

## Transition Plans

Transition planning from EHS to HS (or other appropriate placement) needs to begin six months before a child's third birthday. The EHS FES will document the occurrence of discussions around transition planning on their Home Visit Lesson Plan. More thorough notes will be entered in ChildPlus as described below.

How to document the Transition Planning Process in ChildPlus:

1. Click on the child's name.
2. Click on the Family Services tab.
3. Click green "Add Event" button – choose Transition Plan and fill in the boxes as follows:
  - a. Initial Date – date you started the plan (6 months before child's 3<sup>rd</sup> birthday)
  - b. Description – EHS Transition Plan
  - c. Associated with – in dropdown choose child who is transitioning
  - d. Case Worker – choose your name if it's not already in there
  - e. Progress - Started
4. Add the actions associated with the plan in the Action Section as follows:
  - a. Action Types are in the drop down list:
    - Transition Plan Step 1:** Discuss Options/Set Goals
    - Transition Plan Step 2:** Complete Application
    - Transition Plan Step 3:** Review Health/Disability Information
    - Transition Plan Step 4:** Communication with HS Staff or other program
    - Transition Plan Step 5:** Follow up with family after the transition
  - b. Choose Action Date
  - c. Choose Type of Contact
  - d. Choose Status – should be Action Complete
  - e. Case Worker – make sure your name is listed
  - f. Total Time spent on this activity
  - g. Click the clock and add Action Notes
5. Document on your Home Visit Lesson Plan that transition planning was discussed with parent.
6. When the transition is complete, go back into this event and change the status to completed and complete the date closed box.