming transition in the family’s lives.
*Discuss all topics listed on the form with the family.

- Discuss 3 year old transition
- Discuss Head Start options, eligibility, and application process
- Share early childhood community offerings
- Share strategies for a successful preschool experience
- Offer classroom visit
*No actions are required unless you give a referral, child care listing, or other pertinent information regarding the transition of the family.

*Click the green “Save” button.
*Click the print icon at the top right side of the screen and the green “Save” button at the bottom of the screen.

*You can bring the form with you to your visit and make any additional notes on the form.

*Enter all updates to the EHS Transition Plan in ChildPlus after the visit.

*Offer an updated copy to the family.
*Your EHS Transition Plan will be listed in the Education events tab.*
Questions?

Contact your supervisor for additional guidance.