Policy: Each division agency providing services to children and youth with developmental disabilities or a related condition shall ensure that a transition plan is developed for a child/youth living outside of the family home when a change of placement is anticipated. This plan shall include participation by members of the individual's team as well as the appropriate local educational agency.

Purpose: Each developmental service agency shall ensure, when possible, that local educational agencies are notified within 15 days of any change of placement within Nevada or upon return of a child/youth returning to Nevada from an out of state placement.

Procedures:

I. Any change in residential placement (within Nevada or returning from out of state) requires that a completed copy of the Transition Notice be submitted to the local education agency.

II. The notice must contain the following minimum components:

A. Current residential placement address and telephone number;
B. New or proposed address of residential placement;
C. Name of individual authorized to sign educational papers;
D. Anticipated dates of change(s);
E. Notice of any scheduled or proposed meeting dates to discuss proposed change of placement; and
F. Signature of authorized personnel

III. The Transition Notice should be sent to the local education agency single point of contact at least 15 days prior to any proposed change(s) if possible. It is acknowledged that many children/youth are moved without time for notice based on the nature of the situation. In these cases, the Transition Notice shall be sent within 24 hours of placement change and the case manager shall notify the single point of contact for the local education agency.

IV. Each division developmental services agency shall develop specific written procedures to implement the provision of this policy or shall incorporate this policy into the agency policy manual.

Administrator

Effective Date: 2/31/97
Date Revised: 7/25/07
Date Reviewed: 3/10/05; 7/25/07
Date Approved by MHDS Commission: