

POLICY-STANDARD PROCEDURE		
Title: Governor's Office of Early Childhood Development: Transition Policy	Date Effective: 12/15	Number:
Area: Transition Plan	Date Issued: 12/15	Page: 1
	Approved:	

POLICY: It is the policy of all MIECHV home visiting programs that a formal transition plan will begin 6 months prior to a child's exit from the program due to the aging out process, will vary according to model. The formal plan must include a consultation with the parents of the child as well as a step by step design to smoothly transition the child from the Home Visiting program to an appropriate placement elsewhere. This formal meeting and plan shall be documented within home visits utilizing the transition plan form approved by the agency. Transition plans should have the goal for discharge from the MIECHV home visiting to a center based or therapeutic placement when appropriate. However, exceptions can be made and services provided until the child is successfully placed within 6 months of the age in which exit is recommended; again, dependent on program model.

PURPOSE: The purpose of this policy is to establish a formal progression for children from MIECHV home visiting programs and into appropriate services throughout the community.

PROCEDURE:

1. Home Visiting Program Staff

Program staff are responsible for initiating transition plan, discussing with family and collaborating with parents to find a reasonable solution that meets program requirements and family's needs. Program staff will be responsible for documenting meetings, transition plan and any necessary follow-up or referrals. Program staff are also responsible to meet parents' needs in order to complete transition plan. This can be assistance finding community providers, bus cards to visit and register, or accompanying family on a school visit.

1. Family

Participating families are responsible for collaborating with MIECHV home visiting program staff and vocalizing needs regarding the transition plan for their child. They are responsible for completing transition plan goals.

SCOPE:

MIECHV Home Visiting