



## **Part C** **Exiting Data** **Matrix:**

Categories with  
Child-Level Examples

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As the IDC Part C Exiting Data workgroup developed the Part C Exiting Data Toolkit, we thought a lot about how individuals in the field would use it. Those experiences led us to develop this document which will become a part of the Toolkit. Our vision is that these scenarios will be used to build consensus on how to report on each child exiting your Part C program at either the state or local level (or both).

As part of the consensus building process, both new and experienced data managers should consider the following questions: 1) when looking at a particular Exiting category, do the examples given match your expectations? And 2) when reading a particular scenario, would you place that child in the corresponding category?

### Program Completion

**IF** A child is no longer eligible for Part C *prior* to reaching age 3

**THEN CHOOSE** Category 1

**DEFINITION** This category includes all children who, within this 12-month reporting period, have exited Part C *before age three* because they are no longer eligible under IDEA, Part C.

**EXAMPLES** Judy is enrolled in Part C at 1 year of age and received services until 2 years of age. At age 2, the IFSP team determined that all identified goals were reached; the IFSP was completed; and no new goals were indicated.

Mike is enrolled in Part C at 6 months of age and received services until 1½ years of age. At the annual IFSP review, a re-evaluation per state policy was performed. The re-evaluation indicated that Mike was functioning within age-appropriate levels. The IFSP team reconvened, determined that Mike was no longer eligible, and exited him from Part C services.

### Exit at Age Three

**IF** A child is exiting Part C and has been determined to be eligible for Part B

**THEN CHOOSE** Category 2

**DEFINITION** This category includes all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C, including children who receive Part B services in conjunction with Head Start.

**EXAMPLES** Antonio is 2 years and 9 months old and enrolled in Part C. He is determined eligible for Part B and will enter a Part B preschool program.

Clara is 2 years and 10 months old and is enrolled in Part C and eligible for Part B services. She enters Head Start or another community program and will receive Part B services.

Jeff is enrolled in a Part C program and is determined eligible for Part B services. In this case, Part C does not *verify* that Jeff enrolled in Part B.

## Exit at Age Three (continued)

**IF** A child is eligible for Part B and continuing in Part C

**THEN CHOOSE** Category 3

**DEFINITION** This category includes all children determined to be eligible for Part B and whose parents were offered and consented to have their child remain in Part C under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). This category may *only* be used by a state whose application for Part C funds includes a policy under which parents of children with disabilities who were eligible under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age 3. States that do not have this option under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) may *not* report children in this category.

**EXAMPLE** Amy lives in a state that meets the requirements for this category. Amy has been receiving services in Part C and is eligible for Part B services. Her parents opt to have her remain in the Part C program after she turns 3.

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**IF** A child has been determined not eligible for Part B and is *exiting with referrals* to other programs

**THEN CHOOSE** Category 4

**DEFINITION** This category includes all children who have reached age three, were evaluated and determined not eligible for Part B and were referred to other programs, including preschool learning centers, Head Start (but not receiving Part B services), child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

**EXAMPLES** Jonah is in the Part C program and reaches age 3. He was evaluated and found not eligible for Part B services but was referred to Head Start.

Rachel is in a Part C program and reaches age 3. She was evaluated for Part B services and was found not eligible. Her family was given a referral to WIC and local health services in their local county.

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**IF** A child has been determined not eligible for Part B and is exiting with no referrals to other programs

**THEN CHOOSE** Category 5

**DEFINITION** This category includes all children who have reached age three and were evaluated and *determined not eligible* for Part B, and were not referred to other programs.

**EXAMPLE** Mark is in the Part C program and reaches age 3. He was evaluated and found not eligible for Part B services. No recommendations for other programs or services were made.

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### Exit at Age Three (continued)

**IF** A child has reached age three and Part B eligibility *has not* been determined

**THEN CHOOSE** Category 6

**DEFINITION** This category includes all children who reached their third birthday and for whom Part B eligibility was not determined during the reporting period. This category includes children who were referred for Part B evaluation, but for whom eligibility determination has not yet been made or reported or children for whom parents did not consent to transition planning. Include in this category any child who reached age 3 and who was not included in categories 2–5.

**EXAMPLES** Kim is referred to the Part C program and was found eligible only 2 months before age 3. Her parents agree to include the LEA in transition planning. However, the LEA didn't hold its eligibility meeting prior to her becoming age 3.

Joseph has been enrolled in a Part C program and is now 36 months old. His parents did not agree to include the LEA in his transition planning; therefore, Part B eligibility was not determined.

### Not Receiving Services

**IF** A child dies before his/her third birthday

**THEN CHOOSE** Category 7

**DEFINITION** This category includes children who have died before their third birthday, including those who died at the age of exit. Include only children who have died during the reporting period.

**EXAMPLES** Ben was born with a rare genetic disorder. He received Part C services at home and passed away at age 2.

Karl received Part C services and passed away on his third birthday.

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**IF** A child moves out of state

**THEN CHOOSE** Category 8

**DEFINITION** This category includes all children who moved out of state before their third birthday. Include only children who moved during the reporting period. *Do not* report a child who moved within state (i.e., from one program to another) if services are known to be continuing.

**EXAMPLES** Elsa is 15 months old and was receiving Part C services at home. Her dad got a job in another state, and the family moved.

Liam is 9 months old and has been receiving Part C services. His mother is in the Army and has been assigned to a base in Germany. The family moved to Germany.

## Not Receiving Services (continued)

**IF** A parent (or guardian) withdraws from the program

**THEN CHOOSE** Category 9

**DEFINITION** This category includes all children under the age of 3 whose parents declined all services (including service coordination) after an IFSP was in place, or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.

**EXAMPLES** Lila was determined eligible for Part C services, and an IFSP was written and signed by the IFSP team and implemented. Prior to Lila receiving her first intervention service, the family verbally declined all services. Lila exits from Part C.

Debbie was determined eligible for Part C services, and an IFSP was written and signed by the IFSP team, including the family. After Debbie and her family received 5 weeks of IFSP services, the family declined all services and provided written indication of their desire. Debbie exits from Part C.

After the IFSP was in place, the family withdrew 3-month-old, John, from Part C because they were not satisfied with services and the service provider.

The state institutes a share-of-cost policy and informs the family of their share for the cost of their 18-month-old daughter, Ana's, services. The family withdraws from the program rather than pay the cost.

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**IF** All attempts to reach the parent and/or child have been unsuccessful

**THEN CHOOSE** Category 10

**DEFINITION** This category includes all children under the age of 3 who had an active IFSP and for whom Part C personnel have been unable to provide early intervention services either due to lack of response from the parent or family or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving services under Part C before reaching age 3 and who has not been reported in categories 7–9.

**EXAMPLES** Hector is 8 months old and has been receiving OT services through Part C. The service provider scheduled four visits over the last month, and the family has not been home when he arrived. He tried to reach the family by phone, but service is disconnected. He sent a letter by USPS notifying the family that services would terminate if he cannot schedule a visit. Family has not responded.

Michael is living with his grandmother who is acting as his parent. The whereabouts of Michael's biological parents is unknown. Grandma moves without giving a contact or forwarding address. All phone calls to known numbers are unanswered.

Roberta's parents are employed in seasonal agricultural work. After 2 months in services, her family relocates to a different area. No forwarding address was provided. Her parents' cell phone numbers no longer work. Neighbors don't know where the family moved.

Sang has been in foster care and was recently returned home to his mother. Although believed to be at home, Sang's mother doesn't answer the door for four scheduled therapy visits and cannot be contacted by phone or in person to participate in a new IFSP meeting since the IFSP is expiring. Mother does not attend IFSP meeting despite several documented attempts at notification (mail, phone, and in-person). Sang is exited from services.

Part C Exiting Data Matrix: Categories with Child-Level Examples

EXIT CATEGORY	<i>EMaps</i> DEFINITION	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE
<b>PROGRAM COMPLETION</b>					
1. No longer eligible for Part C prior to reaching age 3	Include all children who, within this 12-month reporting period, have exited Part C before age 3 because they are no longer eligible under IDEA, Part C.	Judy is enrolled in Part C at 1 year of age and received services until 2 years of age. At age 2, the IFSP team determined that all identified goals were reached; the IFSP was completed; and no new goals were indicated.	Mike is enrolled in Part C at 6 months of age and received services until 1½ years of age. At the annual IFSP review, a re-evaluation per state policy was performed. The re-evaluation indicated that Mike was functioning within age-appropriate levels. The IFSP team reconvened, determined that Mike was no longer eligible, and exited him from Part C services.		
<b>EXIT AT AGE THREE</b>					
2. Part B eligible, exiting Part C	Include all children determined to be eligible for Part B during the reporting period and who exited (or will soon exit) Part C. This category includes children who receive Part B services in conjunction with Head Start.	Antonio is 2 years and 9 months old and enrolled in Part C. He is determined eligible for Part B and will enter a Part B preschool program.	Clara is 2 years and 10 months old and is enrolled in Part C and eligible for Part B services. She enters Head Start or another community program and will receive Part B services.	Jeff is enrolled in a Part C program and is determined eligible for Part B services. In this case, Part C does not verify that Jeff enrolled in Part B.	
3. Part B eligible, continuing in Part C	Include all children determined to be eligible for Part B and whose parents were offered and consented to have their child remain in Part C under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). This category may ONLY be used by a state whose application for Part C funds includes a policy under which parents of children with disabilities who were eligible under IDEA Section 619 and previously received services under Part C may continue to receive early intervention services under Part C beyond age 3. States that do not have this option under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) may NOT report children in this category.	Amy lives in a state that meets the requirements for this category. Amy has been receiving services in Part C and is eligible for Part B services. Her parents opt to have her remain in the Part C program after she turns 3.			

Part C Exiting Data Matrix

EXIT CATEGORY	<i>EMaps</i> DEFINITION	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE
<b>EXIT AT AGE THREE</b> (continued)					
4. Not eligible for Part B: Exit with referrals to other programs	Include all children who reached age 3, were evaluated and determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.	Jonah is in the Part C program and reaches age 3. He was evaluated and found not eligible for Part B services but was referred to Head Start.	Rachel is in a Part C program and reaches age 3. She was evaluated for Part B services and was found not eligible. Her family was given a referral to WIC and local health services in their local county.		
5. Not eligible for Part B: Exit with no referrals	Include all children who reached age 3, were evaluated and determined not eligible for Part B, and were not referred to other programs.	Mark is in the Part C program and reaches age 3. He was evaluated and found not eligible for Part B services. No recommendations for other programs or services were made.			
6. Part B eligibility not determined	Include all children who reached their third birthday and for whom Part B eligibility was not determined during the reporting period. This category includes children who were referred for Part B evaluation, but for whom eligibility determination has not yet been made or reported or children for whom parents did not consent to transition planning. Include in this category any child who reached age 3 and who was not included in categories 2-5.	Kim is referred to the Part C program and was found eligible only 2 months before age 3. Her parents agree to include the LEA in transition planning. However, the LEA didn't hold its eligibility meeting prior to her becoming age 3.	Joseph has been enrolled in a Part C program and is now 36 months old. His parents did not agree to include the LEA in his transition planning; therefore, Part B eligibility was not determined.		
<b>NOT RECEIVING SERVICES</b>					
7. Deceased	Include all children who died before their third birthday, even if their death occurred at the age of exit. Include only children who died during the reporting period.	Ben was born with a rare genetic disorder. He received Part C services at home and passed away at age 2.	Karl received Part C services and passed away on his third birthday.		
8. Moved out of state	Include all children who moved out of state before their third birthday. Include only children who moved during the reporting period. Do not report a child who moved within state (i.e., from one program to another) if services are known to be continuing.	Elsa is 15 months old and was receiving Part C services at home. Her dad got a job in another state, and the family moved.	Liam is 9 months old and has been receiving Part C services. His mother is in the Army and has been assigned to a base in Germany. The family moved to Germany.		

Part C Exiting Data Matrix

EXIT CATEGORY	<i>EMaps</i> DEFINITION	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE
<b>NOT RECEIVING SERVICES</b> (continued)					
9. Withdrawn by parent (or guardian)	Include all children under the age of 3 whose parents declined all services (including service coordination) after an IFSP was in place, or declined to consent to Part C services on the IFSP and provided written or verbal indication of withdrawal from Part C services.	Lila was determined eligible for Part C services, and an IFSP was written and signed by the IFSP team and implemented. Prior to Lila receiving her first intervention service, the family verbally declined all services. Lila exits from Part C.	Debbie was determined eligible for Part C services, and an IFSP was written and signed by the IFSP team, including the family. After Debbie and her family received 5 weeks of IFSP services, the family declined all services and provided written indication of their desire. Debbie exits from Part C.	After the IFSP was in place, the family withdrew 3-month-old, John, from Part C because they were not satisfied with services and the service provider.	The state institutes a share-of-cost policy and informs the family of their share for the cost of their 18-month-old daughter, Ana's, services. The family withdraws from the program rather than pay the cost.
10. Attempts to contact the parent and/or child were unsuccessful	Include all children under the age of 3 who had an active IFSP and for whom Part C personnel have been unable to provide early intervention services either due to lack of response from the parent or family or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving services under Part C before reaching age 3 and who has not been reported in categories 7-9.	Hector is 8 months old and has been receiving OT services through Part C. The service provider scheduled four visits over the last month, and the family has not been home when he arrived. He tried to reach the family by phone, but service is disconnected. He sent a letter by USPS notifying the family that services would terminate if he cannot schedule a visit. Family has not responded.	Michael is living with his grandmother who is acting as his parent. The whereabouts of Michael's biological parents is unknown. Grandma moves without giving a contact or forwarding address. All phone calls to known numbers are unanswered.	Roberta's parents are employed in seasonal agricultural work. After 2 months in services, her family relocates to a different area. No forwarding address was provided. Her parents' cell phone numbers no longer work. Neighbors don't know where the family moved.	Sang has been in foster care and was recently returned home to his mother. Although believed to be at home, Sang's mother doesn't answer the door for four scheduled therapy visits and cannot be contacted by phone or in person to participate in a new IFSP meeting since the IFSP is expiring. Mother does not attend IFSP meeting despite several documented attempts at notification (mail, phone, and in-person). Sang is exited from services.

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