

Transition FAQ January 2011

1. When does the new transition requirements go into effect? January 1, 2011

2. What about families currently in the program? For families already participating in the Birth to 3 Program, you are required to send LEA Notification/referral per the new guidelines starting January 1, 2011. There is a parent handout that should be given to families to explain the new requirements.

Please refer to the 'LEA Notification and Opt Out FAQ document updated 10/2010' for more information.

Opt Out

3. If the family decides to reverse their 'opt out' decision when their child is between 2 years 3 months and 2 years 9 months of age, what is the process timeline? What if family opts out at beginning and then reverses their decision the Friday before 90 days of turning three? If a family reverses their 'opt out' decision prior to the child turning 2 years, 9 months of age, and the child is determined "potentially eligible for Part B services," the typical timelines pertain. Birth to 3 Programs will send LEA Notification as soon as the family reverses their 'opt out' decision. Birth to 3 Programs will be required to meet the "referral timeline" of sending the referral to the LEA for children potentially eligible for Part B services at least 90 days prior to the child's third birthday. A TPC would then be offered to the family and conducted to meet timelines.

4. Can a family reverse their 'opt out' decision after their child is 2 years 9 months of age? A family can choose to reverse their 'opt out' decision after their child is 2 years, 9 months of age. If the family reverses their 'opt out' decision after their child is 2 years, 9 months of age, the Birth to 3 Program will complete LEA Notification and referral at the same time. In this situation, when making the referral to the LEA, the Birth to 3 Program will check the box: "Parent did not provide timely consent". The Birth to 3 Program can offer a TPC meeting.

5. How many times can a family reverse their 'opt out' decision? A family can choose to sign the opt out form which states they are "opting out of LEA Notification" and later reverse their decision so that their child is part of the LEA Notification process, including TPC and referral to the LEA if potentially eligible for Part B. Once LEA Notification has occurred, it cannot be changed. So, the family can reverse their decision only once---to say we no longer want to "opt out of LEA Notification."

LEA Notification at 2 years, 3 months of age (first step)

6. Do we have to send LEA Notification to the LEA for all children in Birth to 3? Any child in the Birth to 3 Program (i.e. has an IFSP with one or more services, including service coordination) when they turn 2 years, 3 months of age needs to have LEA Notification sent to the LEA, regardless of their progress toward IFSP outcomes or current skill levels.

7. If a child is in the program, the family has not opted out of LEA Notification and the child is not potentially eligible for Part B services, do I send LEA Notification to the LEA at 2 years, 3 months of age? Yes. See question # 6

8. Can a family opt out of LEA Notification after it has been sent at 2 years, 3 months? No. The family must decide whether or not to ‘opt out’ of LEA Notification prior to their child turning 2 years, 3 months of age.

9. What happens if LEA Notification at 2 years, 3 months of age was sent to the LEA and then the child makes a lot of progress and is discharged from the B-3 program? Can the B-3 program inform the LEA that the child has discharged from B-3? The “Communication to LEA Regarding Child Referral” form (DHS F-00043) should be sent to the LEA on children for which the first step of LEA Notification at 2 years, 3 months of age occurred and the team determines the child is not a child potentially eligible for Part B services, so the second step of LEA Notification (referral) will not occur. This form must be sent to the LEA by 3 years of age.

10. What if we sent the first step LEA Notification (at 2 years, 3 months of age) to the wrong LEA? What if the child is still in our county but moved to a new LEA since we sent LEA Notification at 2 years, 3 months of age? In either of these cases, the Birth to 3 Program may re-send “LEA Notification at 2 years, 3 months” to the appropriate school district. Be sure to replace the LEA email addresses with the new LEAs email addresses.

Potential Eligibility for Part B

11. What goes into consideration regarding determining a child “potential eligible for Part B services”? How do we decide “potential eligibility”?

Potentially eligible in WI is defined as: Child is likely eligible for Part B services under Wisconsin law (Wis. Admin. Code PI §11.35 & 11.36) due to their delays and/or disability, and child would likely benefit from continued services through the LEA. This is a decision the Birth to 3 IFSP team, which includes the parent, makes to determine the need to refer the child to the LEA. Birth to 3 Programs have been making this decision since the Birth to 3 Program started—this is not a new decision. DHS and DPI encourage a discussion at interagency agreement meetings between B-3 and LEAs to assure understanding of the criteria taken into account by the B-3 team when determining “potential eligibility for Part B” services.

12. When does “potential eligibility” need to be determined? Whether or not a child is “potentially eligible for Part B services” needs to be determined before the referral is made or a TPC is offered to the family, both which are to be completed at least 90 days prior to the child’s third birthday.

13. What if the IFSP team cannot decide if a child is potentially eligible for Part B services? If the IFSP team is not sure whether or not a child is potentially eligible for

Part B services, it is recommended that others be consulted. The others consulted might be other B-3 program staff or LEA staff (be sure not to share any identifying information). This is a good topic for discussion at interagency agreement meetings.

Transition Planning Conference (TPC)

14. Who can attend the TPC? The TPC must be attended by the family, the Birth to 3 Program and the LEA. Other people may attend the TPC including, but not limited to, Head Start, child care, advocate, friends of the family, Library staff, etc.

15. Can we hold a TPC and not send a referral to the LEA? No. Both the TPC and referral act as a means of telling the LEA that the child is ‘potentially eligible for Part B services’. If a TPC is held, a referral must be made to the LEA at least 90 days prior to the child’s third birthday. See question # 20 about making a referral to the LEA. Additional information is only sent to the LEA with parental consent.

16. Can we consider it a TPC if the LEA is on the phone? In rare circumstances, all three members of the TPC meeting may not be able to attend in person. In those rare circumstances, one of the members may be “present” via phone (or Skype, etc.). The person is considered present if they are able to contribute to the meeting agenda.

17. What if parents let us know they cannot attend the TPC right before the meeting? The TPC should be rescheduled at a time when the parent is able to attend. If the TPC cannot be rescheduled to occur at least 90 days prior to the child’s third birthday and the referral has not yet been made, the referral should be made at least 90 days prior to the child’s third birthday, with the TPC occurring shortly afterwards.

18. What do we document in the TPC section when a child leaves B-3 before 2 years, 8 months of age OR is not offered a TPC due to being determined ‘not potentially eligible for Part B services’? The section of PPS titled, Transition Planning Conference should always be completed when a child leaves the Birth to 3 Program. The response to put in the Field: ‘Was a TPC held?’ is No. When No is chosen, you are prompted to enter a reason in the field: TPC exception reason. Typically, when the child leaves B-3 prior to age three, the reason chosen will be: Child exited B-3 before TPC was required. If the child was not offered a TPC due to not being potentially eligible for Part B services, the reason chosen will be: ‘Family did not consent to a Transition Planning Conference.’ This option is chosen as the family was not offered a TPC (due to their child being determined ‘not potentially eligible’) and thus could not give consent for a TPC.

Referral (2nd step of LEA Notification)

19. Do we need to get parent written consent to refer the child to the LEA? No. As of January 1, 2011 with clarification from the federal government, referrals are considered the second step of LEA Notification and must occur unless the family has signed the Opt Out form by the child’s age of 2 years, 3 months.

20. How do we complete the Refer to LEA section of PPS when we are making a referral to the LEA for a child potentially eligible for Part B services?

a. If the family has NOT signed a consent form for the LEA: To send the LEA the referral, the Birth to 3 Program will open up the Transition/Program Exit page of PPS for the child and go to the Refer to LEA section. For the first field, “Consent to Refer?” mark ‘Yes’. For the second field, “Consent to release additional information to LEA?” mark ‘No’. For Referral type, choose electronic. Enter the Birth to 3 provider’s email address and the LEA email address for the person identified by the LEA to receive the email alert about a referral for that school district. See questions # 23 & 24 to determine when to use the check boxes. Do not select any “areas of concern” or any comments. Click the Send/Save Referral button at the bottom of the Refer to LEA section of this PPS page.

b. If the family has signed consent to release additional information to the LEA: To send the LEA the referral, the Birth to 3 Program will open up the Transition/Program Exit page of PPS for the child and go to the Refer to LEA section. For the first field, “Consent to Refer?” mark Yes. For the second field, “Consent to release additional information to LEA?” mark Yes. For Referral type, choose electronic. Enter the Birth to 3 provider’s email address and the LEA email address for the person identified by the LEA to receive the referral for that school district. See questions # 23 & 24 to determine when to use to check boxes. Check one or more of the “areas of concern” and add any comments. Click the Send/Save Referral button at the bottom of the Refer to LEA section of this PPS page.

21. As of Jan. 2011, Birth to 3 Programs will no longer give the child’s ‘area of concern’ with a referral to the LEA without written consent from the parent?

Correct. See question # 20 a.

22. When do we use “manual” in the Referral Type field? “Manual” referral type will no longer be used. All referrals will be sent to the LEA as an “electronic” referral type.

23. When do we check the box in the Refer to LEA section titled, “Parent did not provide timely consent”? This box in the Refer to LEA section of the Transition/Program Exit page of PPS is ONLY checked when the family originally “opted out” of LEA Notification and then reversed their ‘opt out’ decision after their child turned 2 years, 9 months of age.

24. When do we check the box in the Refer to LEA section titled, “Child was referred to Birth to 3 after 2 years, 9 months”? This box is checked ONLY when the child was referred to the Birth to 3 Program (i.e. initial contact date or screening date) after the age of 2 years, 9 months.

25. Anything else we need to do when making a referral to the LEA besides completing the Refer to LEA section in PPS? Yes, since the referral through PPS only includes the child’s name, date of birth and parent contact information, additional paperwork, with parental consent, such as area(s) of concern, IFSPs, evaluation reports, discharge summaries, etc. should be mailed or delivered to the LEA within one day of

sending the referral through PPS. Information needs to be double-checked for accuracy and completeness regarding the parent contact information on the Child and Referral Information page of PPS. Please remember that the legal guardian is listed in the left side column of the Child & Referral Information page of PPS, regardless of whether or not the child lives with the legal guardian at the time. It is important that the LEA have accurate and complete information on the legal guardian for the child so they can begin their IEP process.

26. If a TPC is held, when does the referral to the LEA need to be sent through PPS? If we had a TPC meeting when the child was 27 months old, would we send the referral to the LEA the next day even though this is well before the 90 days prior to the 3rd birthday? Does the referral need to be sent within 24 hours of holding the TPC? For children determined by the IFSP team to be potentially eligible for Part B services, Birth to 3 Programs must make referrals at least 90 days prior to the child turning three. (Referrals can be made at any time between 2 years, 3 months and 2 years, 9 months of child's age.) For these same children, a TPC must be offered to the family. If a TPC is held, a referral must be made to the LEA. Since the TPC informs the parents about what a referral to the LEA means, the TPC should occur close to the making of the referral to the LEA. Either activity (TPC or referral) can occur first. If a family "opts out" of LEA Notification, the TPC and/or the referral are not completed for the child. Interagency agreements between Birth to 3 Programs and LEAs can address how referrals are to be handled in relation to the TPC and planning with the family.

27. Is TPC the starting date of the referral? In WI, DPI requires that a referral to the LEA be in writing. Thus, the date of entry of information into the Refer to LEA section of PPS is the start date of the referral for the LEA. See questions # 20 & 43.

28. Can we refer a child to the LEA even if TPC was not attended or not held? Yes; any child determined potentially eligible for Part B services must be referred to the LEA, unless the family signed the Opt Out form---whether or not a TPC was held. The TPC may not have occurred due to the family declining a TPC or the TPC could not be scheduled in a timely manner.

29. Can a referral be sent to the LEA prior to holding the TPC? Yes. If the referral is sent to the LEA prior to holding the TPC, schedule the TPC to occur prior to the LEA completing their evaluation process as the purpose of the TPC is to help the family understand the evaluation process they will experience when their child is referred to the LEA.

30. If we have made a referral to the LEA through PPS and then we get the release signed by the family to share additional information, do we need to re-send the referral through PPS? No. The process of discussing transition out of the Birth to 3 Program at age three with the family occurs at multiple times during the family's participation in the Birth to 3 Program. Discussing "potential eligibility" of the child will result in determining if the child will be referred to the LEA or not. If the child is determined 'potentially eligible for Part B services' a discussion of sharing additional information with the LEA would be prudent to do at the same time. Hopefully, due to

requesting this consent, when the referral is sent to the LEA using PPS, the second Y/N question in the Refer to LEA section of PPS can be accurately completed.

If, however, the family has not determined if they will consent to additional information being shared with the LEA, outside of the referral information, until after the referral has been sent to the LEA through PPS, once the consent is signed, the information (evaluation reports, IFSP, etc.) will be sent to the LEA via paper only, not through PPS. The paper copies of the additional documentation can be sent to the LEA through the mail, via fax or through hand delivery.

31. What if family does not want a referral to LEA? The family is given information about the Opt Out Policy at entry to the Birth to 3 Program and must make their decision by the time their child is 2 years, 3 months of age (or 10 days if referred to B-3 after 2 years, 3 months of age). The family has the opportunity to “opt out of LEA Notification” which includes three activities: LEA Notification at 2 years, 3 months of age, the TPC, and the referral.

32. If the family really wants a referral to the LEA, but the IFSP team determined the child is not potentially eligible for Part B services, what do we do? The decision of the IFSP team to determine the child is “not potentially eligible for Part B services” is documented in the child’s IFSP. The family is given written prior notice about this decision. The family then has options—they can dispute the decision (using any of the three conflict resolution options) or they can make a referral to the LEA on their own. If the family, either instead of or after pursuing a conflict resolution right (i.e. mediation, due process hearings, complaint), chooses to make a referral to the LEA on their own, the referral is NOT entered into PPS. (*Referrals in PPS are referrals from the Birth to 3 Program, not the parent.*) The Birth to 3 Program would wait for a request from the LEA (with a signed consent form) to send records to the LEA. The Birth to 3 Program could give the family their own copy which the family could then forward to the LEA.

33. What if child is referred to the LEA and then determined to be age appropriate in their skills? Once a referral has been made to the LEA it cannot be “taken back.” Once a referral is sent to the LEA through PPS, the LEAs timelines have begun and they have begun working on the referral process. If the referral (2nd step of LEA Notification) has been completed, the IFSP team, including the parent, needs to decide who will inform the LEA of the child’s progress and the discharge from the Birth to 3 Program. In order to share specific information about a child with the LEA, outside of the limited contact information allowed per the LEA Notification requirement, consent from the parent is required. Assure disclosure meets FERPA regulations.

34. For children that are referred to Birth to 3 within 45 days of turning three do we refer the child to the LEA using PPS? Typically, children referred to B-3 within 45 days of turning three are not considered Birth to 3 referrals to the LEA because the Birth to 3 Program is only “forwarding” the referral to the LEA. If this is the case, do not send the referral through PPS or from Birth to 3. The family is considered to be the referral source in these situations.

In rare cases, the Birth to 3 Program may develop an interim IFSP (see ‘Guidance on Responding to Late Referrals to Birth to 3 May 2010’ document). If an interim IFSP is in place for the child, then the referral is sent to the LEA through PPS.

35. What if we sent the referral to the wrong LEA?

a. If the referral was sent to the wrong LEA due to choosing the wrong LEA in the LEA Information section at the top of the Transition/Program Exit page:

Please re-send the referral. (*DO NOT re-send referral if family moved since referral was made to original LEA*) To correct the referral sent to the wrong LEA:

1. Make sure the child’s PPS file does not include a closing date and reason. If it does, delete the closing date and reason and click the RETURN button.
2. On the Transition/Program Exit page, go to the Refer to LEA section and click on the icon: Populate with last referral details (on top right side of section).
3. Go to the top of the Transition/Program Exit page and choose the correct LEA.
4. Return to the Refer to LEA section and verify all data in the fields in correct. Keep Referral Type as “electronic.”
5. Click the Send/Save Referral button at the bottom of the Refer to LEA section. (Note: If the wrong LEA was sent the original referral, the referral may now be “late” to the correct LEA.)
6. If you get a yellow warning, re-click the Send/Save Referral button.
7. Verify the parent contact information on the Child and Referral Information page of PPS for this child.

b. If the referral was sent to the correct LEA at the time the referral was made, but now the family has moved to a new district:

Please contact the family and LEA to make sure all parties are aware that the LEA who received the referral should forward the referral to the new district. See question # 36.

36. What if a child moves to a new county Birth to 3 Program and thus, new LEA after a referral has been sent to LEA?

When the sending B-3 program made a referral to the LEA, the sending B-3 program will:

--Close the child who has been referred to the LEA, by choosing one of the first four closing reasons. They each start with “turned three, referred to LEA,…” Most likely you will choose the fourth closing reason of “special education eligibility pending”.

--When you learn that a family will be in a new LEA because of their move, please have a conversation with the family about who will inform the ‘LEA who received the referral’ about the move.

--Let the new B-3 program know that the child was already referred to the LEA. Let the new B-3 program know they will not be able to access the child’s record in PPS--click the ADD button--until they contact Lori Wittemann or your State lead at DHS.

The new B-3 program will:

Search for the child in PPS using initials of first/last name and date of birth.

Will find the “ADD” button cannot be clicked.

Will contact Lori Wittemann or your State lead at DHS.

Once DHS has made the file available, the new B-3 program will:

Notice that DHS has gone in and changed the county of responsibility on the Child & Referral Information page from the sending B-3 program to the new B-3 program county.

The new B-3 program will, thus, be opening the previous county B-3 program’s data and will only need to change certain aspects—most of the data the new B-3 program will leave as is.

The new B-3 program will need to:

1. Open the child's PPS file
2. Go to the Transition/program Exit page and delete the closing date and closing reason, Click RETURN at bottom of page
3. Change the child's address on the Child & Referral Information Page—very important
4. Go to Service Planning page of IFSP and add in the Services section the date of the IFSP update the new B-3 program held with the family to update the plan for services that will be provided now until the child turns three with start dates, click RETURN at bottom of page
5. Go to Transition/Program Exit page and send LEA Notification (even if sending B-3 program did it), click RETURN at bottom of page
6. Ongoing:
 - a) add any new services your county initiates while the child is in your program
 - b) add transition items as you do them (even if already documented on the Transition/Program Exit page) **
 - c) close file at appropriate time

NOTE: If the new B-3 program does not connect with the family, please let the sending B-3 program know as they will need to complete the Exit child outcome process and document the ratings/sources in PPS.

**Transition steps: A discussion of anything new for the family to consider in regards to transition would be added to the IFSP transition plan. The date of the update to the transition plan in the IFSP would be documented in PPS.

TPC: The B-3 program can hold more than one TPC for a child/family. It is recommended to *offer* a new TPC to the family when they move to a new school district. If a TPC is held, the meeting should be documented in the TPC section of the child’s Transition/Program Exit page. Otherwise, leave the data already entered in this section.

NOTE: If “NO” is already in the field “Was a TPC held?” update the exception reason to “Family did not provide timely consent for a TPC” as TPC (because they couldn’t, they did not live in this area early enough in the child’s transition process to give you timely approval for the TPC) or Child was referred to B-3 after 2 years, 9 months of age.

DO NOT SEND REFERRAL to the new LEA--the LEA that had received the referral from the previous county should be "forwarding" the referral to the new school district.

Once a referral has been made to one school district, *both* B-3 programs (sending and new) are done—whether you are the sending B-3 program that sent the referral OR you are the new B-3 program receiving a child from another county B-3 program that had sent a referral to the LEA in their county.

If the sending B-3 program did not inform the original LEA receiving the referral about the move, please have a conversation with the family about who will let the original LEA know. The LEA then goes to their LEA Page in PPS and clicks a button to “transfer” the referral to the new school district.

Both B-3 Programs *do nothing* in PPS once a referral has been sent to a LEA for a child. The new B-3 program would need a release from the family if they would like you to send the additional paperwork (e.g. IFSP, evaluation reports, etc.) to the new school district.

Other

37. Do we have to document a date each time the transition page of the IFSP is updated in the field: Date transition steps recorded? No. Record the data on the Transition/Program Exit page for transition steps on the IFSP the first time that transition steps are documented on the IFSP. If additional meetings and discussions occur with the family and new steps are added, these can be documented by adding an IFSP update to the Service Planning page of PPS in the Services section. To do this, enter the IFSP date and in the Service Type field, choose “no new services added”.

38. What if we entered the wrong LEA into the LEA field at the top of the Transition/Program Exit page of PPS? Depending upon what additional processes you have already performed, you may need to re-send LEA Notification or the referral. If you have not sent either of these, then change the LEA listed and click the RETURN button at the bottom of the page.

NOTE: A referral should ONLY be re-sent if it was sent to the wrong LEA initially. See question # 35. If the family moves after a referral is made, the referral is NOT re-sent to the new LEA.

39. If not potentially eligible for Part B, and B-3 sets up a meeting with other agencies such as Head Start, is this a TPC/documented in the Transition Planning Conference section of the Transition/Program Exit page of PPS? What do we call meeting with only Head Start/ other agencies? A TPC is considered held only if the LEA rep is there. Therefore, a meeting with other agencies such as Head Start is NOT documented in the TPC section of the Transition/Program Exit page of PPS. This meeting with other agencies such as Head Start is a “transition meeting” and is documented in PPS on the Service Planning page as an ‘IFSP with no new services added’.

40. What closing reason do we use when a child is discharged at age three with only service coordination as a service? If the child was determined “not potentially eligible for Part B services and thus was not referred to the LEA, use the closing reason: Child turned 3, not referred to LEA as not believed to be eligible.

LEAs

41. What if the LEAs want something different—for example: the TPC early with the referral sent later? The LEAs are aware of the Birth to 3 requirements. They were informed on December 8, 2010 during a webcast available on the DPI transition website at <http://dpi.state.wi.us/sped/spp-tran-presch.html> Interagency agreement meetings are a good place to discuss requirements, preferences and processes.

42. Can LEA not attend the TPC? No. LEAs are required to send a representative to any TPC they are invited to.

43. What if LEA is not available to attend TPC or respond to referral? LEAs are required to have a staff person available to attend all TPCs the LEA is invited to. Each LEA has a process in place to respond to referrals received year round. The date the referral is entered into PPS is the start of the 15/60/30 day timeline for the LEA.

44. Can we meet with the LEA prior to the child turning 2 years, 3 months of age? Can we hold a meeting with the LEA and not call it a TPC? No.

45. What happens if a child on the LEA Notification list ends up not being referred to the LEA? Does the LEA still contact the family? There may be instances when the LEA has received a LEA Notification on a child but it is then decided that the child is not potentially eligible for Part B services and thus, no TPC or referral are made. In these cases, Birth to 3 documents the decision in the IFSP and provides the parent with information on how to refer directly to the LEA in the future should concerns arise. The Birth to 3 Program sends the Communication to LEA Regarding Child Referral form (DHS form F-00043) to the LEA. The LEA retains this form for documentation purposes.

If the LEA does not receive the DHS form F-00043, the LEA may call the Birth to 3 Program and inquire about the child at any time; however, it is important to note that the Birth to 3 Program may not be able to comment on the status of the child without written parental consent. If the LEA has not received a referral by the child's third birthday and believes the child may be a child with a disability the LEA may initiate a LEA referral using DPI model form R-1 and inform the family using DPI model form IE-1. The family then has the ability to deny consent for evaluations to determine eligibility or pursue the evaluation to determine if their child is eligible for services. A parent has the right to refuse to allow a LEA to provide special education to the child.

46. What about the 80 day timeline---how does that fit in? Why don't LEAs know about the 80 day timeline? There is no 80 day timeline as of January 1, 2011. It was a timeline used in the past to indicate to the Birth to 3 Program when to check one of the boxes in the Refer to LEA section. With the clarification from the federal government, there are changes to when to check the boxes in the Refer to LEA section. See questions # 23 & 24 for uses of the check boxes.

47. Birth to 3 Programs need a better understanding of parent rights at LEA level.

Please note that parent rights are available from the DPI website:

<http://dpi.wi.gov/sped/pcrights.html> This is a good topic for discussion at interagency agreement meetings.

48. What are best practices regarding B-3 completing testing so that child is evaluated by person most familiar to him/her rather than by LEA staff that child doesn't know? Can this be part of the interagency agreement that B-3 does the testing?

The Birth to 3 Program is not required to re-evaluate children once they are found eligible for the Birth to 3 Program. If, during the TPC it is determined by the team (parent, B-3 Program and LEA rep) that the Birth to 3 Program will do “exit assessment(s)” to assist the LEA in their referral/evaluation process, written prior notice must be given to the family by the Birth to 3 Program and consent received prior to the “exit assessment” occurring. In addition, a release of information from the family must be obtained to share the “exit assessment” results with the LEA. This topic is a good one for interagency agreement discussions.

49. Do we refer children that had been in B-3, but have now turned three and the family contacts us about referring to the LEA?

No. B-3 programs should only make referrals to the LEA when the child is currently in B-3 and younger than three years old. However, the Birth to 3 Program supports the family in making a referral to the LEA. This may be accomplished by contacting the school on behalf of the family and “forwarding” the referral. Nothing is documented in PPS for this activity. Time cannot be billed to targeted case management.