AzEIP Programmatic Meeting - Transition
September 26, 2023
Revised November 7, 2023

Letter to Nix

[IDEA Policy Letter: March 17, 2023, to Nix](#) addresses early childhood transition requirements related to transition plan, transition notification, transition conference, referral and late referrals, and reporting responsibilities.

AzEIP is responsible for implementing IDEA Part C requirements.

ADE/PEA is responsible for implementing IDEA Part B requirements.

To ensure a seamless transition, AzEIP and ADE/PEA must work closely together.

- Transition plan – Part C responsibilities
- Transition notification – Part C responsibilities
- Transition conference – Part C responsibilities

Transition

ADES/AzEIP ensures a smooth transition from early intervention for all AzEIP eligible children and their families:

- Any time the child and family exits AzEIP
- To preschool or other appropriate services at or around the date a child turns three years old.

What is the purpose of the Transition Process?

The Purpose of the Transition Process is to ensure a seamless transition for families as they leave the Part C program.

Part C and Part B agencies must work closely together at the State and local levels to ensure eligible children with disabilities receiving Early Intervention service under IDEA Part C experience a **smooth and effective** transition to receiving preschool services under IDEA Part B.

When do Transition Activities Occur?

- Transition activities occurs between the date the child is **2 years 3 months** and the date the child is **2 years 9 months**.

- If AzEIP eligibility is determined later than **2 years 6 months**, the Transition Planning Meeting must be combined with the Initial IFSP.

- If AzEIP eligibility is determined later than **2 years 9 months**, the Transition Conference may be combined with the Initial IFSP.

When Does the Transition Discussion Begin?

At **eligibility** and continues until the child has **successfully transitioned** out of AzEIP.

Who is Invited to Transition Activities?

- Parent(s)

- Anyone requested by the parent (family members, advocate, others)

- Service Coordinator

- All active IFSP team members

- If held with Initial IFSP, team member involved with the evaluation or assessment

- School district representative(s)

- At parent's request, representative(s) from other early childhood programs (e.g., Head Start, private or community preschool)

Transition Planning Meeting (TPM)

Transition Planning Meeting (TPM) 2

The transition plan must include certain content developed by the IFSP Team, which includes the child's parent. The transition plan **must include** steps for the toddler with a disability and their family to exit from the Part C program and any transition services that the IFSP Team identifies are needed by that toddler and their family.

Transition Planning Meeting
SC Responsibilities

Transition Planning Meeting (TPM)

- Coordinating and scheduling
- Facilitating and documenting discussion within the IFSP
- Obtaining Consent to Share
- Obtaining and documenting PEA decision and Transition Conference decision

Transition Planning Meeting
Team Lead/Joint Visitor Responsibilities

- Attend Transition Planning Meeting (TPM)
  - If unable to attend in person or virtually, provide written documentation of the child's progress prior to the meeting
- Participate in discussions during TPM
  - Vision/hearing
  - Options available to child and family
  - Activities to prepare the child for transition including outcomes

Documenting the Transition Planning Meeting

- IFSP Transition Meeting Invitation/Prior Written Notice
- IFSP
- Contact Logs
- I-TEAMS
- Team Meeting Notes
- Written Correspondence which includes emails

Public Education Agency (PEA) Notification

Public Education Agency Notification/Referral (PEA)

The State lead agency must ensure that it provides the SEA and LEA with notification of toddlers with disabilities who are identified as potentially eligible for preschool services under IDEA Part B.

The purpose of the transition notification is to ensure that toddlers with disabilities and their families experience a smooth and effective transition from the early intervention services under Part C to preschool services under Part B or other appropriate services.

SC Responsibilities: PEA Notification

The SC is responsible for:

- Discussing parent's option to share or not share demographic information with the school district and Arizona Department of Education (ADE)
- Ensuring PEA Notification/Referral form is sent timely to school district and ADE if the parent does not opt out in writing

Opting Out of PEA/SEA Notification

Families who express that they are not interested in the school district's preschool program, may request for their information not to be shared with the school district and ADE.

A family's decision to not send their information to the district is called "Opting Out" of the notification.

If a parent wishes to opt out, they must do so in writing on the PEA Notification form

- Note: If family opts out of PEA Notification, the signed form is maintained in the file but IS NOT sent to the school district nor the c2binbox since the parent is opting out of sharing their demographics info

Updates to PEA Notification

Updates are made to the original PEA Notification when:

- A family moves to a new address
- A family changes their decision
- Change in Service Coordinator
- Change in contact information

Documenting the PEA Notification

- PEA Notification
- Contact Logs
- I-TEAMS
- Team Meeting Notes
- Written Correspondence which includes emails

PEA vs. Child Find Referral

Once a child turns 2 years 10 ½ months (2.10 ½) of age, complete the ADE Child Find Referral Form

- Child is referred to AzEIP after 2.10 ½ (PEA Notification form not required)
- Child is determined eligible for AzEIP after 2.10 ½ (PEA Notification form not required)
- Parent originally opted out of PEA Notification and changed their mind after 2.10 ½
  - Complete the PEA Notification/Referral Update Section of the original PEA Notification in which the parent opted out and send it with the Child Find Referral Form to the school district and ADE (c2binbox@azed.gov)

With the parent's written permission, the SC sends the ADE Child Find Form to the school district of residence and ADE (C2Binbox@azed.gov) in the same email.

A Transition Planning Meeting (TPM), PEA Notification/Referral, and Transition Conference are not required for children determined AzEIP eligible after 2.10 ½.

Scheduling the Transition Conference

What does it mean to invite?

- Scheduling and Inviting requires collaboration and communication
- It is the SC's responsibility to identify a time, date and location that is convenient for the family that allows for all participants to attend
- The SC shares the invite with all participants early enough so that all have the opportunity to attend

Documenting the Invitation to Transition Conference

- IFSP Transition Meeting Invitation/Prior Written Notice
- Contact Logs
- I-TEAMS
- Team Meeting Notes
- Written Correspondence which includes emails

Transition Alerts

Transition Alerts (ADE and AzEIP Alerts)

ADE notifies AzEIP when the PEA Notification form:

- Is sent to school district or ADE after 2.9 (if not sent within required timeframes)
- Is sent prior to the child turning 2.3

AzEIP in turn notifies ADE when there are reported transition issues with school districts.

AzEIP Alert Email

Email AzEIPQualityImprovement@azdes.gov and c2binbox@azed.gov

Subject Line: Transition Alert

Information in body of Email:

- Child's Name
- Date of birth
- I-TEAMS ID
- AzEDS ID
- School District
- PEA Contact
- PEA Notification
- Copies of written communication with school district
- Service Coordinator Name
- SC Contact Log
- SC Supervisor
- Description of concern including attempts to resolve the issue

Transition Conference

Transition Conference (TC)

For a child exiting Part C who is potentially eligible for Part B preschool services, "the lead agency, with the approval of the family of the toddler, convenes a conference among the lead agency, the family and the LEA, not fewer than 90 days and at the discretion of all parties, not more than nine months before the toddler's third birthday to discuss any services the toddler may receive under Part B." 34 C.F.R. § 303.209(c)(1).

The transition conference must meet the accessibility, convenience, and participant requirements for IFSP meetings in 34 C.F.R. §§ 303.342(d) and (e) and 303.343(a). The State lead agency must provide written notice of the transition conference to the family and other participants, which includes the LEA, early enough before the meeting date to ensure that they will be able to attend, under 34 C.F.R. § 303.342(d)(2).

Necessity of a Transition Conference

- Opportunity for the family and team to share the unique strengths and needs about the child
- Opportunity to learn about the specific details of the preschool classroom
- School District shares new resources and changes within their school district
- Family to make the personal connection with the preschool program
- Schedule upcoming steps/activities with all parties present

SC Responsibilities: Transition Conference

Transition Conference

- Coordinating meeting
- Obtaining Consent to Share
- Facilitating Discussion
- Documenting the Transition Conference within the
  - IFSP
  - Transition Conference Summary
- Sharing documentation

Transition Conference
Team Lead/Joint Visitor Responsibilities

- Attend Transition Conference (TC)
- Participate in discussions during TC
  - Child's progress
  - Update of IFSP including the transition plan
- Ensure all documentation is up to date and in the child's record including Contact Logs, Quarterly Reports, etc.

Documenting the Transition Conference

- IFSP
- Transition Conference Summary
- Contact Logs
- I-TEAMS
- Team Meeting Notes
- Written Correspondence which includes emails

Transition Conference Participants

The purpose of team members' initials on the IFSP and the TC Summary is to verify their participation in the meetings.

- Best practice is to have participants initial themselves.
- If technology does not allow for all participants to initial, the SC should initial on their behalf in the following manner: "participants initials" by "SCs initials".
- The SC should document in their Contact Log who participated in all meetings and how they participated (in person, virtual/video, virtual/phone, or in writing).
- If the SC is initially on behalf of a participant, the SC must document in their Contact Log that the SC initialed on their behalf, how they participated and why they were unable to initial.

The SC is never to initial on behalf of a parent or guardian in any situation or on any form.

After the Transition Conference

Transition Conference is not the end of Transition

- Remember, the Transition Conference is not the end of a child and family's transition from AzEIP
- The Support Coordinator, TL and JV should continue to support the family through the child's transition from AzEIP.
  - follow up with the family to ensure steps identified on the Transition Conference Summary are happening
  - answer any questions the family has during the transition

Resources we would like to share*

*IDEA Regulations and AzEIP Policy/Procedure references specific to Transition are available in the links below.

- [IDEA, Part C Sec. 303.209 Transition to preschool and other programs](#)

- [AzEIP Policy Manual: Chapter 4](#)

- [AzEIP Procedure Manual: Chapter 4](#)

- [AzEIP Billing Manual](#)

- [Delay Reasons: Indicator 8](#)

- [Transition Technical Assistance Bulletin](#)

- [AzEIP Transition Timeline](#)

- [Transitioning from AzEIP, First Steps](#)
- [Transitioning from AzEIP, First Steps (ASL)](#)
- [Transition Guide for Families: What You Need to Know Before Your Child's Third Birthday](#)
- [AzEIP Transition Process Webinar (PDF)](#)
- AzEIP Transition Process Webinar in TraCorp: DEAEIP1905

Early Childhood Transition:
Building Collaborative Communities

AzEIP invites our SPAs and their Service Coordinators to attend the Early Childhood Transition: Building Collaborative Communities presentation presented by the AzEIP office and ADE/ECSE.

The presentation will include an opportunity to break into regional small groups with other providers/school districts to support collaboration.

To register, please click the link of the date you plan to attend below:
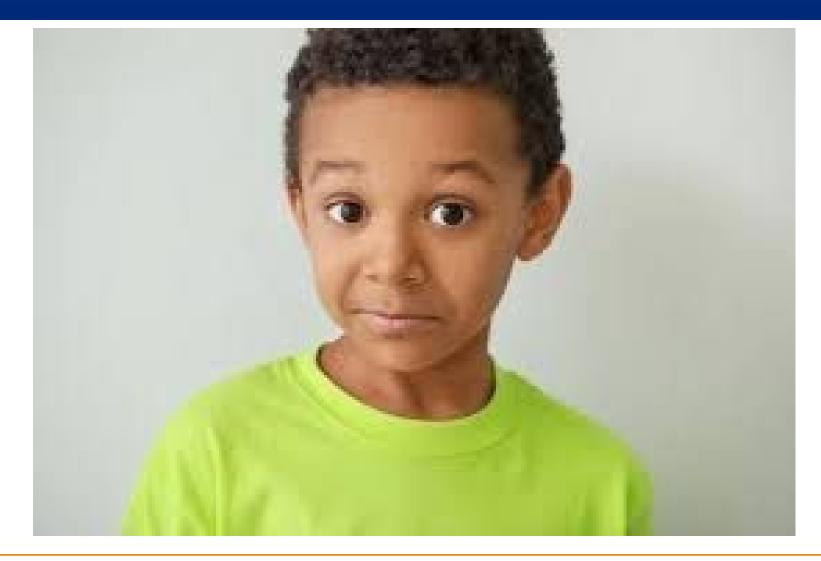
Wednesday, October 25, 2023, 1:00 pm-3:00 pm via Zoom

Friday, October 27, 2023, 8:30 am-10:30 am via Zoom

Reminders for Transition

- **AZEDS ID on PEA**: Reminder to check ITEAMS for child's AZEDS ID and include on PEA. If child does not have an AZEDS ID in ITEAMS, please indicate NA on the PEA Notification.

- If a parent agrees to PEA Notification but declines a Transition Conference, communicate this to the school district so they are not waiting for a Transition Conference to be scheduled to connect with the family.

General Reminders

- DDD Eligibility Applications:
  - Only send to the DDD eligibility team eligibility packets that are complete
    - If DDD court minutes are unable to be secured notify the DDD Eligibility team you are unable to submit the application at this time
    - Contact Billy Henderson to obtain a DCS signature if unable to obtain from the assigned case manager or their supervisor.
  - Medical documentation must include all pages when sent to the DDD eligibility team for eligibility determination.
- SPAs must have internal processes in place to continuously monitor that all staff understand and are implementing services and supports in accordance with AzEIP Policy and Procedure and current technical assistance.

Questions

Question 1

What does it mean to have the SC facilitate the meeting? What would that look like?

Facilitation responsibilities of the Service Coordinator include ensuring:

- The meeting is scheduled so that all participants are able to attend
- Introductions are made at the start of the meeting
- Purpose of the meeting is identified and clear to all participants
- All participants play an active role during the meeting
- Parents have the opportunity to ask questions and share information about their child
- The school district and other early childhood providers describe their programs, including next steps for enrollment and scheduling appointments
- Options for preschool programs or other services are discussed
- IFSP team members share information about the child's progress in early intervention
- Identification of next steps required for a smooth transition
- All required documentation is reviewed, updated, and signed, including the
  - IFSP (Child and Family Assessment, Transition pages, Outcomes, Services Required to Make Progress, Family Consent)
  - Transition Conference Summary

Question 2

Did you say Transition Planning Meeting and Transition Conference should both be IFSP meetings, or just the Transition Planning Meeting?

- Because there are changes to the IFSP documents during both the Transition Planning and Transition Conference Meeting, these meetings would be considered periodic reviews of the IFSP.

- During periodic reviews, the AzEIP IFSP team reviews and updates all pages of the IFSP including the Child and Family Assessment, Outcomes, and Transition pages.

- The IFSP is entered into I-TEAMS.

Question 3

Who is going to determine if the invitation is sent in a timely manner?

The AzEIP Quality Improvement Team will review all documentation when making the decision that a Transition Invitation has been sent timely.

SCs are encouraged to send out the invitation to all parties as soon as a Transition Meeting has been scheduled.

Question 4

Can AzEIP respond to emails when we send an email about a school district? When we send an alert shouldn't we know what is happening further?

Yes, the AzEIP Quality Improvement Team will respond to emails about school districts to let the sender know of next steps. If you have not received a response, please email AzEIPQualityImprovement@azdes.gov to request an update.

Question 5

Which form did you say is now updated as of today?

The updated AzEIP Transition Timeline is now available in the Document Center and on the AzEIP website.

Thank you for attending!

AzEIP Quality Improvement Team

- Erica Melies, AzEIP Quality Improvement Manager
- Tanya Goitia, AzEIP Continuous Quality Improvement Coordinator
- Lidia Gonzales, AzEIP Continuous Quality Improvement Coordinator
- Pamela Meurer, AzEIP Continuous Quality Improvement Coordinator
- Anissa Albert, AzEIP Technical Assistance Specialist
- Amanda Tipotsch, AzEIP Technical Assistance Specialist
- Chantelle Curtis, AzEIP Professional Development Coordinator
- Amanda Honeywood, AzEIP Administrative Assistant