

Transition and Annual Report Reminders:



Remember to check out the [EICO resource](#) in the Training & TA section of their [website](#).

- ✓ If you are not the only EI provider, you must get in touch with the team to collaborate and make sure that **all sections of the report are completed**.
- ✓ Write in complete sentences in narrative form, not just bullets.
- ✓ Indicate which assessment tool you have used to find out the child's age-ranges. Indicate clinical observation and parent report as appropriate.
- ✓ Make certain that you provide **at least** a few examples of the child's present skills in each developmental area and a few examples of next steps in each area.
- ✓ **Strengths Based!** Make sure that your report is robust and includes examples of how the child is functioning (what they **are** doing, not just what they are NOT doing **yet**) during your sessions as well as using information from the age-anchoring tool(s). If a skill is not present at this time, utilize "not yet" instead of "not"
 - **Example:** Rory is **not yet** walking independently. He is **exploring** his world by taking side steps with the support of furniture and **starting to** take 3-4 steps on his own.
- ✓ Even if there are no developmental concerns in a particular area, you will still provide examples of their present levels and next steps to expect, including strategies to get there.
- ✓ Please make sure that you have filled out **all the sections of the report**.
- ✓ Reminder Informed Opinion is not allowed. It must be age levels with corresponding % of delay.
- ✓ Please make sure that the SC and the family have received the report at least a few days prior to the child's meeting.
 - More time can be spent at the IFSP meeting on outcomes, services, next-steps, etc. and not just the assessment report if everyone has read it ahead of time!

If you have further questions about report writing and expectation, or you would like some examples, reach out to our support specialist:

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Calculating percentage of delay:

To convert an age-equivalent score to a percentage of delay, use the following calculation:
 (chronological or, when appropriate, adjusted age of child – functioning age of child)

Chronological Age		Percent of Delay in Months			Chronological Age		Percent of Delay in Months		
Age in Years	Age in Months	25-32% delay	33-49% delay	>50% delay	Age in Years	Age in Months	25-32% delay	33-49% delay	>50% delay
0-4	4	2.7 – 3	2 – 2.7	< 2	1-8	20	13.4 – 15	10 – 13.4	< 10
0-5	5	3.4 – 3.8	2.5 – 3.4	< 2.5	1-9	21	14.1 – 15.8	10.5 – 14.1	< 10.5
0-6	6	4 – 4.5	3 – 4	< 3	1-10	22	14.7 – 16.5	11 – 14.7	< 11
0-7	7	4.7 – 5.3	3.5 – 4.7	< 3.5	1-11	23	15.4 – 17.3	11.5 – 15.4	< 11.5
0-8	8	5.4 – 6	4 – 5.4	< 4	2-0	24	16.1 – 18	12 – 16.1	< 12
0-9	9	6 – 6.8	4.5 – 6	< 4.5	2-1	25	16.8 – 18.8	12.5 – 16.8	< 12.5
0-10	10	6.7 – 7.5	5 – 6.7	< 5	2-2	26	17.4 – 19.5	13 – 17.4	< 13
0-11	11	7.4 – 8.3	5.5 – 7.4	< 5.5	2-3	27	18.1 – 20.3	13.5 – 18.1	< 13.5
1-0	12	8 – 9	6 – 8	< 6	2-4	28	18.8 – 21	14 – 18.8	< 14
1-1	13	8.7- 9.8	6.5 – 8.7	< 6.5	2-5	29	19.4 – 21.8	14.5 – 19.4	< 14.5
1-2	14	9.4 – 10.5	7 – 9.4	< 7	2-6	30	20.1 – 22.5	15 – 20.1	< 15
1-3	15	10.1 – 11.3	7.5 – 10.1	< 7.5	2-7	31	20.8 – 23.3	15.5 – 20.8	< 15.5
1-4	16	10.7 – 12	8 – 10.7	< 8	2-8	32	21.4 – 24	16 – 21.4	< 16
1-5	17	11.4 – 12.8	8.5 – 11.4	< 8.5	2-9	33	22.1 – 24.8	16.5 – 22.1	< 16.5
1-6	18	12.1 – 13.5	9 – 12.1	< 9	2-10	34	22.8 – 25.5	17 – 22.8	< 17
1-7	19	12.7 – 14.3	9.5 – 12.7	< 9.5	2-11	35	23.5 – 26.3	17.5 – 23.5	< 17.5

Ranges for Eligibility:
Within normal limits
Mild/Moderate: 15-24%
Less than 25% delay = mild to moderate delay
25% - 32% delay (1.5-2 SD)
33% - 49% delay (2.1-3 SD)
Greater than 50% delay (3 SD)