

### Process Integrity Checklist: Key Steps

- The Senior Therapist notifies the Special Education Coordinator that the child is transitioning from IBI to school, normally 6 months prior to discharge.
- The Senior Therapist obtains / ensures consent form is available to allow exchange of information between school staff and Hands.
- The Senior Therapist calls a meeting of the “Connections” Committee to assemble a transition team (parent, school principal/designate, Senior Therapist, ABA school consultant, ASD consultant, teacher, educational assistants, external professionals, etc.) and to identify the information that will be shared to complete the Individual Education Plan.
- Regular meetings (e.g. monthly) of transition team are held to plan, chaired by the Special Education Coordinator/designate.
- Transition team completes the school’s ASD Multi-Disciplinary Team Assessment. Information to support the assessment includes the ISP, ABBLs-R assessment, the latest Psychological assessment, the CARS-ASP and any other progress reports on the child.
- AIP Senior Therapist, ASD Consultant and School Board personnel work closely for 6 months to integrate child’s skill development in IBI with specialized educational goals. ASD School Consultant works closely with Board ABA Specialist and classroom teacher to support the implementation of educational goals (goals, strategies to be completed prior to discharge from IBI).
- School principal, Board personnel complete IEP within 30 days of full time school placement.
- ASD School Consultant works with Board ABA Specialist and school staff to monitor and track child’s progress and provide feedback to classroom teacher. (The service to be provided 6 months after discharge from IBI).
- Regular Connections Team meetings to occur during 6 month period after discharge from IBI.
- School may access ASD School Consultant after the transition phase is completed, or per existing procedures.