

Early On[®]

Timelines

Activity	Timeline
Public Awareness activities: designed to generate and build awareness about Michigan's early intervention system and resources that may be available to families who have concerns about the development of their children.	Ongoing.
Child Find: a continuous process of public awareness activities, screening, and evaluation designed to locate, identify, and refer as early as possible all young children with disabilities and their families who need early intervention services and supports.	Ongoing.
Acknowledge primary referral source.	After receipt of referral.
Notice of referral: informs the family in writing that a referral has been received.	Within ten calendar days of receipt by the local lead agency. Must include the "Your Family Has Rights Brochure"
Consent for Evaluation and Assessment	Consent is required prior to initial evaluation, initial assessment, ongoing assessment, and any future evaluation.
IFSP Invitation/Written Meeting Notice: sent to parents, other participants requested by the parents and to all IFSP team members.	Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.
Rights and Procedural safeguards: checks and balances that are built into the <i>Early On</i> system to protect family rights.	Rights and procedural safeguards begin with the referral of a child to <i>Early On</i> and continue throughout the entire time they are involved. Each of the procedural safeguards has specific timelines for when they need to be completed.
Prior Written Notice is an important procedural safeguard for a family. This must include providing the family access to the Procedural Safeguards Protecting Families Rights document.	Must be provided to the family a reasonable time before the ISD proposes, or refuses, to initiate or change the identification, evaluation, or placement of their infant and toddler, or the provision of early intervention services.
Initial IFSP meeting: From receipt of a referral by the local lead agency through the completion of the screening (if applicable), initial evaluation, initial assessments of the child and family, and the initial IFSP meeting.	Complete IFSP within 45 calendar days from the date of referral. **
Child Outcomes Summary (COS) Entrance Rating	Within 90 calendar days after the referral date.

Timely Start of Services: Any new service added to an IFSP must be provided.	As soon as possible and within 30 days of signed IFSP.**
Review of IFSP Outcomes	At least every six months--may be included within the Periodic Review/Annual IFSP.
Periodic Review	Must be conducted every six months or more frequently if conditions warrant or if the family requests a review. **
Annual IFSP	Within one year of the initial or most recent annual IFSP. **
Copy of evaluation(s), child and family assessments, and IFSP: must be provided to the parent at no cost.	As soon as possible after each IFSP meeting.
Transition Plan: developed as part of a Periodic Review or an Initial/Annual IFSP.	Not fewer than 90 days and, at the discretion of all parties, not more than 9 months before the toddler's third birthday. **
Transition Conference: with family approval. Approval is not required to be in writing, can be verbal.	<ul style="list-style-type: none"> • For Toddlers Potentially Eligible for Preschool Services Under Part B (children who received MMSE services while participating in <i>Early On</i> for one or more days after turning 27 months): Not fewer than 90 days and at the discretion of all parties up to 9 months before the toddler's third birthday.** • For Toddlers Not Potentially Eligible for Preschool Services under Part B (children who did not receive MMSE services while participating in <i>Early On</i> any days after turning 27 months): Make reasonable efforts to convene a conference.
Notification: <i>Early On</i> must notify the State Education Agency (SEA) and the Local Education Agency (LEA) where the toddler resides, if the toddler is potentially eligible for services under Part B, that the toddler will reach the age of eligibility for services under Preschool Special Education on his or her third birthday.	At least 90 days prior to a toddler's exit from <i>Early On</i> . As specified in the Transition Intra-agency Agreement at the state level, each resident LEA (or its designee) will act on behalf of the SEA for the receipt of SEA notifications regarding a toddler exiting Part C and potentially eligible for Part B section 619. The notification to the SEA is confirmed within the Michigan Student Data System (MSDS).

For any toddler who meets the state definition of “potentially eligible for Preschool Special Education”, the LEA must be notified and, with parental consent, be evaluated and have eligibility determined for supports and services under Part B of IDEA, Section 619 (Preschool Special Education).	IEP by age three for children found eligible for Part B, Section 619 (Preschool Special Education).
Child Outcomes Summary (COS) Exit Rating	Within 90 calendar days prior to the exit date.
Record Retention: Requirement to maintain the early intervention record and provide copies upon the parent’s request.	For children receiving <i>Early On</i> services only, records must be retained for a minimum of 7 years after exit. For children who are receiving <i>Early On</i> with MMSE, the file would be considered a Special Education file and would need to meet the minimum requirements of Special Education record retention which is graduation (from high school or special education programs and services) plus 3 years.

** Exceptional Family Circumstances means documented circumstances based upon unavailability of the parent or child that do not allow a timeline to be met

Resources

[Part C of the Individuals with Disabilities Education Act \(IDEA\)](https://www.govinfo.gov/content/pkg/FR-2011-09-28/pdf/2011-22783.pdf)
 (https://www.govinfo.gov/content/pkg/FR-2011-09-28/pdf/2011-22783.pdf)

[Early On Michigan Implementation Manual](https://eotta.ccrea.org/Resources.php?id=188&Resources=1)
 (https://eotta.ccrea.org/Resources.php?id=188&Resources=1)

[Early On Procedural Safeguards Protecting Families Rights](https://www.michigan.gov/documents/mde/Early_On_Procedural_Safeguards_Protecting_Families_Rights_623570_7.pdf)
 (https://www.michigan.gov/documents/mde/Early_On_Procedural_Safeguards_Protecting_Families_Rights_623570_7.pdf)

[Michigan Administrative Rules for Special Education](https://www.michigan.gov/documents/mde/MARSE_Supplemented_with_IDEA_Regs_379598_7.pdf)
 (https://www.michigan.gov/documents/mde/MARSE_Supplemented_with_IDEA_Regs_379598_7.pdf)

[Michigan Part C State Plan](https://www.michigan.gov/documents/mde/Michigan_State_Plan_-_Final_3-2016_518546_7.pdf)
 (https://www.michigan.gov/documents/mde/Michigan_State_Plan_-_Final_3-2016_518546_7.pdf)

[Prior Written Notice Circumstance Chart](https://eotta.ccrea.org/Files/Uploads/New/188/Circumstance_chart_FINAL.pdf)
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